

File Management

Action	Mac
Save	Ctrl + S or ⌘ + S
Save As	F12 or ⌘ + Shift + S
Close	⌘ + W
Open	Ctrl + O or ⌘ + O
New	Ctrl + N or ⌘ + N
Print Preview	Ctrl + P or ⌘ + P

Editing and Selecting

Action	Mac
Cancel	Esc
Jump to A1	Ctrl + Home or Fn + ←
Jump to bottom right corner	Ctrl + End or Fn + →
Edit Cell	F2
Delete cell contents	Delete
Undo	⌘ + Z
Add/remove absolute references	F4 or ⌘ + T
Insert/Edit hyperlink	Ctrl + K or ⌘ + K
Jump to the next edge of data	⌘ + ↓
Selects to the next edge of data	⌘ + Shift + ↓
Bold the cell contents	Ctrl + B or ⌘ + B
Spell check	F7

Cut Copy and Paste

Action	Mac
Cut	Ctrl + X or ⌘ + X
Copy	Ctrl + C or ⌘ + C
Paste	Ctrl + V or ⌘ + V

Insert Date and Time

Action	Mac
Current Date	Ctrl + ;
Current Time	⌘ + ;

Find, Go To and Replace

Action	Mac
Find	Ctrl + F or Shift + F5
Go To	Ctrl + G or F5
Replace	Ctrl + H or ⌘ + Shift + H