



Excel 2001

Macintosh Keyboard Shortcuts

File Menu

New Workbook	⌘ + N
Open Workbook	⌘ + O
Close Workbook	⌘ + W
Save Workbook	⌘ + S
Print	⌘ + P
Quit	⌘ + Q

Edit Menu

Undo	⌘ + Z
Redo	⌘ + Y
Cut	⌘ + X
Copy	⌘ + C
Paste	⌘ + V
Delete	⌘ + K
Find	⌘ + F
Replace	⌘ + H
Fill Down	⌘ + D
Fill Right	⌘ + R
Clear contents	⌘ + B

Insert Menu

Cells...	⌘ + I
Name Define...	⌘ + L
New Worksheet	shift + F11
New Chart	F11

Format Menu

Cells...	⌘ + 1
Hide Rows	⌘ + 9
Unhide Rows	⌘ + shift + 9
Hide Columns	⌘ + 0
Unhide Columns	⌘ + shift + 0

Working in Cells

Insert carriage return	⌘ + option + return
Cancel entry	⌘ + . or esc
Insert a tab within cell	⌘ + option + tab
Insert date	⌘ + -
Insert time	⌘ + ;

Moving and Selecting

Move to first cell in sheet	ctrl + home
Move to last cell in sheet	ctrl + end
Select entire column	ctrl + spacebar
Select entire row	shift + spacebar

Other Formatting Commands

Bold	⌘ + B
Italic	⌘ + I
Underline	⌘ + U
Scientific format (0+E0)	⌘ + shift + 6
Percentage format (00%)	⌘ + shift + 5
Currency format (\$0.00)	⌘ + shift + 4
Date format (ddmmyy)	⌘ + shift + 3
Time format (0:00 a.m.)	⌘ + shift + 2

Other Useful Excel Shortcuts

Select entire worksheet	⌘ + A
Check Spelling	F7
Move to next sheet	⌘ + page down
Move to previous sheet	⌘ + page up
Next window	⌘ + tab
Previous window	⌘ + shift + tab