

We recommend the **video professor** for more in depth professional learning

## Basic shortcuts

Open a workbook	ctrl + O
Save a workbook	ctrl + S
Print a workbook	ctrl + P
Close a workbook	ctrl + W
Undo	ctrl + Z
Redo	ctrl + Y
Help	F1
Cut	ctrl + X
Copy	ctrl + C
Paste	ctrl + V
Clear cell contents	Delete
Edit active cell	F2
Absolute reference	F4
Bold	ctrl + B
Italic	ctrl + I
Underline	ctrl + U

## Moving around Excel

Move between cells	Tab
Up one screen	Page up
Down one screen	Page down
Go to cell A1	ctrl + home
Go to last cell with data	ctrl + end
Left to end or beginning of next block	ctrl + ←
Right to end or beginning of next block	ctrl + →
Up to end or beginning of next block	ctrl + ↑
Down to end or beginning of next block	ctrl + ↓