

## Mac Excel 2008/ 2011 Shortcuts

### The Basics/ General:

Cmd + O	open file
Cmd + N	new file
Cmd + P	print file
Cmd + S	save
Shift + Cmd + S	save as
Cmd + W	close file
Cmd + Q	close excel
Cmd + ,	preferences
Cmd + C	copy
Cmd + X	cut
Cmd + V	paste
Ctrl + Cmd + V	paste special
Cmd + Y	repeat
Cmd + Z	undo
Ctrl + F2	activate menu bar
Ctrl + U	edit cell
Cmd + A	select entire sheet
Esc	exit dialogue
Fn + Ctrl + up/down	move between sheets
F5	go to specific cell

### Formatting:

Cmd + B	bold
Cmd + I	italic
Cmd + U	underline
Cmd + E	align centre
Cmd + L	align left
Cmd + R	align right
Cmd + 1	format cell/ range
Ctrl + Shift + 1	coma format, 2 decimal points
Ctrl + Shift + \$	currency format
Ctrl + Shift + %	percentage format
Ctrl + Shift + !	number format
Ctrl + Shift + ~	general format
Ctrl + Shift + @	time format
Ctrl + Shift + #	date format
Cmd + Alt + 0	borders on all sides
Cmd + Alt + arrows	borders right/ left/up/down
Cmd + Alt + _	remove all borders
Shift + F2	insert comment
Shift + F2 + Delete	delete comment
Ctrl + H	replace

### Other Useful Shortcuts:

Ctrl + 0	hide column	Fn + Ctrl + 1	move to cell A1
Ctrl + Shift + 0	unhide column	Ctrl + ~	show formula
Ctrl + 9	hide row	Ctrl + Alt + Return	new line in a cell
Ctrl + shift + 9	unhide row	Ctrl + arrows	skip words when in a cell
Ctrl + Spacebar	select column	Cmd + [	selects cell in a formula
Shift + Spacebar	select row	Shift + F8	select multiple areas
Ctrl + I	insert row/column/cell	=(equals)	start inputting a formula
Ctrl + _	delete row/column/cell	Cmd + = or F9	recalculate the workbook
Cmd + Shift + T	auto sum	Cmd + _	enter today's date
Ctrl + Down	last non blank cell	Ctrl + L	name cell/range
Cmd + T	lock cell	Shift + F3	opens formula builder
Shift + Ctrl + arrows	select everything until the last non blank cell		