CTRL+SHORCUT	
Ctrl+;	Enter current date.
Ctrl+`	Display cell values/formulas.
Ctrl+'	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
Ctrl+A	Select All. If the worksheet contains data, Ctrl+A selects the current region. Pressing Ctrl+A a second time selects the entire worksheet. When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box.
Ctrl+B	Bold formatting.
Ctrl+C	Copy.
Ctrl+D	Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.
Ctrl+E	Adds more values to the active column by using data surrounding that column.
Ctrl+F	Find.
Ctrl+G	Go To.
Ctrl+Y	Redo.
Ctrl+Z	Undo.

To access all the Ribbon tabs and icons also the Quick Access toolbar icons, press the ALT button on the left of the space bar. Then enter a letter or number to access a tab or icon. Press the Esc button to exit at any time.

CTRL+SHORCUT	
Ctrl+H	Find and Replace.
Ctrl+I	Italic formatting.
Ctrl+K	Insert or edit Hyperlink.
Ctrl+L	Create Table.
Ctrl+N	New, blank workbook.
Ctrl+O	Open a file.
Ctrl+P	Print.
Ctrl+Q	Quick Analysis options.
Ctrl+R	Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.
Ctrl+S	Save.
Ctrl+T	Create Table dialog box.
Ctrl+U	Applies/removes underlining.
Ctrl+V	Paste.
Ctrl+W	Closes the selected window.
Ctrl+X	Cuts the selected cells.

Ctrl+1	Format Cells dialog box.
Ctrl+2	Applies/removes bold.
Ctrl+3	Applies/removes italic.
Ctrl+4	Applies/removes underline.
Ctrl+5	Applies/removes strikethrough.
Ctrl+6	Hide/display objects.
Ctrl+8	Hide/display outline symbols.
Ctrl+9	Hides the selected rows.
Ctrl+0	Hides the selected columns.

FUNCTION KEYS	
F1	Help.
	Ctrl+F1 displays/hides the ribbon.
	Alt+F1 creates an embedded chart of the data in the current range.
	Alt+Shift+F1 inserts a new worksheet.
F2	Edit the active cell.
	Shift+F2 adds/edits a cell comment.
	Ctrl+F2 Print Preview.
F3	Paste Name. Available only if names have been defined.
	Shift+F3 Insert Function.
F4	Repeats the last command/action.
	F4 cycles through combinations of absolute and relative references.
	Ctrl+F4 closes the window.
	Alt+F4 closes Excel.
F5	Go To.
	Ctrl+F5 restores the window size.
F6	Switches between worksheet, ribbon, task pane, and Zoom.
	Shift+F6 switches between worksheet, Zoom controls, task pane, and ribbon.
	Ctrl+F6 switches between workbook windows.
F7	Spelling check.
	Ctrl+F7 Move command on the workbook window when it is not maximized.
F8	Turns extend mode on or off. In extend mode, Extended Selection appears in the status line, and the arrow keys extend the selection.
	Ctrl+F8 performs the Size command when a workbook is not maximized.
	Alt+F8 Macro dialog box to create, run, edit, or delete a macro.
F9	Calculates all worksheets in all open workbooks.
	Shift+F9 calculates the active worksheet.
	Ctrl+Alt+Shift+F9 rechecks dependent formulas, and calculates all cells in all open workbooks, including cells not marked as needing to be calculated.
	Ctrl+F9 minimizes a workbook window to an icon.
F10	Turns key tips on or off.
	Shift+F10 displays shortcut menu for selected item.
	Ctrl+F10 maximizes or restores the selected workbook window.
F11	Create a chart in a separate sheet.
	Shift+F11 insert new worksheet.
	Alt+F11 VBA editor.
F12	Save As.