

o	Shortcut	Action / Meaning
1	Ctrl + N	Create a new workbook
2	Ctrl + O	Open an existing workbook
3	Ctrl + S	Save the current workbook
4	F12	Save As (open Save As dialog)
5	Ctrl + P	Print workbook
6	Ctrl + C	Copy selected cells
7	Ctrl + X	Cut selected cells
8	Ctrl + V	Paste copied/cut cells
9	Ctrl + Z	Undo last action
10	Ctrl + Y	Redo last action
11	Ctrl + F	Find
12	Ctrl + H	Replace
13	Ctrl + A	Select entire worksheet/data region
14	Ctrl + Space	Select entire column
15	Shift + Space	Select entire row
16	Ctrl + Arrow Keys	Jump to end of data region in a row/column
17	Ctrl + Shift + Arrow Keys	Select data region from current cell
18	Ctrl + Shift + "+"	Insert new row/column/cell
19	Ctrl + "-"	Delete selected row/column/cell
20	Ctrl + 1	Open Format Cells dialog
21	Ctrl + T	Create Excel Table
22	Ctrl + Shift + "\$"	Apply currency format
23	Ctrl + Shift + "%"	Apply percentage format
24	F2	Edit active cell
25	Ctrl + ;	Insert current date
26	Ctrl + Shift + :	Insert current time
27	Alt + Enter	Start a new line in same cell