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Windows, Excel & Browser Shortcut Keys – Printable Cheat Sheet

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This PDF includes:

- Windows keyboard shortcuts
- Windows shortcut keys
- Ctrl shortcut keys
- Alt shortcut keys
- Windows key shortcuts
- Function keys F1–F12
- File Explorer shortcuts
- File management shortcuts
- Text editing shortcuts
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- Excel navigation shortcuts
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- Copy and paste shortcuts
- Productivity shortcuts
- Data-entry shortcuts
- Student shortcuts
- Printable shortcut cheat sheet
- Frequently asked questions

Free PDF • Printable Cheat Sheet • Windows + Excel + Browser • Updated 2026

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IMPORTANT DISCLAIMER

Keyboard shortcuts can vary depending on the **Windows version, Microsoft Excel version, web browser, application, keyboard layout and device manufacturer.**

Some shortcuts may have different functions in different applications. Laptop keyboards may also require the **Fn** key for certain function-key commands.

The shortcuts in this guide are provided as a general reference and should be verified within the specific application when exact behavior is important.

KEYBOARD SHORTCUTS CHEAT SHEET

Windows, Excel & Browser Keyboard Shortcuts

Printable Reference Guide – Updated 2026

Keyboard shortcuts are combinations of keys that allow users to perform common actions quickly without relying entirely on a mouse.

This **Keyboard Shortcuts PDF** provides a convenient reference for commonly used shortcuts in **Windows, Microsoft Excel, web browsers, text editing, file management and everyday computer tasks**.

Whether you are a student, office professional, accountant, data-entry operator, developer, writer or general computer user, these shortcut keys can help reduce repetitive mouse actions and improve productivity.

Quick Answer: What Are Keyboard Shortcuts?

Keyboard shortcuts are combinations of two or more keys used to perform an action quickly.

For example:

Ctrl + C → Copy

Ctrl + V → Paste

Ctrl + X → Cut

Ctrl + Z → Undo

Ctrl + S → Save

Ctrl + F → Find

Shortcut availability can vary between Windows versions, applications and keyboard layouts.

Most Important Keyboard Shortcuts

Shortcut	Action
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + A	Select all
Ctrl + S	Save
Ctrl + P	Print
Ctrl + F	Find
Ctrl + H	Find and replace in supported apps
Ctrl + N	New
Ctrl + O	Open
Ctrl + W	Close current document/window/tab
Ctrl + T	New browser tab
Ctrl + Shift + T	Reopen closed browser tab
Ctrl + Tab	Next browser tab
Ctrl + Shift + Tab	Previous browser tab
Alt + Tab	Switch between open apps
Alt + F4	Close active window
Windows + D	Show/hide desktop
Windows + E	Open File Explorer
Windows + L	Lock computer
Windows + R	Open Run
Windows + I	Open Settings

Windows Keyboard Shortcuts

General Windows Shortcuts

Shortcut	Function
Windows	Open Start
Windows + D	Show or hide desktop
Windows + E	Open File Explorer
Windows + I	Open Settings
Windows + L	Lock PC
Windows + R	Open Run dialog
Windows + S	Open Search
Windows + A	Open Quick Settings/notification-related interface depending on Windows version
Windows + X	Open Quick Link menu
Windows + Tab	Open Task View
Windows + V	Open clipboard history if enabled
Windows + Z	Open Snap layouts on supported Windows versions
Windows + .	Open emoji/symbol panel
Windows + ;	Open emoji/symbol panel
Windows + Shift + S	Screen snipping
Windows + PrtScn	Save screenshot
Windows + P	Project/display options
Windows + K	Connect/cast options where supported
Windows + G	Xbox Game Bar

Windows + H	Voice typing
Windows + Space	Switch keyboard/input language
Windows + Ctrl + D	Create a new virtual desktop
Windows + Ctrl + Left Arrow	Switch to previous virtual desktop
Windows + Ctrl + Right Arrow	Switch to next virtual desktop
Windows + Ctrl + F4	Close current virtual desktop

Windows File Management Shortcuts

Shortcut	Action
Ctrl + C	Copy selected item
Ctrl + X	Cut selected item
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + A	Select all
F2	Rename selected item
Delete	Move selected item to Recycle Bin
Shift + Delete	Permanently delete selected item
Ctrl + Shift + N	Create new folder
Alt + Enter	Open Properties
Alt + Left Arrow	Go back
Alt + Right Arrow	Go forward
Alt + Up Arrow	Go up one folder level
Ctrl + N	Open a new File Explorer window

Ctrl + Shift + E Expand navigation pane where supported

Windows Window Management Shortcuts

Shortcut	Action
Alt + Tab	Switch between apps
Alt + Shift + Tab	Switch backward between apps
Alt + F4	Close active window
Windows + Up Arrow	Maximize window
Windows + Down Arrow	Minimize/restore window
Windows + Left Arrow	Snap window left
Windows + Right Arrow	Snap window right
Windows + Home	Minimize/restores other windows depending on system behavior
Windows + Shift + Left Arrow	Move window to another monitor
Windows + Shift + Right Arrow	Move window to another monitor

Windows Text Editing Shortcuts

Shortcut	Action
Ctrl + A	Select all
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + Left Arrow	Move cursor one word left

Ctrl + Right Arrow	Move cursor one word right
Home	Beginning of line
End	End of line
Ctrl + Home	Beginning of document
Ctrl + End	End of document
Shift + Arrow	Select text
Ctrl + Shift + Left Arrow	Select previous word
Ctrl + Shift + Right Arrow	Select next word

Function Keys F1–F12

Function keys can perform different actions depending on the operating system or application.

Key	Common Function
F1	Help
F2	Rename selected item
F3	Search/find
F4	Address bar/history-related action in some applications
F5	Refresh
F6	Move focus between interface elements
F7	Caret browsing or application-specific function
F8	Startup/boot-related functions or application-specific action
F9	Application-specific function
F10	Activate menu bar
F11	Full-screen mode in many browsers
F12	Developer tools in many browsers / application-specific action

Important: Function-key behavior can differ between applications, laptops and keyboard manufacturers.

ALT Keyboard Shortcuts

Shortcut	Action
Alt + Tab	Switch applications
Alt + F4	Close active window
Alt + Enter	Properties
Alt + Space	Open active window menu
Alt + Left Arrow	Back
Alt + Right Arrow	Forward
Alt + Up Arrow	Parent folder
Alt + PrtScn	Capture active window on supported Windows configurations
Alt + Underlined Letter	Select menu command where available

CTRL Keyboard Shortcuts

Ctrl shortcuts are among the most widely used keyboard combinations.

Shortcut	Action
Ctrl + A	Select all
Ctrl + B	Bold in supported editors
Ctrl + C	Copy
Ctrl + D	Bookmark/favorites in many browsers; application-specific elsewhere
Ctrl + E	Center text in some editors / search focus in some applications
Ctrl + F	Find

Ctrl + G Find next / go to

Ctrl + H Replace/history depending on application

Ctrl + I Italic

Ctrl + J Justify in some editors / downloads in some browsers

Ctrl + K Insert hyperlink in many editors

Ctrl + L Focus address bar in browsers

Ctrl + M Application-specific

Ctrl + N New

Ctrl + O Open

Ctrl + P Print

Ctrl + R Refresh in browsers / right-align in some editors

Ctrl + S Save

Ctrl + T New browser tab

Ctrl + U Underline in some editors / page source in some browsers

Ctrl + V Paste

Ctrl + W Close tab/document

Ctrl + X Cut

Ctrl + Y Redo

Ctrl + Z Undo

MICROSOFT EXCEL KEYBOARD SHORTCUTS

Excel contains many keyboard shortcuts for navigating worksheets, entering data, formatting cells and working with formulas.

Essential Excel Shortcuts

Shortcut	Action
Ctrl + N	New workbook
Ctrl + O	Open workbook
Ctrl + S	Save workbook
Ctrl + P	Print
Ctrl + W	Close workbook
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + F	Find
Ctrl + H	Find and replace
Ctrl + A	Select current data region/all depending on context
Ctrl + G	Go To
Ctrl + K	Insert hyperlink
Ctrl + 1	Format Cells
Ctrl + 5	Apply/remove strikethrough
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline

Excel Navigation Shortcuts

Shortcut	Action
Arrow Keys	Move one cell
Tab	Move one cell right
Shift + Tab	Move one cell left
Enter	Move down after entry
Shift + Enter	Move up after entry
Home	Beginning of row
Ctrl + Home	Go to beginning of worksheet
Ctrl + End	Go to last used cell
Page Up	Move one screen up
Page Down	Move one screen down
Alt + Page Up	Move one screen left
Alt + Page Down	Move one screen right
Ctrl + Arrow Key	Move to edge of current data region

Excel Data Entry Shortcuts

Shortcut	Action
F2	Edit active cell
Ctrl + Enter	Fill selected cells with current entry
Alt + Enter	Start a new line inside a cell
Ctrl + D	Fill down
Ctrl + R	Fill right

Ctrl + ;	Insert current date
Ctrl + Shift + ;	Insert current time
Ctrl + '	Copy formula from cell above
Ctrl + Shift + "	Copy value from cell above
Delete	Clear cell contents
Esc	Cancel current entry

Excel Formatting Shortcuts

Shortcut	Action
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + 1	Format Cells
Ctrl + 5	Strikethrough
Ctrl + Shift + ~	General format
Ctrl + Shift + \$	Currency format
Ctrl + Shift + %	Percentage format
Ctrl + Shift + ^	Scientific format
Ctrl + Shift + #	Date format
Ctrl + Shift + @	Time format
Ctrl + Shift + !	Number format
Ctrl + Shift + &	Apply border
Ctrl + Shift + _	Remove border

Excel Row and Column Shortcuts

Shortcut	Action
Ctrl + Space	Select entire column
Shift + Space	Select entire row
Ctrl + +	Insert cells/rows/columns
Ctrl + -	Delete cells/rows/columns
Ctrl + 9	Hide selected rows
Ctrl + 0	Hide selected columns
Ctrl + Shift + 9	Unhide rows where supported
Ctrl + Shift + 0	Unhide columns where supported, subject to Windows settings

Excel Worksheet Shortcuts

Shortcut	Action
Ctrl + Page Up	Previous worksheet
Ctrl + Page Down	Next worksheet
Shift + F11	Insert new worksheet
Alt + H, O, R	Rename worksheet through Ribbon sequence
Alt + H, O, M	Move or copy worksheet through Ribbon sequence

Excel Formula Shortcuts

Shortcut	Action
=	Begin formula
F2	Edit formula

F4	Cycle through absolute/relative references while editing a formula
Ctrl + `	Show/hide formulas
Alt + =	AutoSum
Shift + F3	Insert Function
Ctrl + Shift + Enter	Legacy array formula entry in older Excel versions

Note: Microsoft Excel versions and modern dynamic-array behavior can affect some formula shortcuts.

Excel Special Shortcuts

Shortcut	Action
Ctrl + Shift + L	Apply/remove filters
Alt + Down Arrow	Open dropdown in selected cell/filter
Ctrl + E	Flash Fill
Ctrl + T	Create table
F4	Repeat last action or toggle reference types while editing formulas
Ctrl + Q	Quick Analysis in supported versions
Ctrl + Shift + +	Insert cells/rows/columns
Ctrl + Shift + ~	General number format

WEB BROWSER KEYBOARD SHORTCUTS

These shortcuts are commonly supported by modern desktop browsers such as Chrome, Edge and Firefox, although individual browser behavior can vary.

Essential Browser Shortcuts

Shortcut	Action
Ctrl + T	Open new tab
Ctrl + W	Close current tab
Ctrl + Shift + T	Reopen recently closed tab
Ctrl + Tab	Next tab
Ctrl + Shift + Tab	Previous tab
Ctrl + 1–8	Switch to numbered tab
Ctrl + 9	Switch to last tab
Ctrl + L	Focus address bar
Ctrl + D	Bookmark current page
Ctrl + F	Find text on page
Ctrl + H	Open history
Ctrl + J	Open downloads
Ctrl + Shift + Delete	Clear browsing data
Ctrl + P	Print page
Ctrl + S	Save page
Ctrl + R	Reload page
Ctrl + Shift + R	Hard/reload-related browser refresh behavior
Ctrl + U	View page source in browsers that support it
Ctrl + Plus (+)	Zoom in
Ctrl + Minus (-)	Zoom out
Ctrl + 0	Reset zoom
F5	Reload
F11	Full screen
Alt + Left Arrow	Back

Alt + Right Arrow	Forward
Home	Page top
End	Page bottom
Space	Scroll down
Shift + Space	Scroll up

Browser Tab Management

Shortcut	Action
Ctrl + T	New tab
Ctrl + W	Close tab
Ctrl + Shift + T	Reopen closed tab
Ctrl + Tab	Next tab
Ctrl + Shift + Tab	Previous tab
Ctrl + 1	First tab
Ctrl + 2	Second tab
Ctrl + 3	Third tab
Ctrl + 4	Fourth tab
Ctrl + 5	Fifth tab
Ctrl + 6	Sixth tab
Ctrl + 7	Seventh tab
Ctrl + 8	Eighth tab
Ctrl + 9	Last tab

Browser Page Navigation

Shortcut	Action
Alt + Left Arrow	Back
Alt + Right Arrow	Forward
F5	Refresh
Ctrl + R	Refresh
Ctrl + Shift + R	Reload while bypassing some cached resources in many browsers
Home	Go to top
End	Go to bottom
Page Up	Scroll up
Page Down	Scroll down
Space	Scroll down
Shift + Space	Scroll up

Browser Zoom Shortcuts

Shortcut	Action
Ctrl + +	Zoom in
Ctrl + -	Zoom out
Ctrl + 0	Reset zoom
Ctrl + Mouse Wheel	Change zoom in many browsers

Browser Search Shortcuts

Shortcut	Action
Ctrl + F	Find text on current page
Ctrl + G	Find next occurrence in supported browsers

Ctrl + Shift + G Find previous occurrence in supported browsers

Ctrl + L Select address bar

Ctrl + K Search/address bar in many browsers

Ctrl + E Search/address bar in many browsers

SCREENSHOT SHORTCUTS

Windows Snipping

Windows + Shift + S

Opens the Windows screen-snipping interface on supported versions.

Full-Screen Screenshot

Windows + PrtScn

Can save a screenshot automatically on supported Windows systems.

Active Window

Alt + PrtScn

Captures the active window on supported Windows configurations.

PRODUCTIVITY SHORTCUTS

Shortcut	Action
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Z	Undo
Ctrl + Y	Redo

Ctrl + S	Save
Ctrl + F	Find
Ctrl + P	Print
Alt + Tab	Switch apps
Windows + D	Show desktop
Windows + E	File Explorer
Windows + L	Lock PC
Windows + Shift + S	Screen snip
Windows + V	Clipboard history
Windows + R	Run

COPY, PASTE AND TEXT SHORTCUTS

Shortcut	Action
Ctrl + A	Select all
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Shift + V	Paste without formatting in supported applications
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + F	Find
Ctrl + H	Replace in supported applications
Ctrl + B	Bold
Ctrl + I	Italic

COMMON FUNCTION KEY CHEAT SHEET

Key	Common Use
F1	Help
F2	Rename/Edit
F3	Search
F4	Address/history/application-specific
F5	Refresh
F6	Navigate interface
F7	Application/browser-specific
F8	Application/system-specific
F9	Application-specific
F10	Menu bar
F11	Full screen
F12	Developer tools/application-specific

Tip: On many laptops, you may need to press **Fn + Function Key** depending on the keyboard's function-lock configuration.

KEYBOARD SHORTCUTS FOR DATA ENTRY

For users who frequently work with spreadsheets, forms and documents, these shortcuts can save considerable time.

Shortcut	Common Use
Tab	Move to next field/cell

Shift + Tab Move to previous field/cell

Enter Confirm entry

Esc Cancel

Ctrl + C Copy

Ctrl + V Paste

Ctrl + X Cut

Ctrl + Z Undo

Ctrl + A Select all

Ctrl + F Find

Ctrl + S Save

F2 Edit selected item/cell

KEYBOARD SHORTCUTS FOR STUDENTS

Shortcut	Use
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Z	Undo
Ctrl + F	Find information
Ctrl + P	Print
Ctrl + S	Save
Ctrl + A	Select all
Ctrl + B	Bold
Ctrl + I	Italic

Ctrl + U	Underline
Ctrl + T	Open new browser tab
Ctrl + W	Close browser tab
Ctrl + Shift + T	Reopen closed tab

25 KEYBOARD SHORTCUTS TO MEMORIZE FIRST

If you are new to keyboard shortcuts, start with these:

No.	Shortcut	Action
1	Ctrl + C	Copy
2	Ctrl + V	Paste
3	Ctrl + X	Cut
4	Ctrl + Z	Undo
5	Ctrl + Y	Redo
6	Ctrl + A	Select all
7	Ctrl + S	Save
8	Ctrl + F	Find
9	Ctrl + P	Print
10	Ctrl + N	New
11	Ctrl + O	Open
12	Ctrl + W	Close
13	Ctrl + T	New browser tab
14	Ctrl + Shift + T	Reopen closed tab
15	Ctrl + L	Address bar

16 Alt + Tab	Switch apps
17 Alt + F4	Close window
18 Windows + E	File Explorer
19 Windows + L	Lock PC
20 Windows + R	Run
21 Windows + D	Desktop
22 Windows + Shift + S	Screen snip
23 F2	Rename/edit
24 F5	Refresh
25 Ctrl + Shift + L	Excel filters

WINDOWS + EXCEL + BROWSER MASTER CHART

Shortcut	Windows	Excel	Browser
Ctrl + C	Copy	Copy	Copy
Ctrl + V	Paste	Paste	Paste
Ctrl + X	Cut	Cut	Cut
Ctrl + Z	Undo	Undo	Undo
Ctrl + A	Select all	Select data/all	Select page text
Ctrl + F	Find	Find	Find
Ctrl + P	Print	Print	Print
Ctrl + S	Save	Save	Save page
Ctrl + W	Close	Close workbook	Close tab
Ctrl + N	New	New workbook	New window

Ctrl + O	Open	Open workbook	Open file
Ctrl + T	—	Create table	New tab
Ctrl + H	—	Find/replace	History
F5	Refresh-related Go To / application-specific Reload		
F2	Rename	Edit cell	Application-specific

KEYBOARD SHORTCUT SAFETY AND ACCURACY TIPS

Keyboard shortcuts are useful, but some combinations can perform significant actions.

Before using unfamiliar shortcuts:

- Save your work.
 - Check which application is active.
 - Learn the shortcut's purpose.
 - Be careful with deletion commands.
 - Remember that shortcuts can differ between applications.
 - Check whether your laptop uses an **Fn** key.
 - Remember that browser shortcuts can vary between Chrome, Edge, Firefox and other browsers.
-

WINDOWS VS MAC SHORTCUTS

This PDF primarily covers **Windows keyboard shortcuts**.

Many Mac applications use the **Command** (⌘) key instead of the Windows **Ctrl** key.

For example:

Windows:

Ctrl + C → Copy

Mac:

Command + C → Copy

Therefore, always check the operating system before applying a shortcut.

IMPORTANT NOTE ABOUT SHORTCUTS

Keyboard shortcuts are **application-dependent**.

The same key combination can perform different actions in different applications.

For example, **Ctrl + D** may have different functions depending on whether you are using:

- A browser
- Microsoft Excel
- Microsoft Word
- File Explorer
- Another desktop application

This PDF therefore lists the **common or widely supported behavior**, not a guarantee that every shortcut works identically in every program.

FREQUENTLY ASKED QUESTIONS

What is the most useful keyboard shortcut?

For everyday computer use, some of the most useful shortcuts are:

Ctrl + C, Ctrl + V, Ctrl + X, Ctrl + Z, Ctrl + S, Ctrl + F and Alt + Tab.

What is Ctrl + C?

Ctrl + C copies the selected text, file or object.

What is Ctrl + V?

Ctrl + V pastes copied or cut content.

What is Ctrl + X?

Ctrl + X cuts selected content.

What is Ctrl + Z?

Ctrl + Z normally undoes the previous action.

What is Ctrl + Y?

Ctrl + Y commonly performs Redo or repeats an action depending on the application.

What is Alt + Tab?

Alt + Tab allows you to switch between open applications/windows.

What is Windows + E?

Windows + E opens File Explorer.

What is Windows + L?

Windows + L locks the computer.

What is Ctrl + Shift + T?

In many desktop browsers, **Ctrl + Shift + T** reopens a recently closed browser tab.

What is F2 used for?

In Windows File Explorer, **F2** is commonly used to rename a selected file or folder. In Excel, **F2** is commonly used to edit the active cell.

What is F5 used for?

F5 commonly refreshes a webpage in browsers. Its function can differ in other applications.

What is Ctrl + 1 in Excel?

In Excel, **Ctrl + 1** opens the **Format Cells** dialog.

What is Alt + F4?

Alt + F4 closes the active window or application in Windows.

What is Windows + Shift + S?

It opens the Windows screen-snipping interface on supported Windows versions.

PRINTABLE KEYBOARD SHORTCUT CHEAT SHEET

Essential Shortcuts

Ctrl + C → Copy

Ctrl + X → Cut

Ctrl + V → Paste

Ctrl + Z → Undo

Ctrl + Y → Redo

Ctrl + A → Select All

Ctrl + S → Save

Ctrl + P → Print

Ctrl + F → Find

Ctrl + N → New

Ctrl + O → Open

Ctrl + W → Close

Alt + Tab → Switch Apps

Alt + F4 → Close Window

Windows + E → File Explorer

Windows + L → Lock PC

Windows + R → Run

Windows + D → Desktop

Windows + Shift + S → Screen Snip

EXCEL CHEAT SHEET

Ctrl + 1 → Format Cells

Ctrl + ; → Current Date

Ctrl + Shift + ; → Current Time

Ctrl + Shift + L → Filter

Ctrl + T → Create Table

Ctrl + D → Fill Down

Ctrl + R → Fill Right

Ctrl + Space → Select Column

Shift + Space → Select Row

F2 → Edit Cell

Alt + = → AutoSum

Ctrl + Page Up → Previous Sheet

Ctrl + Page Down → Next Sheet

Ctrl + Home → Beginning of Worksheet

Ctrl + End → Last Used Cell

BROWSER CHEAT SHEET

Ctrl + T → New Tab

Ctrl + W → Close Tab

Ctrl + Shift + T → Reopen Closed Tab

Ctrl + Tab → Next Tab

Ctrl + Shift + Tab → Previous Tab

Ctrl + L → Address Bar

Ctrl + D → Bookmark

Ctrl + H → History

Ctrl + J → Downloads

Ctrl + F → Find

Ctrl + + → Zoom In

Ctrl + - → Zoom Out

Ctrl + 0 → Reset Zoom

F5 → Refresh

F11 → Full Screen

FINAL KEYBOARD SHORTCUT REFERENCE

Keyboard shortcuts are one of the easiest ways to improve everyday computer productivity.

The most important shortcuts to remember are:

Ctrl + C = Copy

Ctrl + V = Paste

Ctrl + X = Cut

Ctrl + Z = Undo

Ctrl + S = Save

Ctrl + F = Find

Alt + Tab = Switch Applications

Windows + E = File Explorer

Windows + L = Lock Computer

Ctrl + T = New Browser Tab

Ctrl + Shift + T = Reopen Closed Tab

Ctrl + Shift + L = Excel Filter

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