



ChatGPT ▾



These ribbons offer a wide range of functionalities, covering basic formatting to advanced data analysis. Let me know if you'd like more details on specific functions!



list me common keyboard shortcuts



Here's a list of common keyboard shortcuts in Excel:

General Shortcuts:

- **Ctrl + N:** Create a new workbook
- **Ctrl + O:** Open an existing workbook
- **Ctrl + S:** Save the current workbook
- **F12:** Open the "Save As" dialog box
- **Ctrl + P:** Open the Print dialog box
- **Ctrl + W:** Close the workbook
- **Ctrl + F4:** Close Excel
- **F1:** Open the Help menu
- **Ctrl + Z:** Undo an action
- **Ctrl + Y:** Redo an action
- **Ctrl + C:** Copy
- **Ctrl + X:** Cut
- **Ctrl + V:** Paste
- **Ctrl + F:** Open the Find and Replace dialog box
- **Ctrl + H:** Open Find and Replace (with Replace tab selected)

Message ChatGPT



ChatGPT can make mistakes. Check important info.

