Criar uma nova pasta de trabalho	Control + N	Control + N	Command + N
Abrir pasta de trabalho	Control + O	Control + O	Command + O
Salvar pasta de trabalho	Control + S	Control + S	Command + S
Fechar pasta de trabalho	Control + W	Control + W	Command + W
Desfazer	Control + Z	Control + Z	Command + Z
Refazer	Control + Y	Control + Y	Command + Y
Copiar	Control + C	Control + C	Command + C
Cortar	Control + X	Control + X	Command + X
Colar	Control + V	Control + V	Command + V
Colar apenas valores	Control + Shift + V	Control + Shift + V	Command + Shift + V
Localizar	Control + Shift + F	Control + F	Command + F
Localizar e substituir	Control + H	Control + H Control	Command + Shift + F
Inserir link	Control + K	+ K	Command + K
Negrito	Control + B	Control + B	Command + B