

General Excel Shortcuts

 + **W** Close a workbook

 + **N** Open a workbook

 + **S** Save a workbook

 + **C** Copy text

ctrl + **V** Paste text

 + **Z** Undo shortcut

 + **Y** Redo something you just undid

shift +  +  Instantly move to the bottom of the data set. In addition, this auto-selects the entire range for fast copying