

Name:

Date:

Keyboard Shortcuts in Excel:

Ctrl+W	Select all
Ctrl+O	Redo
Ctrl+S	Cut
Ctrl+C	Bold
Ctrl+V	Undo
Ctrl+X	Open a workbook
Ctrl+Z	Copy
Ctrl+Y	Save a workbook
Delete	Paste
Ctrl+B	Close a workbook
Ctrl+A	Remove cell content when cell is selected