

Worksheets and Workbooks		
Windows	Mac	
Basic Workbook Operations		
CTRL+W	COMMAND+W	Closes a workbook
CTRL+O	COMMAND+O	Opens a workbook
CTRL+S	COMMAND+S or CTRL+S	Saves a workbook
CTRL+N	COMMAND+N	Creates a new workbook
Navigating Around Worksheets		
CTRL+HOME	Fn+CTRL+LEFT ARROW	Moves to the beginning (first cell) of a worksheet.
CTRL+END	Fn+CTRL+RIGHT ARROW	Moves to the last cell in a worksheet.
UP ARROW KEY	UP ARROW KEY	Moves one cell up in a worksheet.
DOWN ARROW KEY	DOWN ARROW KEY	Moves one cell down in a worksheet.
LEFT ARROW KEY	LEFT ARROW KEY	Moves one cell left in a worksheet.
RIGHT ARROW KEY	RIGHT ARROW KEY	Moves one cell right in a worksheet.
CTRL+RIGHT ARROW KEY	CTRL+RIGHT ARROW KEY	Moves to the right edge of current data region
CTRL+LEFT ARROW KEY	CTRL+LEFT ARROW KEY	Moves to the left edge of current data region
CTRL+UP ARROW KEY	CTRL+UP ARROW KEY	Moves to the top edge of current data region
CTRL+DOWN ARROW KEY	CTRL+DOWN ARROW KEY	Moves to the bottom edge of current data region
CTRL+SHIFT+HOME	Fn+CTRL+RIGHT ARROW	Extends the selection of cells to the beginning of the worksheet.
SHIFT+TAB	SHIFT+TAB	Moves to the previous cell in a worksheet (left from the active one) or the previous option in a dialog box.
CTRL+END	CTRL+END	Moves to the last cell used in the sheet.
CTRL+SHIFT+END	Fn+CTRL+SHIFT+RIGHT ARROW	Extends the selection of cells to the last used cell in the worksheet.
CTRL+SHIFT+UP ARROW	CTRL+SHIFT+UP ARROW	Extends the selection of cells to the last cell up.
CTRL+SHIFT+DOWN ARROW	CTRL+SHIFT+DOWN ARROW	Extends the selection of cells to the last cell down.
Working between Worksheets in a Workbook		
CTRL+SHIFT+PAGE DOWN		Selects the current and next sheet (to the right) in a workbook. On MAC , you need to click the tab for the first sheet, then hold down CTRL while you click the tabs of the other sheets that you need selected.

CTRL+SHIFT+PAGE UP		Selects the current and previous sheet (to the left) in a workbook. For MAC users , click the tab for the first sheet, then hold down CTRL while you click the tabs of the other sheets that you want to select.
SHIFT+F11	Fn+SHIFT+F11	Inserts a new worksheet.
CTRL+A	COMMAND+A	Selects the entire worksheet.
CTRL+ALT+F9	F9	Calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.
Manipulating the Workbook Window		
CTRL+F4	COMMAND+W	Closes the selected workbook window.
CTRL+F5	COMMAND+F5	Restores the window size of the selected workbook window.
CTRL+F9	CTRL+F9	Minimizes a workbook window to an icon.
CTRL+F10	CONTROL+F10 or COMMAND+F10	Maximizes or restores the selected workbook window.
CTRL+TAB	CTRL+TAB	Switches to the next workbook window when more than one workbook window is open.
CTRL+SHIFT+TAB	CTRL+SHIFT+TAB	Switches to the previous workbook window when more than one workbook window is open.