Almost all of the keyboard shortcuts that are available for Windows are available on the Mac as well. If you are new to the Mac, remember that in most cases, Command replaces Control, and Option replaces Alt.

A few of the keyboard shortcuts found in Excel for Windows are unavailable for Mac. These, however, may be created manually by selecting Tools > Customize Keyboard.

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**Editing**

COMMAND + S                      Save Workbook
COMMAND + C                      Copy
COMMAND + V                      Paste
COMMAND + X                      Cut
COMMAND + Z                      Undo
COMMAND + Y                      Redo
COMMAND + A                      Select All
COMMAND + B                      Bold
COMMAND + TAB                    Switch Program
COMMAND + Q                      Close Program
COMMAND + N                      New workbook
SHIFT + F11                      New worksheet
COMMAND + TAB                    Switch workbooks
COMMAND + page up                Select next worksheet to the right
COMMAND + page down              Select next worksheet to the left

**Navigating**

CONTROL + 9                      Hide Row
SHIFT + CONTROL + 9              Unhide Row
SHIFT + Spacebar                 Highlight row
CONTROL + Spacebar               Highlight column
CONTROL + Minus sign             Delete selected cells
Arrow keys                       Move to new cells
COMMAND + Pg Up/Down             Switch worksheets
COMMAND + Arrow keys             Go to end of continuous range and select a cell

SHIFT + Arrow keys               Select range
SHIFT + COMMAND + Arrow          Select continuous range
Home                              Move to beginning of line
COMMAND + Home                    Move to cell “A1”
SHIFT + ENTER                     Move to cell above
TAB                               Move to cell to the right
SHIFT + TAB                       Move to cell to the left
CONTROL +                         Display a drop-down list
### Formatting
- **COMMAND + 1** Format Box
- **SHIFT + CONTROL + ~** General format
- **SHIFT + CONTROL + !** Number format
- **SHIFT + CONTROL + #** Date format
- **SHIFT + CONTROL + $** Currency format
- **SHIFT + CONTROL + %** Percentage format

### In Formulas
- **CONTROL + U** Edit formula, showing precedent cells
- **CONTROL + OPTION + RETURN** Start new line in same cell
- **SHIFT + Arrow** Highlight within cells
- **COMMAND + T** Change absolute referencing ("$")
- **ESC** Cancel a cell entry
- **= (equals sign)** Start a formula
- **CONTROL + SHIFT + T** Sum selected cells
- **COMMAND + ’** Copy formula from above cell
- **CONTROL + ‘** Show formulas or values
- **F9** Recalculate all workbooks (Note that the user will have to inactivate Expose in order for this shortcut to work)

### Auditing
- **COMMAND + [** Highlight precedent cells
- **COMMAND + ]** Highlight dependent cells
- **SHIFT + COMMAND + {** Trace all precedents (indirect)
- **SHIFT + COMMAND + }** Trace all dependents (indirect)