

Shortcut	Description
<b>1. GENERAL SHORTCUTS</b>	
⌘ + N	Create New File
⌘ + O	Open File
⌘ + S	Save File
⌘ + P	Print File
⌘ + F	Find
CTRL + H	*Find & Replace
⌘ + W	Close Workbook
⌘ + Q	Quit Application
SHIFT + F11	Insert Blank Worksheet
fn + DELETE	Clear contents of current cell

Shortcut	Description
<b>2. BASIC NAVIGATION</b>	
⌘ + ARROWS	Move to the Next Nonblank Cell
⌘ + SHIFT + ARROWS	Select from Active Cell to Next Nonblank Cell
fn + LEFT (Home)	Start of Row
fn + RIGHT (End)	Turn on "End Mode" (same as ⌘ + ARROWS)
CTRL + fn + LEFT (Home)	First Cell of Worksheet
CTRL + fn + RIGHT (End)	Last Cell of Worksheet
CTRL + fn + DOWN (PgDn)	Next Worksheet
CTRL + fn + UP (PgUp)	Previous Worksheet
⌘ + ` (grave)	Next Workbook
⌘ + SHIFT + ` (grave)	Previous Workbook

<b>3. DATA SELECTION</b>	
SHIFT + ARROWS	Expand Selection by One Cell
⌘ + A	Select All (within current data region)
SHIFT + SPACE	Select Entire Row
CTRL + SPACE	Select Entire Column
ESC	Exit Cell Edit Mode Without Saving Changes

<b>4. BASIC FORMATTING</b>	
⌘ + 1	Format Cells
⌘ + B	Bold
⌘ + I	Italics
⌘ + U	Underline
CTRL + U	Edit Cell Contents

<b>5. DATA MANIPULATION</b>	
⌘ + Z	Undo Last Action
⌘ + Y	Redo Last Action
⌘ + X	Cut
⌘ + C	Copy
⌘ + V	Paste
CTRL + ⌘ + V	Paste Special
CTRL + + (plus)	*Insert Cell/Row/Column (based on selection)
CTRL + - (minus)	Delete Cell/Row/Column (based on selection)
CTRL + D	Auto-Fill Down (copy top cell to current selection)
CTRL + R	Auto-Fill Right (copy left cell to current selection)

<b>6. ADVANCED FORMATTING</b>	
CTRL + SHIFT + ~	Format Cells as "General"
CTRL + SHIFT + 1	Format Cells as "Number" (with 2 decimals)
CTRL + SHIFT + 2	Format Cells as "Date"
CTRL + SHIFT + 3	Format Cells as "Time"
CTRL + SHIFT + 4	Format Cells as "Currency"
CTRL + SHIFT + 5	Format Cells as "Percent"
CTRL + OPT + RETURN	Insert Line Break (in cell edit mode)
⌘ + OPT + - (minus)	Remove All Borders to Current Selection
⌘ + OPT + 0 (zero)	Add Outside Borders to Current Selection
⌘ + OPT + ARROWS	Apply Single Border to Current Selection

<b>7. QUICK VALUE SHORTCUTS</b>	
⌘ + SHIFT + T	AutoSum Adjacent Cells
CTRL + ' (apostrophe)	Copy Above Cell Formula Into Active Cell
CTRL + " (quotes)	Copy Above Cell Value Into Active Cell
CTRL + ; (semicolon)	Insert Today's Date Value Into Active Cell
CTRL + : (colon)	Insert Current Time Value Into Active Cell

<b>8. RANDOM SHORTCUTS</b>	
⌘ + Y	Repeat Last Action
⌘ + T (in cell edit mode)	Toggle Absolute/Relative Cell References
CTRL + ` (grave)	Toggle Formula Audit Mode
fn + OPT + F11	Open Visual Basic Editor (VBE)
fn + OPT + F8	Open Macro List

\*Keyboard Shortcut Customization Instructions: Tools → Customize Keyboard

