

### **Keyboard Short Cut (Windows) Ready Reckoner**

<b>Keyboard Shortcut (Windows)</b>	<b>Meaning</b>
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Alt + V	Open Paste Special Dialog Box
Ctrl + Z	Undo last activity
Ctrl + Y	Redo Last Activity
Ctrl + ↑	Go to the top of a column
Ctrl + ↓	Go to the bottom of a column
Ctrl + →	Go the right(end) of a row
Ctrl + ←	Go to the left (beginning) of a row
Shift + Arrow Keys (← ↑ → ↓)	Select cells in the direction of movement
Shift + Ctrl + Arrow Keys (← ↑ → ↓)	Select all cells in the direction of the arrow keys
E.g.: Shift + Ctrl + ↓	Select all cells from current cell to the bottom of the column
Ctrl + S	Save
Ctrl + P	Print
Ctrl + Shift + L	Filter

- Discover shortcuts by using Alt keys
  - E.g.: Alt + P + V - Show Print Preview
  - E.g.: Alt + H + S + F - Filter