# Excel Workspace Shortcuts

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| --- | --- | --- |
| **Command** | **Windows Key Combination** | **MacOS Key Combination** |
| Save | [Ctrl]+[S] | [cmd]+[S] |
| To move down the cell in the same row | [Enter] | [Enter] |
| To move among unlocked cells | [Tab] | [Tab] |
| To move between opened workbooks (if you have more than one open) | [Ctrl]+[Tab] |  |
| Move by one cell in the direction of an arrow | [Right], [Left], [Up], [Down] | [Right], [Left], [Up], [Down] |
| Beginning of the row | [Home] | [Home] |
| Beginning of the worksheet | [Ctrl]+ [Home] | [Ctrl]+ [Home] |
| Last cell in the worksheet | [Ctrl]+ [End] | [Ctrl]+ [End] |
| Down one screen | [Page down] | [Page down] |
| Up one screen | [Page up] | [Page up] |
| Right one screen | [Alt]+[Page down] | [Ctrl]+[Page down] |
| Left one screen | [Alt]+[Page up] | [Ctrl]+[Page up] |
| Next sheet in the workbook | [Ctrl]+[Page down] | [Ctrl]+[Page down] |
| Previous sheet in the workbook | [Ctrl]+[Page up] | [Ctrl]+[Page up] |
| Open a workbook | [Ctrl]+[O] | [cmd]+O |
| Close a workbook | [Ctrl]+[ W] | [cmd]+W |
|  |  |  |
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For more shortcuts, visit the Microsoft Office Support website: <https://support.microsoft.com/en-us/office/keyboard-shortcuts-in-excel-1798d9d5-842a-42b8-9c99-9b7213f0040f>