

General Shortcuts

Action	Windows	Mac
New Workbook	Ctrl + N	Cmd + N
Open Workbook	Ctrl + O	Cmd + O
Save	Ctrl + S	Cmd + S
Save As	F12	Cmd + Shift + S
Print	Ctrl + P	Cmd + P
Undo	Ctrl + Z	Cmd + Z
Redo	Ctrl + Y	Cmd + Y

Navigation Shortcuts

Action	Windows	Mac
Move One Cell	Arrow Keys	Arrow Keys
Jump to Data Edge	Ctrl + Arrow	Cmd + Arrow
Go to A1	Ctrl + Home	Fn + Cmd + Left
Go to Last Cell	Ctrl + End	Fn + Cmd + Right

Row & Column Operations

Action	Windows	Mac
Select Column	Ctrl + Space	Ctrl + Space
Select Row	Shift + Space	Shift + Space
Insert Row/Column	Ctrl + Shift + +	Cmd + Shift + K
Delete Row/Column	Ctrl + -	Cmd + -

Formatting Shortcuts

Action	Windows	Mac
Bold	Ctrl + B	Cmd + B
Italic	Ctrl + I	Cmd + I
Underline	Ctrl + U	Cmd + U
Percent Format	Ctrl + Shift + 5	Cmd + Shift + 5

Formula Shortcuts

Action	Windows	Mac
Auto Sum	Alt + =	Cmd + Shift + T
Insert Function	Shift + F3	Cmd + Shift + A
Toggle Absolute	F4	Cmd + T