	Windows key combination	Mac key combination
GENERAL SHORTCUTS		
Create a new workbook	Ctrl-N	⌘-N
Open a workbook	Ctrl-O	⌘-O
Save a workbook	Ctrl-S	⌘-S
Close a workbook	Ctrl-W	⌘-W
Print a workbook	Ctrl-P	⌘-P
Display the Find dialog box	Ctrl-F	Control-F
Display the Go To dialog box	F5	F5
Undo the last action	Ctrl-Z	⌘-Z *or* Control-Z
Redo the last action	Ctrl-Y	⌘-Y *or* Control-Y
Insert or edit a cell comment	Shift-F2	⌘-Shift-F2
Select all cells that contain comments	Ctrl-Shift-O	
Spell-check the active worksheet or selected range	F7	F7
WORKSHEET NAVIGATION		
Move one screen up / down	PgUp / PgDn	Page Up / Page Down *or* Fn-down arrow / Fn-up arrow
Move one screen to the left / right	Alt-PgUp / Alt-PgDn	Option-Page Up / Option-Page Down *or* Fn-Option-up arrow / Fn-Option-down arrow
Move one worksheet tab to the left / right	Ctrl-PgUp / Ctrl-PgDn	Control-Page Down / Control-Page Up *or* Option-right arrow / Option-Left arrow
Move one cell up / down	up arrow / down arrow	up arrow / down arrow

Move to the next cell to the right	Tab	right arrow
Move to the cell to the left	Shift-Tab	left arrow
Move to the beginning of a row	Home	Home *or* Fn-left arrow
Move to the beginning of a worksheet	Ctrl-Home	Control-Home *or* Control-Fn-Left arrow
Move to the last cell that has content in it	Ctrl-End	Control-End *or* Control-Fn-right arrow
Move to the word to the left while in a cell	Ctrl-left arrow	⌘-left arrow
Move to the word to the right while in a cell	Ctrl-right arrow	⌘-right arrow
Display the Go To dialog box	Ctrl-G or F5	Ctrl-G or F5
Switch between the worksheet, the Ribbon, the task pane, and Zoom controls	F6	F6
If more than one worksheet is open, switch to the next one	Ctrl-F6	⌘-~

WORKING WITH DATA

Select a row	Shift-Spacebar	Shift-Spacebar
Select a column	Ctrl-Spacebar	Control-Spacebar
Select an entire worksheet	Ctrl-A *or* Ctrl-Shift-Spacebar	⌘-A
Extend selection by a single cell	Shift-arrow key	Shift-arrow key
Extend selection down / up one screen	Shift-PgDn / Shift-PgUp	Shift-PgDn / Shift-PgUp *or* Shift-Fn-down arrow / Shift-Fn-up arrow
Extend selection to the beginning of a row	Shift-Home	Shift-Home *or* Shift-Fn-left arrow
Extend selection to the beginning of the worksheet	Ctrl-Shift-Home	Control-Shift-Home *or* Control-Shift-Fn-left arrow

Hide selected rows	Ctrl-9	⌘-9 *or* Control-9
Unhide hidden rows in a selection	Ctrl-Shift-(	⌘-Shift-(*or* Control-Shift-(
Hide selected columns	Ctrl-0	⌘-0 *or* Control-0
Unhide hidden columns in a selection	Ctrl-Shift-)	⌘-Shift-) *or* Control-Shift-)
Copy cell's contents to the clipboard	Ctrl-C	⌘-C or Control-C
Copy and delete cell's contents	Ctrl-X	⌘-X *or* Control-X
Paste from the clipboard into a cell	Ctrl-V	⌘-V *or* Control-V
Display the Paste Special dialog box	Ctrl-Alt-V	⌘-Option-V *or* Control-Option-V
Finish entering data in a cell and move to the next cell down / up	Enter / Shift-Enter	Enter / Shift-Enter
Cancel your entry in a cell	Esc	Esc
Insert the current date	Ctrl-;	Control-;
Insert the current time	Ctrl-Shift-;	⌘-;
Display the Create Table dialog box	Ctrl-T *or* Ctrl-L	Control-T
When in the formula bar, move the cursor to the end of the text	Ctrl-End	⌘-End *or* ⌘-Fn-right arrow
When in the formula bar, select all text from the cursor to the end	Ctrl-Shift-End	⌘-Shift-End *or* ⌘-Shift-Fn-right arrow
Display Quick Analysis options for selected cells that contain data	Ctrl-Q	
Create, run, edit, or delete a macro	Alt-F8	Option-F8

FORMATTING CELLS AND DATA

Display the Format Cells dialog box	Ctrl-1	⌘-1 *or* Control-1
Display the Style dialog box (Windows) / Modify Cell Style dialog	Alt-'	Option-'

box (Mac)		
Apply a border to a cell or selection	Ctrl-Shift-&	⌘-Option-0
Remove a border from a cell or selection	Ctrl-Shift-_ (underscore)	⌘-Option-- (hyphen)
Apply the Currency format with two decimal places	Ctrl-Shift-$	Control-Shift-$
Apply the Number format	Ctrl-Shift-~	Control-Shift-~
Apply the Percentage format with no decimal places	Ctrl-Shift-%	Control-Shift-%
Apply the Date format using day, month, and year	Ctrl-Shift-#	Control-Shift-#
Apply the Time format using the 12-hour clock	Ctrl-Shift-@	Control-Shift-@
Insert a hyperlink	Ctrl-K	⌘-K *or* Control-K

WORKING WITH FORMULAS

Begin a formula	=	=
Insert an AutoSum function	Alt-=	⌘-Shift-T
Insert a function	Shift-F3	Shift-F3
Toggle between displaying formulas and cell values	Ctrl-`	Control-`
Copy and paste the formula from the cell above into the current one	Ctrl-'	Control-Shift-"
Calculate all worksheets in all workbooks that are open	F9	F9
Calculate the current worksheet	Shift-F9	Shift-F9
Expand or collapse the formula bar	Ctrl-Shift-U	Control-Shift-U

RIBBON NAVIGATION (For Excel Only)

Display Ribbon shortcuts	Alt
Go to the File tab	Alt-F
Go to the Home tab	Alt-H

Go to the Insert tab	Alt-N
Go to the Page Layout tab	Alt-P
Go to the Formulas tab	Alt-M
Go to the Data tab	Alt-A
Go to the Review tab	Alt-R
Go to the View tab	Alt-W
Put cursor in the Tell Me or Search box	Alt-Q
Go to the Chart Design tab when cursor is on a chart	Alt-JC
Go to the Format tab when cursor is on a chart	Alt-JA
Go to the Table Design tab when cursor is on a table	Alt-JT
Go to the Picture Format tab when cursor is on an image	Alt-JP
Go to the Draw tab (if available)	Alt-JI
Go to the Power Pivot tab (if available)	Alt-B

Action	Shortcut on Windows	Shortcut on Mac
New Workbook	Ctrl + N	Cmd (⌘) + N
Open Workbook	Ctrl + O	Cmd (⌘) + O
Save Workbook	Ctrl + S	Cmd (⌘) + S
Close Workbook	Ctrl + W	Cmd (⌘) + W
Print	Ctrl + P	Cmd (⌘) + P
Copy	Ctrl + C	Cmd (⌘) + C
Cut	Ctrl + X	Cmd (⌘) + X
Paste	Ctrl + V	Cmd (⌘) + V
Undo	Ctrl + Z	Cmd (⌘) + Z
Redo	Ctrl + Y	Cmd (⌘) + Y
Find	Ctrl + F	Cmd (⌘) + F

Replace	Ctrl + H	Cmd (⌘) + H
Go to	Ctrl + G	Cmd (⌘) + G
Select All	Ctrl + A	Cmd (⌘) + A
Bold	Ctrl + B	Cmd (⌘) + B
Italic	Ctrl + I	Cmd (⌘) + I
Underline	Ctrl + U	Cmd (⌘) + U
Fill Down	Ctrl + D	Cmd (⌘) + D
Fill Right	Ctrl + R	Cmd (⌘) + R
Insert New Worksheet	Shift + F11	Cmd (⌘) + Shift + T
Insert New Row	Ctrl + Shift + "+"	Cmd (⌘) + Shift + "+"
Insert New Column	Ctrl + Shift + "+"	Cmd (⌘) + I
Delete Row/Column	Ctrl + "-"	Cmd (⌘) + "-"
Toggle Absolute/Relative Reference	F4	Cmd (⌘) + T
Edit Active Cell	F2	Ctrl + U
Move to Beginning of Row	Home	Fn + Left Arrow
Move to Beginning of Sheet	Ctrl + Home	Cmd (⌘) + Up Arrow
Move to End of Sheet	Ctrl + End	Cmd (⌘) + Down Arrow
Move to Next Sheet	Ctrl + Page Down	Ctrl + Right Arrow
Move to Previous Sheet	Ctrl + Page Up	Ctrl + Left Arrow
Add Adjacent Cells to Selection	Shift + Arrow Key	Shift + Arrow Key
Add Non-Adjacent Cells to Selection	Ctrl + Click	Cmd (⌘) + Click
Format Cells Dialog	Ctrl + 1	Cmd (⌘) + 1
AutoSum	Alt + "="	Cmd (⌘) + Shift + T
Create Chart from Selected Data	Alt + F1	F11
Create PivotTable	Alt + N, V	Cmd (⌘) + T
Add borders	Ctrl + Shift + &	⌘ + ⌥ + 0
Bold	Ctrl + B	⌘ + B
Center align cell contents	Alt + H + A + C	⌘ + E
Choose a fill color	Alt + H + H	(No direct equivalent)
Close workbook	Ctrl + W	⌘ + W

Copy	Ctrl + C	⌘ + C
Cut	Ctrl + X	⌘ + X
Delete column	Ctrl + -	⌘ + -
Display find and replace (find)	Ctrl + F	⌘ + F
Display find and replace (replace)	Ctrl + H	^ + H
Hide selected columns	Ctrl + 0	^ + 0
New workbook	Ctrl + N	⌘ + N
Open workbook	Ctrl + O	⌘ + O
Paste	Ctrl + V	⌘ + V
Print	Ctrl + P	⌘ + P
Save workbook	Ctrl + S	⌘ + S
Undo	Ctrl + Z	⌘ + Z
Zoom in	Ctrl + Alt + +	⌥ + ⌘ + +
Zoom out	Ctrl + Alt + -	⌥ + ⌘ + -
Apply Currency format	Ctrl + Shift + $	^ + ⇧ + $
Apply Date format	Ctrl + Shift + #	^ + ⇧ + #
Apply General format	Ctrl + Shift + ~	^ + ⇧ + ~
Apply Number format	Ctrl + Shift + !	^ + ⇧ + !
Apply Percentage format	Ctrl + Shift + %	^ + ⇧ + %
Apply Scientific format	Ctrl + Shift + ^	^ + ⇧ + ^
Apply Time format	Ctrl + Shift + @	^ + ⇧ + @
Edit active cell	F2	^ + U
Enter current date	Ctrl + ;	^ + ;
Enter current time	Ctrl + Shift + ;	⌘ + ;