



Shortcut	Description
Ctrl B	Bold
Ctrl U	Underline
Ctrl I	Italics
Ctrl Z	Undo
Ctrl Y	Redo
Ctrl C	Copy
Ctrl V	Paste
Ctrl X	Cut
Ctrl Alt V	Paste Special
Ctrl F	Find
Ctrl H	Replace



F2	To edit or see formula
F4	Repeat Last Action
Ctrl Page Up	Go To Previous Sheet
Ctrl Page Down	Go To Next Sheet
Shift F11	Insert new sheet
Ctrl [	To Go To A Link
Ctrl ]	To Go Back To A Link Same Sheet
Ctrl g+enter	To Go Back To A Link Different Sheet
Ctrl D	Drag Down Without Copy
Ctrl A	All
Ctrl N	New File
Ctrl O	Open



Ctrl Space	Select Column
Ctrl Space+ Ctrl Shift +	Insert Column
Shift Space	Select Row
Shift Space+ Ctrl Shift ++	Insert Row
Ctrl Space+ Ctrl -	Delete Column
Shift Space+ Ctrl -	Delete Row
Ctrl ;	Insert Current Time
Ctrl :	Insert Current Date
Alt Tab	Toggle between files
Windows D	Maximize Minimize
Hide Row	Select row -> Ctrl 9
Hide Column	Select Column -> Ctrl 0



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Unhide Row	Select row -> Ctrl + Shift + 9
Unhide Column	Select Column -> Ctrl + Shift + 0

