General Editing Shortcuts		
Basic Editing Within a Cell		
Windows	**Mac**	
CTRL+C	COMMAND+C or CTRL+C	Copy the selected Text or Cell
CTRL+X	COMMAND+X or CTRL+X	Cut the selected Text or Cell.
CTRL+V	COMMAND+V or CTRL+V	Paste the selected Text or Cell
CTRL+Z	COMMAND+Z or CTRL+Z	Undo the last action.
CTRL+Y	COMMAND+Y	Redo the last action.
F2	CTRL+U	Edit the active cell
ALT+ENTER	CTRL+OPTION+RETURN	Insert a new line in the active cell
SHIFT+RIGHT ARROW	SHIFT+RIGHT ARROW	Select a character to the right of cursor
SHIFT+LEFT ARROW	SHIFT+LEFT ARROW	Select a character to the left of cursor
DELETE	Fn+DELETE	Deletes character to the right of cursor
BACKSPACE	DELETE	Deletes character to the left of cursor
Shortcuts For Reviewing Tasks		
SHIFT+F2	SHIFT+F2	Inserts or edits a cell comment.
CTRL+F2		Displays the print preview window.
CTRL+SHIFT+O	Fn+CTRL+SHIFT+O	Selects all cells that contain comments.
CTRL+F	COMMAND+F	Displays the Find and Replace dialog box, with the Find tab selected.
CTRL+SHIFT+Z	COMMAND+SHIFT+Z	Reverses the last automatic correction