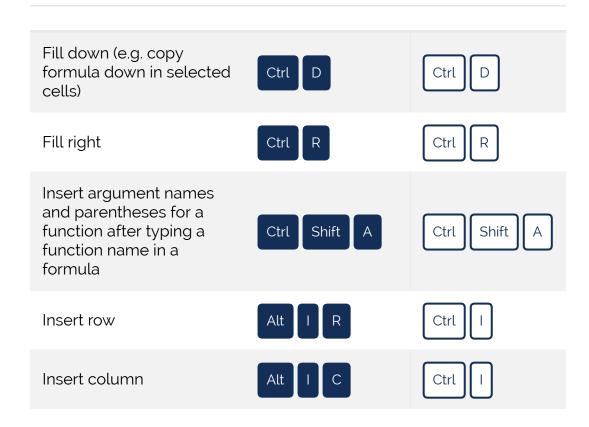
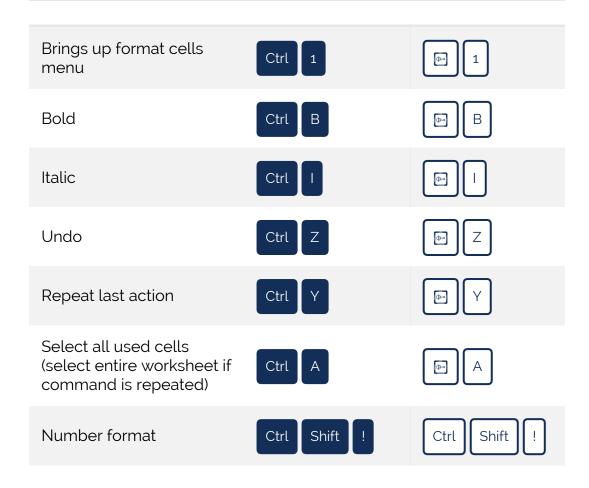
# PC shortcuts & Mac shortcuts

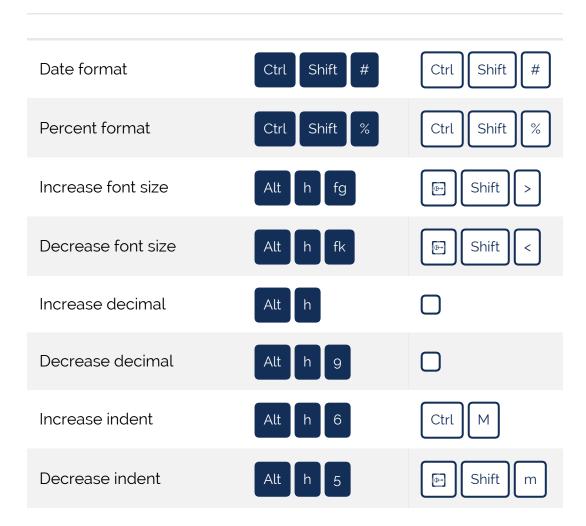
# **Editing shortcuts**

Edit active cell	F2	Ctrl
Cut	Ctrl   X	
Сору	Ctrl   C	(C)
Paste	Ctrl	
Paste Special	Alt E S	Shift V
Paste name into formula	F <sub>3</sub>	
Toggle references	F <sub>4</sub>	
Start a new line within the same cell	Alt Enter	Ctrl Option  Return
Insert or edit cell comment	Shift F2	Shift F2
Display shortcut menu (i.e. same as right click)	Shift F10	Shift F10
Insert worksheet	Shift F11	Shift F11
Define a name for a cell	Ctrl F3	Ctrl F3

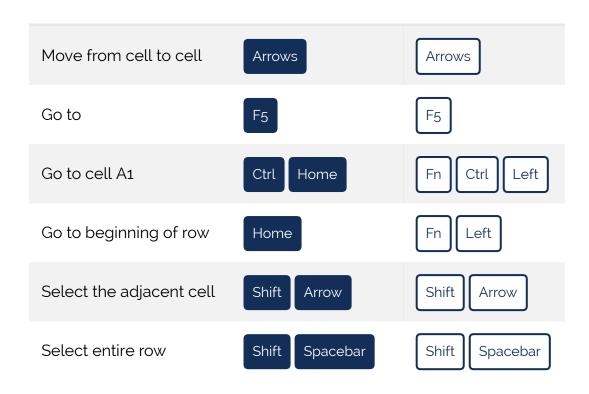


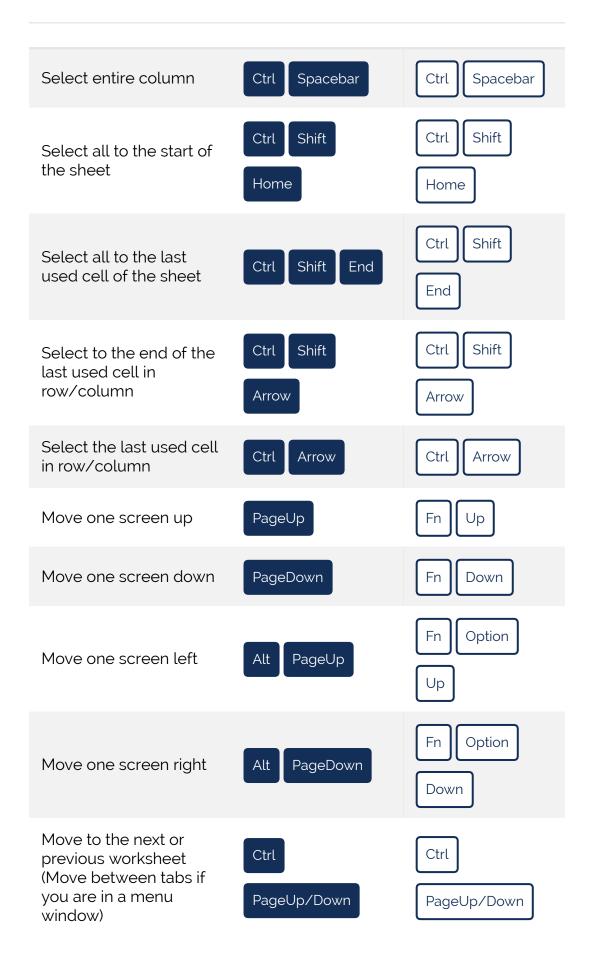
# **Formatting Shortcuts**





## **Navigation Shortcuts**







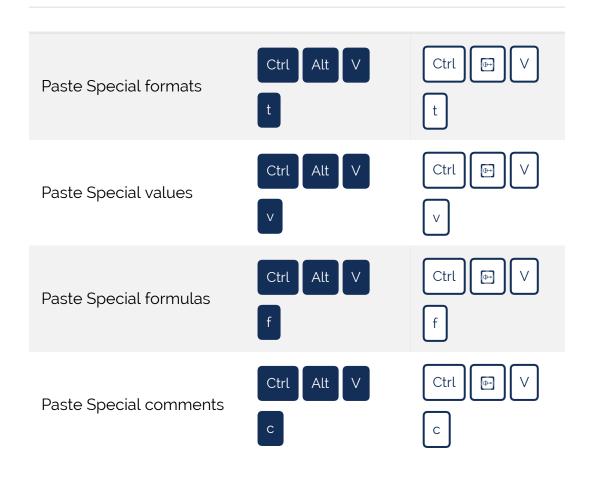
### File Shortcuts

New	Ctrl N	₽ N
Open	Ctrl	
Save workbook	Ctrl S	<b>—</b>
Save As	F12	Shift Shift
Print	Ctrl	P
Open print preview window	Ctrl F2	
Go to next workbook	Ctrl Tab	
Close file	Ctrl F4	
Close all open Excel files	Alt F <sub>4</sub>	Q Q

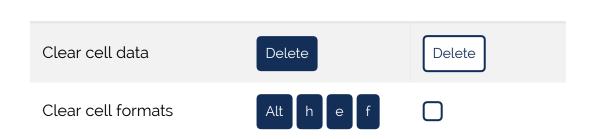
#### **Ribbon Shortcuts**



## Paste Special Shortcuts

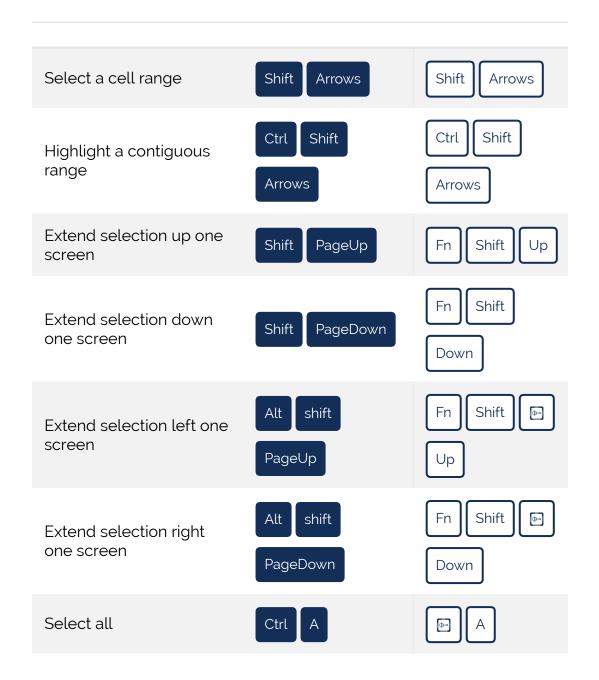


#### **Clear Shortcuts**

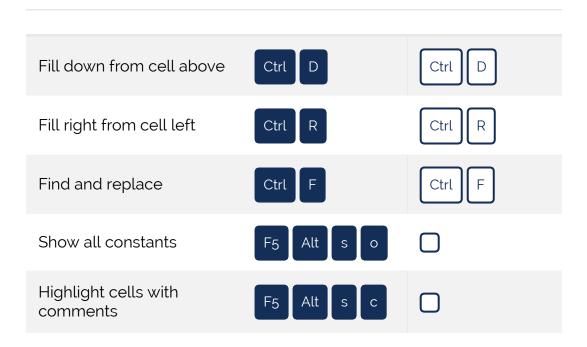




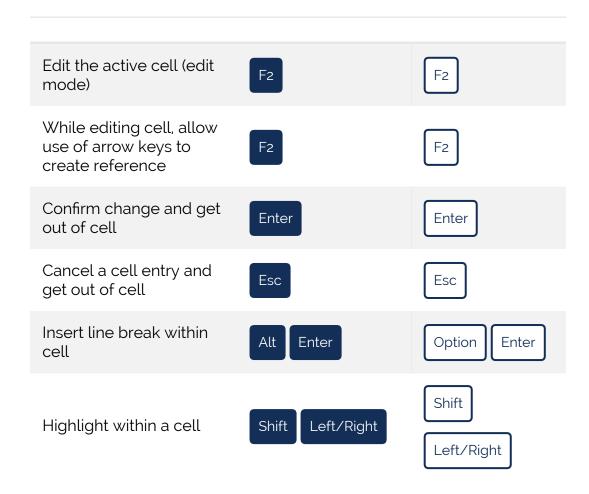
#### **Selection Shortcuts**

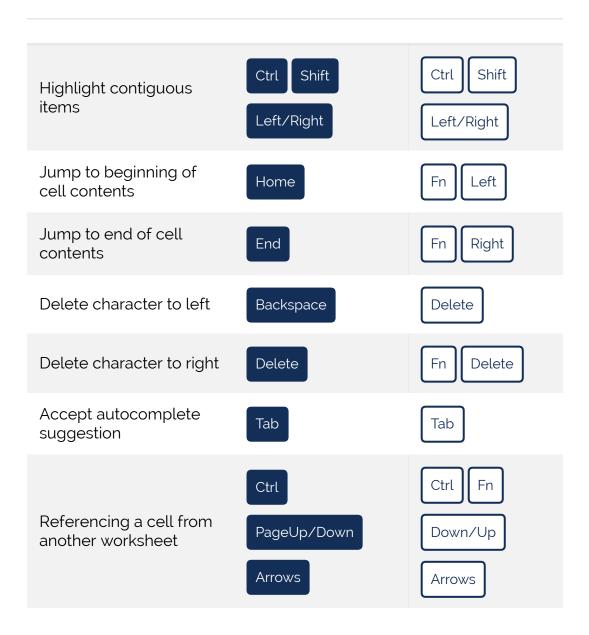


### **Data Editing Shortcuts**



### Data Editing (inside cell) Shortcuts





#### **Other Shortcuts**

