**Excel shortcuts**

Close a workbook Ctrl+W

Open a workbook Ctrl+O

Save a workbook Ctrl+S

Copy Ctrl+C

Cut Ctrl+X

Paste Ctrl+V

Undo Ctrl+Z

Remove cell contents Delete

Bold Ctrl+B

Open context menu Shift+F10

Expand or collapse the ribbon Ctrl+F1

Move up one cell in the worksheet Up arrow key

Move down one cell in the worksheet Down arrow key

Move one cell left in the worksheet Left arrow key

Move one cell right in the worksheet Right arrow key

Move to the edge of the current data region in the worksheet (e.g. end of column) Ctrl+Arrow key (e.g. Ctrl+Down arrow)

Move to the last cell on a worksheet Ctrl+End

Move to the beginning of a worksheet Ctrl+Home

Extend the selection of cells to the last used cell on a worksheet (lower right corner) Ctrl+Shift+End

Move to the cell in the upper-left corner of the window (when Scroll Lock is On) Home+Scroll Lock

Move one screen down in a worksheet Page Down

Move one screen up in a worksheet Page Up

Move one screen to the right in a worksheet Alt+Page Down

Move one screen to the left in a worksheet Alt+Page Up

Move to the next sheet in a workbook Ctrl+Page Down

Move to the previous sheet in a workbook Ctrl+Page Up

Edit the active cell and put the cursor at the end of the cell’s contents F2

Enter the current time Ctrl+Shift+colon (:)

Enter the current date Ctrl+semi-colon (;)