

also give all shortcut related them

Here are **essential Excel keyboard shortcuts**, organized by topic to match the formula groups you received previously. These shortcuts help speed up formula entry, navigation, editing, and data management.

1. Basic Editing & Navigation

- **Ctrl + C / Ctrl + X / Ctrl + V:** Copy / Cut / Paste selected cells.
- **Ctrl + Z / Ctrl + Y:** Undo / Redo.
- **Ctrl + A:** Select all data in the worksheet.
- **Ctrl + Arrow Keys:** Jump to the last filled cell in the data region.
- **Ctrl + Shift + Arrow Keys:** Extend selection to the last filled cell.
- **Tab / Shift + Tab:** Move right / left between cells.

2. Working with Formulas

- **Alt + =:** Insert AutoSum formula (SUM).
- **Ctrl + `:** Show/hide formulas.
- **F2:** Edit the active cell and position the cursor at the end.
- **Shift + F9:** Recalculate the active worksheet.
- **F4:** Repeat last action or, in formula editing, cycle through relative/absolute references (\$).

3. Formatting Shortcuts

- **Ctrl + B / I / U:** Bold / Italic / Underline.
- **Ctrl + 1:** Open Format Cells dialog.
- **Alt + H, O, I:** AutoFit column width.
- **Ctrl + Shift + \$ / % / #:** Apply currency, percent, or date format.

4. Data Management

- **Ctrl + Space:** Select entire column.
- **Shift + Space:** Select entire row.
- **Ctrl + Shift + "+":** Insert new row or column.
- **Ctrl + "-":** Delete selected row/column.
- **Ctrl + ; / Ctrl + Shift + :** Insert current date / time.

5. Filter, Sort, and Tables

- **Ctrl + T:** Create a table.
- **Alt + Down Arrow:** Open filter drop-down menu.
- **Ctrl + Shift + L:** Add/remove filters.
- **Alt + A, S, S:** Sort data ascending.

6. Navigating Worksheets and Workbooks

- **Ctrl + Page Up/Page Down:** Move between worksheet tabs.
- **Ctrl + Tab:** Switch between open workbooks.

7. Selection Tricks

- **Ctrl + Shift + L:** Toggle filters.
- **Ctrl + Shift + Arrow:** Select contiguous data.
- **Ctrl + Shift + End:** Select from the cursor to the last used cell.
- **Ctrl + Backspace:** Jump back to the active cell.

8. Clipboard & Special Paste

- **Ctrl + Alt + V:** Open Paste Special dialog.
- **Ctrl + D / Ctrl + R:** Fill Down / Fill Right.
- **Alt + E, S, V:** Values-only paste.

9. Find and Replace

- **Ctrl + F / Ctrl + H:** Find / Replace.
- **Ctrl + G or F5:** Go To (name, cell, or range).

10. Miscellaneous

- **F1:** Open help.
- **Shift + F3:** Insert function dialog.
- **Ctrl + Shift + U:** Expand/collapse formula bar.

These shortcuts work in most modern versions of Excel on Windows. For Mac, the Command (⌘) key often replaces Ctrl. For more, check Excel's official keyboard shortcut list or your version's Help menu. Use these shortcuts alongside formulas for **efficient and powerful Excel workflows!**