**Common Keystrokes Used in Excel**

**These keystrokes may be used instead of using the mouse.**

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| **Keystroke** | **Description** |
| **Ctrl + B** | **Bold** format |
| **Ctrl + I** | ***Italic*** format |
| **Ctrl + U** | ***Underline*** format |
| **Ctrl + Spacebar** | Returns the font format to the default setting |
| **Ctrl + O** | **Opens** a new workbook |
| **Ctrl + S** | **Saves** the worksheet |
| **Ctrl + P** | **Prints** the worksheet |
| **Ctrl + C** | **Copies** the text or data within the worksheet |
| **Ctrl + X** | **Cuts** the text or data within the worksheet |
| **Ctrl + V** | **Pastes** the text or data within the worksheet |
| **Ctrl + Home** | **Moves the cursor to the beginning of the worksheet** |
| **Ctrl + End** | **Moves the cursor to the end of the worksheet** |