

MS EXCEL SHORTCUT KEYS

Shortcut keys	Function
Tab	Move to the next cell, /to the right of the currently selected cell.
Ctrl+A	Select all contents of a worksheet.
Ctrl+B	Bold all cells in the highlighted section.
Ctrl+C	Copy all cells in the highlighted section.
Ctrl+D	Fill down.
Ctrl+F	Search the current sheet.
Ctrl+G	Go to a certain area.
Ctrl+H	Find and replace.
Ctrl+I	Puts italics on all cells in the highlighted section
Ctrl+K	Inserts a hyperlink.
Ctrl+N	Creates a new workbook.
Ctrl+O	Opens a workbook.
Ctrl+P	Print the current sheet.
Ctrl+R	Fill right cell.
Ctrl+S	Saves the open worksheet.
Ctrl+U	Underlines all cells in the highlighted section.
Ctrl+V	Pastes everything copied onto the clipboard.
Ctrl+W	Closes the current workbook.