| Task | Shortcut |
|---|---|
| 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 (;) |