Excel Shortcuts for Windows

File Management

Action	Windows
Save	**Ctrl + S**
Save As	**F12**
Close	**Ctrl + W**
Open Dialog box	**Ctrl + F12**
New	**Ctrl + N**
Print Preview	**Ctrl + P**

Cut Copy and Paste

Action	Windows
Cut	**Ctrl + X**
Copy	**Ctrl + C**
Paste	**Ctrl + V**

Insert Date and Time

Action	Windows
Current Date	**Ctrl + ;**
Current Time	**Ctrl + Shift + :**

Editing and Selecting

Action	Windows
Cancel	**Esc**
Jump to A1	**Ctrl + Home**
Jump to bottom right corner	**Ctrl + End**
Edit Cell	**F2**
Delete cell contents	**Delete**
Undo	**Ctrl + Z**
Add/remove absolute references	**F4**
Insert/Edit hyperlink	**Ctrl + K**
Jump to the next edge of data	**Ctrl + ↓**
Selects to the next edge of data	**Ctrl + Shift + ↓**
Bold the cell contents	**Ctrl + B**
Spell check	**F7**

Find, Go To and Replace

Action	Windows
Find	**Ctrl + F**
Go To	**Ctrl + G**
Replace	**Ctrl + H**