

Shortcuts Key	Action
Ctrl + A	Select All
Ctrl + B	Bold
Ctrl + C	Copy
Ctrl + D	Fill Down
Ctrl + F	Find
Ctrl + G	Go To
Ctrl + H	Replace
Ctrl + I	Italic
Ctrl + K	Insert Hyperlink
Ctrl + N	New Workbook
Ctrl + O	Open File
Ctrl + P	Print
Ctrl + R	Fill Right
Ctrl + S	Save Workbook
Ctrl + T	Create Table
Ctrl + U	Underline
Ctrl + V	Paste
Ctrl + W	Close Window
Ctrl + X	Cut
Ctrl + Y	Repeat
Ctrl + Z	Undo

The Key To The Computer

J Rink



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