



# Windows

## General Editing Shortcut



ERJ Consulting

[www.EulisesRoman.com](http://www.EulisesRoman.com)

## Windows General Editing Shortcut



ERJ Consulting

### Key Command

### Description

ALT+ENTER

Insert a new line in the active cell

BACKSPACE

Deletes character to the left of cursor

CTRL+C

Copy the selected Text or Cell

CTRL+F

Displays the Find and Replace dialog box, with the Find tab selected.

CTRL+F2

Displays the print preview window.

CTRL+SHIFT+O

Selects all cells that contain comments.

CTRL+SHIFT+Z

Reverses the last automatic correction

CTRL+V

Paste the selected Text or Cell

CTRL+X

Cut the selected Text or Cell.

CTRL+Y

Redo the last action.

CTRL+Z

Undo the last action.

DELETE

Deletes character to the right of cursor

F2

Edit the active cell

SHIFT+F2

Inserts or edits a cell comment.

SHIFT+LEFTARROW

Select a character to the left of cursor



# MAC

## General Editing Shortcut



ERJ Consulting

[www.EulisesRoman.com](http://www.EulisesRoman.com)

## MAC General Editing Shortcut



ERJ Consulting

### Key Command

### Description

COMMAND+C orCTRL+C

Copy the selected Text or Cell

COMMAND+F

Displays the Find and Replace dialog box, with the Find tab selected.

COMMAND+SHIFT+Z

Reverses the last automatic correction

COMMAND+V orCTRL+V

Paste the selected Text or Cell

COMMAND+X orCTRL+X

Cut the selected Text or Cell.

COMMAND+Y

Redo the last action.

COMMAND+Z orCTRL+Z

Undo the last action.

CTRL+OPTION+RETURN

Insert a new line in the active cell

CTRL+U

Edit the active cell

DELETE

Deletes character to the left of cursor

Fn+CTRL+SHIFT+O

Selects all cells that contain comments.

Fn+DELETE

Deletes character to the right of cursor

SHIFT+F2

Inserts or edits a cell comment.

SHIFT+LEFT ARROW

Select a character to the left of cursor