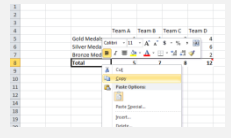# Keyboard shortcuts for Mac

Learn some of the most useful keyboard combinations in Excel, and navigate through your worksheets with ease

Basic shortcuts
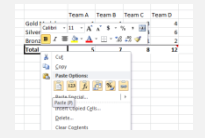
365 DataScience

Copy a cell	**Command** & **C**			
	Hold		Press	

Paste a copied cell	**Command** & **V**			
	Hold		Press	

Cut a cell	**Command** & **X**			
	Hold		Press	
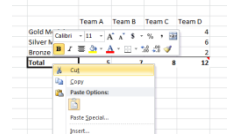
Undo	**Command** & **Z**			
	Hold		Press	
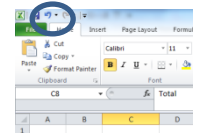
Paste Special	**Command** & **Option** & **V**			
	Press	Press	Press	

Extend current cell selection by one	**Shift** & **Arrow**			
	Hold		Press	

Extend the selection to the last non-blank cell	**Command** & **Shift** & **Arrow**			
	Hold	Hold	Press	
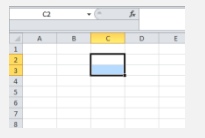
Switch the window	**Command** & **Tab**			
	Press		Press	

Move through sheets (downwards)	**Option** & **Left Arrow**			
	Hold		Press	

Move through sheets (upwards)	**Option** & **Right Arrow**			
	Hold		Press	

Select an area of cells

365 DataScience
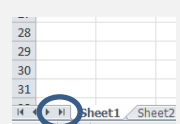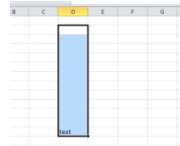
Action	Shortcut			
Extend the selection by one cell	**Shift** (Hold)	**&**	**Arrow** (Press)	
Extend the selection to the last non-blank cell	**Command &** (Hold)	**Shift &** (Hold)	**Arrow** (Press)	
Extend the selection upwards (one screen)	**Shift** (Hold)	**&**	**PgUp** (Press)	
Extend the selection downwards (one screen)	**Shift** (Hold)	**&**	**PgDn** (Press)	
Extend the selection to the beginning of the row	**Shift** (Hold)	**&**	**Home** (Press)	
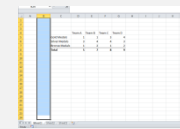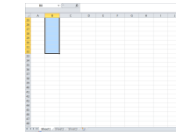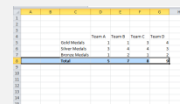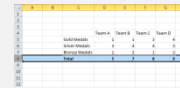
Action	Shortcut			
Select a row	**Shift** (Hold)	**&**	**Spacebar** (Press)	
Select a column	**Command &** (Hold)	**Spacebar** (Press)		
Select the entire sheet	**Command &** (Hold)	**A** (Press)		
Select visible cells only	**Command &** (Hold)	**Shift &** (Hold)	***** (Press)	
Select cells with comments	**Command &** (Hold)	**Shift &** (Hold)	**O** (Press)	
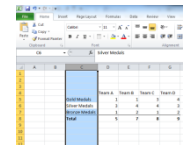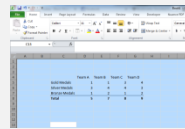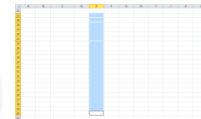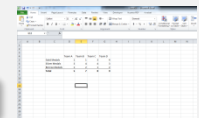
Data entry
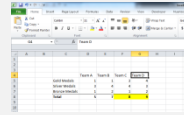
Action	Shortcut	
Edit cell	**F2** `Press`	
Repeat last operation	**F4** `Press`	
Repeat last operation (Redo)	**Command** `Hold` & **Shift** `Hold` & **Y** `Press`	
Start a new Line in the same cell	**Control** `Hold` & **Option** `Hold` & **Return** `Press`	
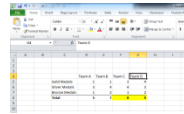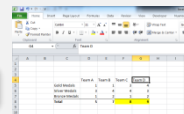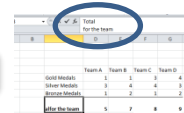
Action	Shortcut	
Obtain the same cell as above (fill down)	**Command** `Hold` & **D** `Press`	
Obtain the same cell as the one to the left (fill right)	**Command** `Hold` & **R** `Press`	
Delete text in the formula bar (until the end of the line)	**Control** `Hold` & **Del** `Press`	
Create/Edit a comment	**Shift** `Hold` & **F2** `Press`	

Logical operators and Grouping of sheets

365 DataScience

Logical operators

=	Equal to

>	Greater than

<	Less than

<>	Different than

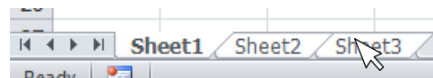| >=	Greater or equal

<=	Smaller or equal
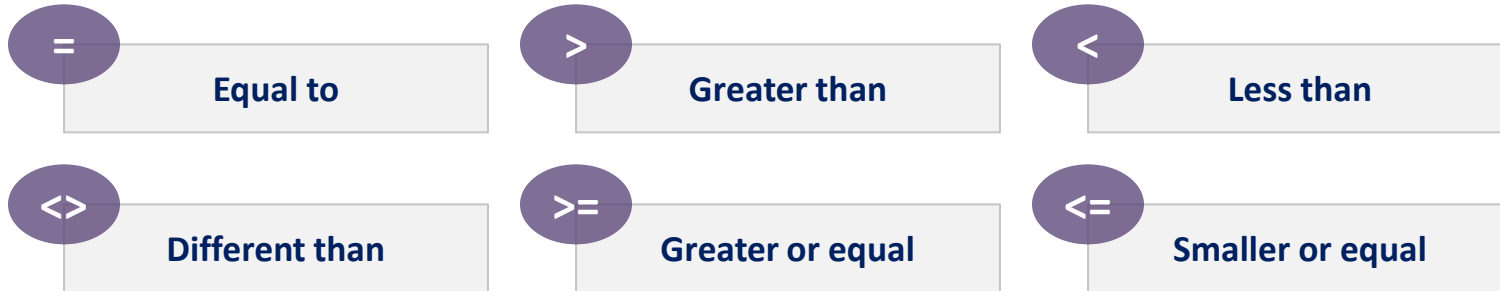
Grouping of sheets

You can group worksheets, if you would like to edit multiple worksheets at the same time. When two or more sheets are grouped, every action that is carried on one of them is carried out at the other as well
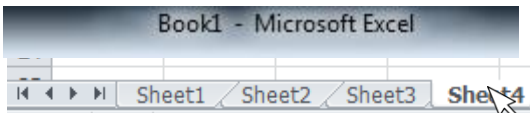
Shift & **Left-click on a sheet**

Hold   Press

Hold the Shift button and click on the sheets that you would like to be grouped

Once you have grouped the sheets, the title of the workbook would indicate that you are operating in "Group" mode

In order to exit Group mode, you need to go to a sheet which was not included in the Grouping. The "[Group]" sign at the top of the workbook will immediately disappear

! Please, use this functionality very carefully! It is possible to forget that you are still operating under "Group" mode. Be careful not to do that. !