

Thank you for Subscribe!!

To Know More About Excel Formulas & Functions Visit

<https://basictutorials.in/>

Short Cuts	Task
Ctrl + O	Open File
Ctrl + N	New File
Ctrl + P	Print
Ctrl + S	Save
F12	Save file As
Ctrl + F4	Close
Alt + F4	Close Excel
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + A	Select All
Ctrl + F	Find
Ctrl + H	Replace
Ctrl+ Spacebar	Select Column
Shift + Spacebar	Select Row
Alt + A + M	Remove Duplicates
Alt + N + V + T	Pivot Table
Alt + N + V (for excel 2016)	Pivot Table
Ctrl + Shift + L	Filter
Ctrl + 1	Format Cells
Ctrl + G	Go
Ctrl + U	Underline
Ctrl + I	Italic
Ctrl + O	Hide Column
Alt + E + S + V	Paste Special Values
CTRL + SHIFT + :	Current Time
CTRL + ;	Current Date
CTRL + K	Insert Hyperlink
Esc	Close Dialog Box