ExPrep- Excel Shortcut Keys

CTRL + A: Select all cells

CTRL + SHIFT + LEFT ARROW: Select all cells that contain data to the left of the selected cell

CTRL + SHIFT + RIGHT ARROW: Select all cells that contain data to the right of the selected cell

CTRL + SHIFT + UP ARROW: Select all cells that contain data above the selected cell

CTRL + SHIFT + DOWN ARROW: Select all cells that contain data below the selected cell

CTRL + SPACEBAR: Select all the cells in a column

SHIFT + SPACEBAR: Select all the cells in a row

CTRL + Z: Undo the previous action

CTRL + X: Cut a cell or cell range

CTRL + C: Copy cells

CTRL + V: Paste copied cells

CTRL + ALT + V: Paste Special

CTRL + B: Bold cells

CTRL + N: Create a New Workbook

CTRL + S: Save a Workbook

CTRL + D: Fill Down

CTRL + F: Find & Replace text/values in a workbook

CTRL + G: Go To

CTRL + H: Replace text/values in a workbook

CTRL + K: Insert a Hyperlink

CTRL + L: Create a Table

CTRL + T: Create a Table

CTRL + W: Close a Workbook

CTRL + Y: Redo the previous action

CTRL + U: Underline

CTRL + I: Italicize

CTRL + O: Open an existing workbook

CTRL + P: Print a Worksheet

SHIFT + F11: Add a worksheet

CTRL + SHIFT + "+": Insert cell(s)/column(s)

CTRL + "-": Delete the selected cell(s)/column(s)

CTRL + 0: Hide a Worksheet

CTRL + ` : Display Formulas

F1: Excel's Help Button

F2: Move inside a selected cell

F4: Two Actions- If you're in a cell, the F4 applies holds ($) to a referenced cell; Repeat the last action made