



Excel 2011 for Mac

Shortcut Keys

Command+N	New workbook
Command+S	Save
Command+O	Open
Command+W	Close the active workbook
Command+P	Print dialog box
Command+C	Copy
Command+V	Paste
Command+X	Cut
Command+Z	Undo
F1	Undo
F2	Cut text from the active cell
F3	Copy text from the active cell
F4	Paste text into the active cell
F5	Display to Go To dialog box
F6	Move to the next pane in a worksheet that has been split
F7	Check spelling
F8	Extend the selection (using arrow keys)
F9	Calculate
F11	Insert a new chart
F12	Save As dialog box
Control+Spacebar	Select an entire column
Shift+Spacebar	Select an entire row
Home or Command+←	Go to the first cell in the row
Command+Home or fn+Command+←	Go to cell A1
End or Command+→	Go to the last used cell in the row
Control+End	Go to the last used cell in the worksheet
Command+F	Shows the Find tab of the Find and Replace dialog box
Control+H	Shows the Replace tab of the Find and Replace dialog box



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Command+N	New workbook
Command+T	Change the cell reference type, eg relative, absolute, mixed
Command+Shift+T	Inserts the AutoSum function
Control+;	Inserts today's date
Control+Shift+'	Copies the cell above
Control+Enter	Confirms the entry without moving to another cell