



Windows Shortcuts for



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Windows Shortcuts for Working with Cells



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Key Command	Description
ALT+=	Autosums selected cells
ALT+F11	Displays VBA Editor
ALT+F8	Create, run, edit or delete a macro
CTRL+-	Displays Delete dialogue box for removing rows and cells
CTRL+'(APOSTROPHE)	Copies formula from the cell above into the active cell or the Formula Bar.
CTRL+D	Uses the Fill Down command to copy the contents and format of the topmost cell of a
CTRL+SHIFT+=	Displays Insert dialogue box for adding rows and cells
CTRL+SHIFT+A	Inserts the argument names and parentheses when the insertion point is to the right of a
CTRL+SHIFT+ENTER	Used to enter array formulas
CTRL+SHIFT+F	Opens the Format Cells dialog box with the Font tab selected.
CTRL+SHIFT+O	Selects all cells that contain comments.
CTRL+SHIFT+U	Switches between expanding and collapsing of the formula bar.
F9	Calculates all open worksheets
SHIFT+F2	Inserts or edits a cell comment.
SHIFT+F8	Enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys.
SHIFT+F9	Calculates the active worksheet



MAC Shortcuts for



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MAC Shortcuts for Working with Cells



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Key Command	Description
COMMAND+D	Uses the Fill Down command to copy the contents and format of the topmost cell of a
COMMAND+SHIFT+T	Autosums selected cells
CTRL+-	Displays Delete dialogue box for removing rows and cells
CTRL+'(APOSTROPHE)	Copies formula from the cell above into the active cell or the Formula Bar.
CTRL+SHIFT+=	Displays Insert dialogue box for adding rows and cells
CTRL+SHIFT+A	Inserts the argument names and parentheses when the insertion point is to the right of a
CTRL+SHIFT+F	Opens the Format Cells dialog box with the Font tab selected.
CTRL+SHIFT+RETURN	Used to enter array formulas
CTRL+SHIFT+U	Switches between expanding and collapsing of the formula bar.
Fn+CTRL+SHIFT+O	Selects all cells that contain comments.
Fn+F9	Calculates all open worksheets
Fn+Option+F11	Displays VBA Editor
Fn+Option+F8	Create, run, edit or delete a macro
Fn+SHIFT+F8	Enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys.
Fn+SHIFT+F9	Calculates the active worksheet
SHIFT+F2	Inserts or edits a cell comment.