

| Shortcut Key | Function |
|-------------------|---|
| F2 | Edit Cell |
| F5 | Go to The Cell |
| F7 | Check Spell |
| F11 | Create Chart |
| Ctrl + Shift + ; | Enter Current Time |
| Ctrl + ; | Current Date |
| Alt + Shift + F1 | New Worksheet |
| Shift + F3 | Excel Formula Window |
| Shift + F5 | Search Box |
| Ctrl + A | Select All Content |
| Ctrl + B | Bold Highlight Section |
| Ctrl + I | Italicize |
| Ctrl + C | Copy |
| Ctrl + V | Paste |
| Ctrl + D | Fill |
| Ctrl + K | Insert Link |
| Ctrl + F | Find and Replace |
| Ctrl + G | Open Go to Options |
| Ctrl + H | Find and Replace |
| Ctrl + U | Underline |
| Ctrl + Y | New Excel Sheet |
| Ctrl + 5 | Strikethrough |
| Ctrl + O | Open |
| Ctrl + N | New Document |
| Ctrl + P | Print Dialog |
| Ctrl + S | Save |
| Ctrl + Z | Undo |
| Ctrl + X | Cut |
| Ctrl + F9 | Minimize Excel Window |
| Ctrl + F10 | Maximize Currently Selected Window |
| Ctrl + F6 | Switch Between Open Workbooks / Windows |
| Ctrl + Tab | Move Between Excel |
| Alt + = | Create Formula Sum |
| Ctrl + ' | Insert the Value of Above Cell |
| Ctrl + Shift + ! | Format Number in Comma |
| Ctrl + Shift + \$ | Format Number in Currency |
| Ctrl + Shift + # | Format Number in Date Format |
| Ctrl + Shift + % | Format Number in % Format |
| Ctrl + Shift + ^ | Format Number in Scientific Format |
| Ctrl + Shift + @ | Format Number in Time Format |
| Ctrl + G | Goto |
| Ctrl + Space | Entire Row Selection |
| Shift + Space | Select Entire Row |
| Ctrl + W | Close Document |
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