

Shortcut	Function
Ctrl + F12	Open a spreadsheet file
Ctrl + O	Open a spreadsheet file
Shift + F12	Save the spreadsheet
Ctrl + S	Save the spreadsheet
Ctrl + Shift + F12	Print the spreadsheet
Ctrl + P	Print the spreadsheet
F2	Edit the active cell
F4	Repeat the last action
F6	Move to the next pane
F9	Calculate all sheets in open workbooks
F11	Create a chart
Ctrl + ;	Insert the current date
Shift + Ctrl + ;	Insert the current time
Ctrl + Y	Repeat the last action
Ctrl + Z	Undo the last change
Shift + F9	Calculate the active worksheet