

# Basic Excel Shortcut Keys

Command	Function
Ctrl + A	All Select
Ctrl + B	Font Bold
Ctrl + C	Copy
Ctrl + D	Duplicate (For Down)
Ctrl + E	Flash Fill
Ctrl + F	Find
Ctrl + G	Goto
Ctrl + H	Replace
Ctrl + I	Italic
Ctrl + K	Hiperlink
Ctrl + L	Table create
Ctrl + Shift + L	Filter
Ctrl + N	New Excel Document
Ctrl + O	Open Existing File
Ctrl + P	Print
Ctrl + R	Duplicate (For Right)
Ctrl + S	Save/Save As
Ctrl + T	Table create
Ctrl + U	Underline
Ctrl + V	Paste
Ctrl + W	Close Excel File
Ctrl + X	Cut
Ctrl + Y	Redo
Ctrl + Z	Undo
Ctrl + ;	Date
Ctrl + Shift + ;	Time
Ctrl + +	Insert New Row/Column
Ctrl + -	Delete Row/Column