

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