⌘ + O Open File

⌘ + N New File

⌘ + P Print

⌘ + S Save File

F12 Save File As

⌘ + W Close File

⌘ + Q Close Excel

Esc Exit Dialog

⌘ + C Copy

⌘ + X Cut

⌘ + V Paste

⌘ + Z Undo

⌘ + Y Redo

⌘ + A Select All

⌘ + F Find

Ctrl + H Replace

⌘ + Tab Switch Windows

⌘ + , Options Menu

⌘ + Option + R Show/Hide

Ribbon Menu

Ctrl + Spacebar Select Column

Shift + Spacebar Select Row

Ctrl + I Insert Cells / Rows / Columns

Ctrl + – Delete Cells / Rows / Columns

Right Mouse Insert Cut Cells and Shift Over

Button + E

⌘ + Shift + K Group Rows / Columns

Shift + Alt + Group Rows / Columns

Right

⌘ + Shift + J Ungroup Rows / Columns

Shift + Alt + Left Ungroup Rows / Columns

Ctrl + 0 Hide Columns

Ctrl + Shift + 0 Show Columns

Ctrl + 9 Hide Rows

Ctrl + Shift + 9 Show Rows

⌘ + 1 Format Dialog

⌘ + Ctrl + V Paste Special

⌘ + Ctrl + V, Paste Formats

⌘ + T

⌘ + Ctrl + V, Paste Values

⌘ + V

⌘ + Ctrl + V, Paste Formulas

⌘ + F

⌘ + L / E / R Align Left / Center/ Right

⌘ + 1, Change Indent

Alignment

⌘ + B Bold

⌘ + I Italics

⌘ + U Underline

⌘ + Shift + \_ Strikethrough

⌘ + Alt + 0 Add Borders

⌘ + Alt + – Delete Borders

Shift + Ctrl + ~ General

Shift + Ctrl + ! Number

Shift + Ctrl + @ Time

Shift + Ctrl + # Date

Shift + Ctrl + $ Currency

Shift + Ctrl + % Percentage

Shift + Ctrl + ^ Scientific

⌘ + ; Current Time

Ctrl + ; Current Date

Ctrl + ⌘ + Zoom

Mouse Scroll

Wheel

= Enter Formula

F9 Refresh All

⌘ + T Anchor Cell

Ctrl + L Name Cell

F5 Jump to Cell

Tab Use Suggested Name

Shift + F3 Enter Built-In Function

⌘ + Ctrl + V, Paste Formulas

⌘ + F

⌘ + Ctrl + V, Paste Formats & Formulas

⌘ + R

Ctrl + D Copy Down

Ctrl + R Copy Right

Ctrl + ’ Copy from Above

F5, ⌘ + S, ⌘ + F Go to Formulas

F5, ⌘ + S, ⌘ + O Go to Constants

Ctrl + ~ Show Formulas

⌘ + Shift + T Sum Adjacent Cells

Ctrl + Shift +Enter Array Enter Function

Ctrl + [ Immediate Precedents

Ctrl + ] Immediate Dependents

Shift + Ctrl + { All Precedents

Shift + Ctrl + } All Dependents

F5 + Enter Jump to Original Cell

Shift + F2 Add/Edit Comment

Shift + F2 + Del Del Comment

F5, ⌘ + S, ⌘ + C Highlight Cells w/ Comments

⌘ + Shift + R Sort Data

⌘ + Shift + F Filter Data

Right Mouse Filter by Cell’s Properties

Button + E + V

Option + F8 View Macros