General Excel Shortcuts

RD

ctrl + **W**	Close a workbook
ctrl + **O**	Open a workbook
ctrl + **S**	Save a workbook
ctrl + **C**	Copy text
ctrl + **V**	Paste text
ctrl + **Z**	Undo shortcut
ctrl + **Y**	Redo something you just undid
shift + **spacebar**	Select the row
ctrl + **-**	Excel insert row shortcut (Add a new row above the one you selected.)
alt + **I** + **R**	Excel delete row shortcut (The row you have selected will disappear.)
shift + **ctrl** + ◄▲►▼	Instantly move to the bottom of the data set. In addition, this auto-selects the entire range.