

**Short Cuts****Useful Shortcuts.**

<b>Short Cut</b>	<b>Keyboard</b>	<b>Application Command</b>	<b>Comments</b>
Cut	CTRL+X	Edit, Cut	
Copy	CTRL+C	Edit, Copy	
Paste	CTRL+V	Edit, Paste	Use command if paste special required.
Duplicate - Down	CTRL+D	None	See sample below
Duplicate - Right	CTRL+R	None	
Save	CTRL+S	File, Save	
Print	CTRL+P	File, Print	
Open	CTRL+O	File, Open	
Undo	CTRL+Z	Edit, Undo	
Redo	CTRL+Y	Edit, Redo	
Find	CTRL+F	Edit, Find	
Go To	CTRL+G or F5	Edit, Goto	
Spelling	F7	Tools, Spelling	
Bold	CTRL+B	Format, Cell, Font.....	
Underline	CTRL+U	Format, Cell, Font.....	
Italics	CTRL+I	Format, Cell, Font.....	
Switch Applications	ALT+TAB	None	Minimize & select
Switch Worksheets or	CTRL+TAB	Window, 1(2,3.....)	Minimize & select (Excel)
Enter Current Time	CTRL+:	None	Key the date in appropriate format
Enter Today's Date	CTRL+;	None	or use the =Today() function

Undocumented

Excel features

**Points to consider:**

Excel does not store the cut or copy in Windows clipboard unless the edit line is used.

Keyboard commands are far more efficient than mouse, saving valuable time.

Courtesy of:

