

Excel Shortcuts - Must know shortcuts to speed up your working

Command to	Window shortcut
Copy	Ctrl + C
Cut	Ctrl + C
Paste	Ctrl + V
Copy Right	Ctrl + R
Copy Down	Ctrl + D
Show Special Paste Window	Ctrl + Alt + V
Paste Value only	Ctrl + Alt + V and then press the Only V Enter
Shift Left to Right between the filled cells	Ctrl + →
Shift Right to Left between the filled cells	Ctrl + ←
Shift Up to Down between the filled cells	Ctrl + ↓
Shift Down to Up between the filled cells	Ctrl + ↑
Shift left, right, up and down	Use arrow keys
Select a Row	Shift + Space Bar
Select a Column	Ctrl + Space Bar
Select a worksheet, Table	Ctrl + A
Hide Row	Ctrl + 9
Hide Column	Ctrl + 0
Redo the last action	Ctrl + Y
Undo the last action	Ctrl + Z
Repeat the last action	F4
Find any value	Ctrl + F
Replace any value	Ctrl + H
Print	Ctrl + P
Print Preview	Ctrl + F2
Save	Ctrl + S
Save as	Alt+ F2 or F12