Windows
Worksheets and Workbooks

Windows Worksheets and Workbooks Shortcuts

Key Command	Description
CTRL+A	Selects the entire worksheet.
CTRL+ALT+F9	Calculates all worksheets in all openworkbooks, regardless of whether they have changed since the last cal culation.
CTRL+DOWNARROW KEY	Moves to the bottom edge of current data region
CTRL+END	Moves to the last cell in a worksheet.
CTRL+END	Moves to the last cell used in the sheet.
CTRL+F10	Maximizes or restores the selected workbook window.
CTRL+F4	Closes the selected workbook window.
CTRL+F5	Restores the window size of the selected workbook window.
CTRL+F9	Minimizes a workbook window to an icon.
CTRL+HOME	Moves to the beginning (first cell) of a worksheet.
CTRL+LEFT ARROWKEY	Moves to the left edge of current data region
CTRL+N	Creates a new workbook
CTRL+O	Opens a workbook
CTRL+RIGHT ARROWKEY	Moves to the right edge of current data region
CTRL+S	Saves a workbook
CTRL+SHIFT+DOWNARROW	Extends the selection of cells to the last cell down.
CTRL+SHIFT+END	Extends the selection of cells to the last used cell in the worksheet.

Windows Worksheets and Workbooks Shortcuts

Key Command	Description
CTRL+SHIFT+HOME	Extends the selection of cells to the beginning of the worksheet.
CTRL+SHIFT+PAGEDOWN	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
CTRL+SHIFT+PAGEUP	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
CTRL+SHIFT+TAB	Switches to the previous workbook window when more than one workbook window is open.
CTRL+SHIFT+UPARROW	Extends the selection of cells to the last cell up.
CTRL+TAB	Switches to the next workbook window when more than one workbook window is open.
CTRL+UP ARROWKEY	Moves to the top edge of current data region
CTRL+W	Closes a workbook
DOWN ARROW KEY	Moves one cell down in a worksheet.
LEFT ARROW KEY	Moves one cell left in a worksheet.
RIGHT ARROW KEY	Moves one cell right in a worksheet.

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MAC
Worksheets and Workbooks

MAC Worksheets and Workbooks Shortcuts

Key Command	Description
COMMAND+A	Selects the entire worksheet.
COMMAND+F5	Restores the window size of the selected workbook window.
COMMAND+N	Creates a new workbook
COMMAND+O	Opens a workbook
COMMAND+S or CTRL+S	Saves a workbook
COMMAND+W	Closes a workbook
COMMAND+W	Closes the selected workbook window.
CONTROL+F10 orCOMMAND+F10	Maximizes or restores the selected workbook window.
CTRL+DOWN ARROWKEY	Moves to the bottom edge of current data region
CTRL+END	Moves to the last cell used in the sheet.
CTRL+F9	Minimizes a workbook window to an icon.
CTRL+LEFT ARROW KEY	Moves to the left edge of current data region
CTRL+RIGHT ARROWKEY	Moves to the right edge of current data region
CTRL+SHIFT+DOWNARROW	Extends the selection of cells to the last cell down.
CTRL+SHIFT+TAB	Switches to the previous workbook window when more than one workbook window is open.
CTRL+SHIFT+UP ARROW	Extends the selection of cells to the last cell up.
CTRL+TAB	Switches to the next workbook window when more than one workbook window is open.

MAC Worksheets and Workbooks Shortcuts

Key Command	Description
CTRL+UP ARROW KEY	Moves to the top edge of current data region
DOWN ARROW KEY	Moves one cell down in a worksheet.
F9	Calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.
Fn+CTRL+LEFT ARROW	Moves to the beginning (first cell) of a worksheet.
Fn+CTRL+RIGHT ARROW	Moves to the last cell in a worksheet.
Fn+CTRL+RIGHT ARROW	Extends the selection of cells to the beginning of the worksheet.
Fn+CTRL+SHIFT+RIGHTARROW	Extends the selection of cells to the last used cell in the worksheet.
Fn+SHIFT+F11	Inserts a new worksheet.
LEFT ARROW KEY	Moves one cell left in a worksheet.

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