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1. Basic Excel Shortcuts

Action	Shortcut (Windows)	Shortcut (Mac)
New Workbook	Ctrl + N	Command + N
Open Workbook	Ctrl + O	Command + O
Save Workbook	Ctrl + S	Command + S
Print	Ctrl + P	Command + P
Close Workbook	Ctrl + W	Command + W
Undo	Ctrl + Z	Command + Z
Redo	Ctrl + Y	Command + Y / Shift + Cmd + Z
Copy	Ctrl + C	Command + C
Cut	Ctrl + X	Command + X
Paste	Ctrl + V	Command + V
Select All	Ctrl + A	Command + A
Find	Ctrl + F	Command + F
Replace	Ctrl + H	Control + H
Zoom In/Out	Ctrl + Scroll	Command + Scroll

2. Navigation Shortcuts

Action	Shortcut (Windows)	Shortcut (Mac)
Move to Next Cell	→ (Right Arrow)	→ (Right Arrow)
Move to Previous Cell	← (Left Arrow)	← (Left Arrow)

Action	Shortcut (Windows)	Shortcut (Mac)
Move to Next Row	↓ (Down Arrow)	↓ (Down Arrow)
Move to Previous Row	↑ (Up Arrow)	↑ (Up Arrow)
Go to Start of Row	Home	Command + Left Arrow
Go to End of Row	End	Command + Right Arrow
Go to Top of Column	Ctrl + ↑	Command + ↑
Go to Bottom of Column	Ctrl + ↓	Command + ↓
Go to Specific Cell	Ctrl + G / F5	Control + G
Scroll Up/Down (One Screen)	Page Up / Page Down	Fn + ↑ / Fn + ↓
Switch Worksheets	Ctrl + Page Up/Down	Command + Shift + ↑/↓
Go to First Cell (A1)	Ctrl + Home	Command + Fn + Left Arrow
Go to Last Cell (Data)	Ctrl + End	Command + Fn + Right Arrow

3. Data Entry and Editing

Action	Shortcut (Windows)	Shortcut (Mac)
Edit Active Cell	F2	Control + U
Cancel Entry	Esc	Esc
Enter Data and Move Down	Enter	Return
Enter Data and Move Up	Shift + Enter	Shift + Return
Enter Data and Move Right	Tab	Tab
Enter Data and Move Left	Shift + Tab	Shift + Tab
Insert Current Date	Ctrl + ;	Command + ;
Insert Current Time	Ctrl + Shift + ;	Command + Shift + ;
Insert New Line in Cell	Alt + Enter	Control + Option + Return
Delete Cell Contents	Delete	Delete
Delete Entire Row/Column	Ctrl + -	Command + -
Insert Row/Column	Ctrl + Shift + +	Command + Shift + +

4. Formatting Shortcuts

Action	Shortcut (Windows)	Shortcut (Mac)
Bold Text	Ctrl + B	Command + B
Italic Text	Ctrl + I	Command + I
Underline Text	Ctrl + U	Command + U
Strikethrough	Ctrl + 5	Command + Shift + X
Format Cells Dialog	Ctrl + 1	Command + 1
Auto Fit Column Width	Alt + H + O + I	Control + Shift + I
Apply Currency Format	Ctrl + Shift + \$	Command + Shift + \$
Apply Percentage Format	Ctrl + Shift + %	Command + Shift + %
Apply General Format	Ctrl + Shift + ~	Command + Shift + ~
Apply Border	Ctrl + Shift + &	Command + Option + 0
Remove Border	Ctrl + Shift + _	Command + Option + -
Merge Cells	Alt + H + M + M	Control + Option + M

5. Formulas and Functions

Action	Shortcut (Windows)	Shortcut (Mac)
Insert Function	Shift + F3	Shift + F3
Start Formula (Equals Sign)	=	=
Sum Selected Cells (AutoSum)	Alt + =	Command + Shift + T
Absolute Reference (Toggle \$)	F4	Command + T
Recalculate Workbook	F9	Command + =
Display Formulas	Ctrl + `	Command + `
Insert Argument Tooltip	Ctrl + A after =	Control + A after =

6. Selection Shortcuts

Action	Shortcut (Windows)	Shortcut (Mac)
Select Entire Row	Shift + Space	Shift + Space

Action	Shortcut (Windows)	Shortcut (Mac)
Select Entire Column	Ctrl + Space	Command + Space
Select All Cells	Ctrl + A	Command + A
Extend Selection (Up/Down)	Shift + ↑ / ↓	Shift + ↑ / ↓
Extend Selection (Left/Right)	Shift + ← / →	Shift + ← / →
Select to End of Data	Ctrl + Shift + ↓	Command + Shift + ↓
Select to Beginning of Data	Ctrl + Shift + ↑	Command + Shift + ↑

Pro Tip: Combine shortcuts to perform tasks faster (e.g., Ctrl + Shift + ↓ to select data quickly).