

# Microsoft® Excel®



## Excel Keyboard Shortcuts using the 'Ctrl' key + a letter (Windows)

(Mac users) ~ use the Command key + a letter

ctrl	Z	Undo	ctrl	S	Save	ctrl	F	Find
ctrl	X	Cut	ctrl	P	Print Preview	ctrl	G	Go To
ctrl	C	Copy	ctrl	N	Create a New workbook	ctrl	H	Replace
ctrl	V	Paste	ctrl	O	Open file	ctrl	K	Insert a Hyperlink
ctrl	Y	Redo	ctrl	W	Close workbook (keep Excel open)	ctrl	E	Flash Fill (Excel 2013 and higher)
ctrl	A	Select All	ctrl	D	Fill Down	ctrl	Q	Quick Analysis (Excel 2013 and higher)
ctrl	B	Bold	ctrl	R	Fill Right	ctrl	J	Unassigned key
ctrl	I	Italics	ctrl	T	Create Table	ctrl	M	Unassigned key
ctrl	U	Underline	ctrl	L	Create Table			

Windows: Ctrl + letter

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Mac: Command + letter