

Shortcut Keys	Result
Alt + =	AutoSum a column
Alt + F4	Closes Excel
Alt + Tab	Switch between active windows
Ctrl + -	Deletes the selection
Ctrl + Alt + V	Open the Paste Special dialog box.
Ctrl + arrow key	Move to the edge of the current data region in a worksheet.
Ctrl + N	Creates a new, blank workbook.
Ctrl + Shift + Arrow Key	Move to the edge of the current data region and select it
Ctrl + Shift + L	Adds Filters to current selection
Ctrl + Spacebar	Select an entire column in a worksheet.
Ctrl + W	Close a spreadsheet
Ctrl + X	Cut
F12	Displays the Save As dialog box.
F4	Repeats the last command or action, if possible.
Shift + Spacebar	Select an entire row in a worksheet.