

Some useful SHORT CUT KEYS for excel

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COMMAND	ACTION
Auto sum	Alt + =
Bold	CTRL+ B
Chart in an instant	F11
Close a document	CTRL + W
Copy	CTRL + C
Create a new document	CTRL + N
Cut/delete	CTRL + X
Currency format	Ctrl + shift + \$
Delete word/selected cell	CTRL + Backspace
Display Format Cell window	Ctrl + 1
End of data on sheet	CTRL+END moves to the last cell on a worksheet, to the lowest used row of the rightmost used column.
Help	F1
Hide Row OR Column	Ctrl + 9 OR Ctrl +0
Highlight data	Ctrl + A
Insert today's date (updates to today when spread sheet is opened)	Today()
Insert today's date (does not update)	CTRL + ;
Insert new sheet	Shift + F11
Italics	CTRL + I
Line break in a cell	Place the cursor and Alt + Enter
Move through worksheets	Ctrl + Page UP
Move to cell A1	Ctrl + Home
Open a document	CTRL + O
Paste	CTRL + V
Paste Name	F3
Percentage format	CTRL + Shift + %
Print	CTRL + P
Print Preview	CTRL + F2
Redo	Ctrl + Y
Quit Excel	ALT + F4
Redo or Repeat an action	CTRL + Y
Save	CTRL + S
Save a document	CTRL + S
Save as	F12
Select to end of data	CTRL+SHIFT+END extends the selection of cells to the last used cell on the worksheet (lower-right corner).
Switch to Page Layout View	ALT +CTRL + P
Unhide Row	Ctrl + Shift + 9/ Ctrl + Shift + 0
Underline	CTRL+ U
Undo	CTRL + Z
Ö	Alt 229