

ACTION	WINDOWS	MAC
Save the workbook	Ctrl+S	Cmd+S
Open a workbook	Ctrl+O	Cmd+O
Create a new workbook	Ctrl+N	Cmd+N
Open Save As	F12	Cmd+Shift+S
Print the workbook	Ctrl+P	Cmd+P
Close the workbook window	Ctrl+W	Cmd+W

ACTION	WINDOWS	MAC
Copy selected cells	Ctrl+C	Cmd+C
Cut selected cells	Ctrl+X	Cmd+X
Paste copied cells	Ctrl+V	Cmd+V
Open Paste Special	Ctrl+Alt+V	Cmd+Ctrl+V
Undo the last action	Ctrl+Z	Cmd+Z
Redo the last action	Ctrl+Y	Cmd+Y
Find text or values	Ctrl+F	Cmd+F
Find and replace	Ctrl+H	Ctrl+H
Clear selected cell contents	Delete	Delete
Fill the top cell down	Ctrl+D	Cmd+D
Fill the left cell right	Ctrl+R	Cmd+R
Insert cells, rows, or columns	Ctrl+Shift+=	Ctrl+Shift+=
Delete cells, rows, or columns	Ctrl+-	Cmd+-

ACTION	WINDOWS	MAC
Open the Go To dialog	Ctrl+G	Ctrl+G
Move to the start of the sheet	Ctrl+Home	Ctrl+Home
Move to the last used cell	Ctrl+End	Ctrl+End
Jump to the edge of a data region	Ctrl+Arrow	Cmd+Arrow
Move to the next worksheet	Ctrl+Page Down	Option+Right Arrow
Move to the previous worksheet	Ctrl+Page Up	Option+Left Arrow
Move one screen to the right	Alt+Page Down	Option+Page Down
Move one screen to the left	Alt+Page Up	Option+Page Up

ACTION	WINDOWS	MAC
Edit the active cell	F2	F2
Complete an entry and move down	Enter	Return
Enter the same value in selected cells	Ctrl+Enter	Cmd+Return
Start a new line inside a cell	Alt+Enter	Option+Return
Insert the current date	Ctrl+;	Ctrl+;
Insert the current time	Ctrl+Shift+:	Cmd+;
Insert a hyperlink	Ctrl+K	Cmd+K
Copy the value from the cell above	Ctrl+Shift+"	Ctrl+Shift+"
Copy the formula from the cell above	Ctrl+'	Ctrl+'

ACTION	WINDOWS	MAC
Open Format Cells	Ctrl+1	Cmd+1
Apply or remove bold	Ctrl+B	Cmd+B
Apply or remove italic	Ctrl+I	Cmd+I
Apply or remove underline	Ctrl+U	Cmd+U
Apply or remove strikethrough	Ctrl+5	Cmd+Shift+X
Apply General number format	Ctrl+Shift+~	Ctrl+Shift+~
Apply Currency number format	Ctrl+Shift+\$	Ctrl+Shift+\$
Apply Percentage number format	Ctrl+Shift+%	Ctrl+Shift+%
Apply Date number format	Ctrl+Shift+#	Ctrl+Shift+#
Apply Time number format	Ctrl+Shift+@	Ctrl+Shift+@
Apply Number format	Ctrl+Shift+!	Ctrl+Shift+!
Create a table	Ctrl+T	Cmd+T

Selection shortcuts

Windows and Mac keys, verified against Microsoft Support

ACTION	WINDOWS	MAC
Select the entire column	Ctrl+Space	Ctrl+Space
Select the entire row	Shift+Space	Shift+Space
Select the current data region	Ctrl+A	Cmd+A
Extend the selection by one cell	Shift+Arrow	Shift+Arrow
Extend selection to the edge of data	Ctrl+Shift+Arrow	Cmd+Shift+Arrow
Extend selection to the start of the sheet	Ctrl+Shift+Home	Ctrl+Shift+Home
Extend selection to the last used cell	Ctrl+Shift+End	Ctrl+Shift+End

ACTION	WINDOWS	MAC
Turn filters on or off	Ctrl+Shift+L	Ctrl+Shift+L
Open the active filter list	Alt+Down Arrow	Option+Down Arrow
Open the Sort dialog	Alt+A, S, S	Cmd+Shift+R
Run Flash Fill	Ctrl+E	Ctrl+E
Refresh external data	Ctrl+Alt+F5	Cmd+Ctrl+F5

ACTION	WINDOWS	MAC
Show or hide formulas	Ctrl+`	Ctrl+`
Cycle absolute and relative references	F4	Cmd+T
Open Insert Function or Formula Builder	Shift+F3	Shift+F3
Insert an AutoSum formula	Alt+=	Cmd+Shift+T
Calculate all open workbooks	F9	F9
Calculate the active worksheet	Shift+F9	Shift+F9

ACTION	WINDOWS	MAC
Insert a new worksheet	Shift+F11	Shift+F11
Check spelling	F7	F7
Add or edit a cell note	Shift+F2	Shift+F2
Add a threaded comment	Ctrl+Shift+F2	Cmd+Shift+F2
Define a name	Alt+M, M, D	Cmd+F3

SUM Add values

```
=SUM(number1, [number2], ...)
```

Example: =SUM(B2:B10)

AVERAGE Calculate the arithmetic mean

```
=AVERAGE(number1, [number2], ...)
```

Example: =AVERAGE(B2:B10)

SUMIF Add values that meet one condition

```
=SUMIF(range, criteria, [sum_range])
```

Example: =SUMIF(A2:A20, "West", B2:B20)

SUMIFS Add values that meet several conditions

```
=SUMIFS(sum_range, criteria_range1, criteria1, ...)
```

Example: =SUMIFS(C2:C20, A2:A20, "West", B2:B20, ">100")

COUNTIF Count cells that meet one condition

```
=COUNTIF(range, criteria)
```

Example: =COUNTIF(C2:C100, "Complete")

COUNTIFS Count rows that meet several conditions

```
=COUNTIFS(criteria_range1, criteria1, ...)
```

Example: =COUNTIFS(A2:A50, "West", B2:B50, ">100")

IF Return one result when true and another when false

```
=IF(logical_test, value_if_true, value_if_false)
```

Example: =IF(B2>=70, "Pass", "Review")

IFERROR Replace formula errors with a fallback

```
=IFERROR(value, value_if_error)
```

Example: =IFERROR(A2/B2, 0)

XLOOKUP Find a match and return a related value

```
=XLOOKUP(lookup_value, lookup_array, return_array, [if_not_found])
```

Example: =XLOOKUP(E2, A2:A100, C2:C100, "Not found")

VLOOKUP Find a value in the first column of a table

```
=VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])
```

Example: =VLOOKUP(E2, A2:C100, 3, FALSE)

INDEX

Return a value by its row and column position

```
=INDEX(array, row_num, [column_num])
```

Example: `=INDEX(C2:C100, MATCH(E2, A2:A100, 0))`**MATCH**

Return the position of a matching value

```
=MATCH(lookup_value, lookup_array, [match_type])
```

Example: `=MATCH(E2, A2:A100, 0)`**TEXTJOIN**

Join text with a chosen delimiter

```
=TEXTJOIN(delimiter, ignore_empty, text1, ...)
```

Example: `=TEXTJOIN(" ", TRUE, A2:C2)`**CONCAT**

Combine text from several cells or ranges

```
=CONCAT(text1, [text2], ...)
```

Example: `=CONCAT(A2, " ", B2)`**LEFT / RIGHT / MID** Extract characters from text

```
=LEFT(text, [num_chars])
```

Example: `=LEFT(A2, 3)`**TRIM**

Remove extra spaces from text

```
=TRIM(text)
```

Example: `=TRIM(A2)`**TODAY**

Return the current date

```
=TODAY()
```

Example: `=TODAY()-A2`**DATEDIF**

Calculate elapsed years, months, or days

```
=DATEDIF(start_date, end_date, unit)
```

Example: `=DATEDIF(A2, TODAY(), "y")`**AVERAGEIF**

Average values that meet a condition

```
=AVERAGEIF(range, criteria, [average_range])
```

Example: `=AVERAGEIF(A2:A20, "West", B2:B20)`