

Microsoft excel shortcuts

General shortcuts

Function	Windows Keys	MacOS Keys
Open a new blank workbook.	CTRL + N	⌘ + N, OR CONTROL + N
Open a saved workbook.	CTRL + O	⌘ + O, OR CONTROL + O
Open the Print dialog box	CTRL + P	⌘ + P, OR CONTROL + P
Save workbook.	CTRL + S	⌘ + S, OR CONTROL + S
Open the Save dialog box.	ALT + F2	⌘ + F2
Display the Save As dialog box.	F12	⌘ + ⌥ + S, OR F12
Close the active workbook window.	CTRL + W	⌘ + W, OR CONTROL + W
Expand or collapse the ribbon.	CTRL + F1	⌘ + ⌘ + R
Expand or collapse the formula bar.	CTRL + SHIFT + U	CONTROL + ⌥ + U
Switch focus between the worksheet, ribbon, task pane, and status bar.	F6	F6, OR ⌥ + F6
Display the Find dialog box.	COMMAND + F	CONTROL + F
Display the Go To dialog box.	CTRL + G	CONTROL + G, OR F5
Open the thesaurus.	SHIFT + F7	⌥ + F7, OR CONTROL + ⌘ + ⌘ + R
Open the Smart Lookup pane.	ALT, THEN R, THEN S	CONTROL + ⌘ + ⌘ + L
Display the context menu, or "right click" menu.	SHIFT + F10	⌥ + F10
Move to the next box, option, control, or command.	TAB	TAB
Move to the previous box, option, control, or command.	SHIFT + TAB	⌥ + TAB
Exit a dialog box, cancel an action, or cancel an in-progress data edit.	ESC	ESC
Open Visual Basic.	ALT + F11	⌘ + F11
Insert or edit note.	SHIFT + F2	⌥ + F2
Insert or edit a threaded comment.	CTRL + SHIFT + F2	⌘ + ⌥ + F2
Undo the last action.	CTRL + Z	⌘ + Z, OR CONTROL + Z
Redo the last action.	CTRL + Y, OR CTRL + SHIFT + Z	⌘ + Y, OR CONTROL + Y, OR ⌘ + ⌥ + Z
Copy a selection.	CTRL + C	⌘ + C, OR CONTROL + C
Cut a selection.	CTRL + X	⌘ + X, OR CONTROL + X
Paste content at the insertion point, replacing any selection.	CTRL + V	⌘ + V, OR CONTROL + V
Use Paste Special.	CTRL + ALT + V	⌘ + CONTROL + V, OR CONTROL + ⌘ + V OR ⌘ + ⌘ + V
Alternate between displaying cell values and displaying cell formulas.	CONTROL + GRAVE ACCENT (`)	CONTROL + GRAVE ACCENT (`)
Delete cells.	CTRL + MINUS SIGN (-)	⌘ + HYPHEN (-), OR CONTROL + HYPHEN (-)
Hide the selected columns.	CTRL + RIGHT PARENTHESIS ())	⌘ + RIGHT PARENTHESIS ()) OR CONTROL + RIGHT PARENTHESIS ())
Unhide columns in selection.	CTRL + SHIFT + RIGHT PARENTHESIS ()))	⌘ + ⌥ + RIGHT PARENTHESIS ()) OR CONTROL + ⌥ + RIGHT PARENTHESIS ())
Hide the selected rows.	CTRL + LEFT PARENTHESIS ((⌘ + LEFT PARENTHESIS ((OR CONTROL + LEFT PARENTHESIS ((
Unhide rows in selection.	CTRL + SHIFT + LEFT PARENTHESIS (((⌘ + ⌥ + LEFT PARENTHESIS ((OR CONTROL + ⌥ + LEFT PARENTHESIS (((

Navigation shortcuts

Function	Windows Keys	MacOS Keys
Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells.	TAB KEY	TAB KEY
Move one cell up, down, left, or right.	ARROW KEYS	ARROW KEYS
Move the cursor to the end of the text when in the formula bar.	CTRL + END	CTRL + END
Move one screen down in a worksheet.	PAGE DOWN	PAGE DOWN (ON A MACBOOK, FN + DOWN ARROW KEY)
Move one screen to the left in a worksheet.	ALT + PAGE UP	OPTION + PAGE UP (ON A MACBOOK, FN + OPTION + UP ARROW KEY)
Move one screen to the right in a worksheet.	ALT + PAGE DOWN	OPTION + PAGE DOWN (ON A MACBOOK, FN + OPTION + DOWN ARROW KEY)
Move one screen up in a worksheet.	PAGE UP	PAGE UP (ON A MACBOOK, FN + UP ARROW KEY)
Move to the beginning of a worksheet.	CTRL + HOME	CONTROL + HOME (ON A MACBOOK, CONTROL + FN + LEFT ARROW KEY)
Move to the beginning of the row.	HOME	HOME (ON A MACBOOK, FN + LEFT ARROW KEY)
Move to the edge of the current data region in a worksheet.	CTRL + ARROW KEY	COMMAND + ARROW KEY
Move to the last cell in use on the sheet.	CTRL + END	CONTROL + END (ON A MACBOOK, CONTROL + FN + RIGHT ARROW KEY)
Move clockwise to the next corner of the selection.	CONTROL + PERIOD (.)	CONTROL + PERIOD (.)
Move to the next sheet in the workbook.	CTRL + PAGE DOWN	CONTROL + PAGE DOWN OR OPTION + RIGHT ARROW KEY

Microsoft excel shortcuts

Navigation shortcuts, continued

Function	Windows Keys	MacOS Keys
Move to the previous sheet in the workbook.	CTRL + PAGE UP	CONTROL + PAGE DOWN OR OPTION + LEFT ARROW KEY
Scroll to display the active cell.	CONTROL + DELETE	CONTROL + DELETE
Scroll horizontally.	CTRL + SHIFT, THEN SCROLL YOUR MOUSE WHEEL UP TO GO LEFT, DOWN TO GO RIGHT	SHIFT, THEN SCROLL THE MOUSE WHEEL UP FOR LEFT, DOWN FOR RIGHT

Cell selection shortcuts

Function	Windows Keys	MacOS Keys
Turn on the capability to extend a selection by using the arrow keys.	F8	F8
Select the current region or entire sheet. Press more than once to expand the selection.	CTRL + A OR CTRL + SHIFT + SPACEBAR	COMMAND + A OR COMMAND + SHIFT + SPACEBAR
Extend the selection by one cell.	SHIFT + ARROW KEY	SHIFT + ARROW KEY
Extend the selection to the beginning of the row.	SHIFT + HOME	SHIFT + HOME (ON A MACBOOK, SHIFT + FN + LEFT ARROW KEY)
Select the entire row.	SHIFT + SPACEBAR	SHIFT + SPACEBAR
Select the entire column.	CTRL + SPACEBAR	CONTROL + SPACEBAR *CONFLICT
Extend the selection to the last nonblank cell in the same column or row as the active cell.	CTRL + SHIFT + ARROW KEY	COMMAND + SHIFT + ARROW KEY
Extend the selection down one screen.	SHIFT + PAGE DOWN	SHIFT + PAGE DOWN (ON A MACBOOK, SHIFT + FN + DOWN ARROW KEY)
Extend the selection up one screen.	SHIFT + PAGE UP	SHIFT + PAGE UP (ON A MACBOOK, SHIFT + FN + UP ARROW KEY)
Extend the selection to the beginning (top left cell) of the sheet.	CONTROL + SHIFT + HOME	CONTROL + SHIFT + HOME (ON A MACBOOK, CONTROL + SHIFT + FN + LEFT ARROW KEY)
Extend the selection to the last (bottom right) cell used on the sheet.	CONTROL + SHIFT + END	CONTROL + SHIFT + END (ON A MACBOOK, CONTROL + SHIFT + FN + RIGHT ARROW KEY)
Select only cells with formulas that refer directly to the active cell.	CTRL + RIGHT BRACKET (])	CONTROL + RIGHT BRACKET (])
Select all cells with formulas that refer directly or indirectly to the active cell.	CTRL + SHIFT + RIGHT BRACKET (])	CONTROL + SHIFT + RIGHT BRACKET (])
Select only cells that are directly referred to by formulas in the selection.	CTRL + LEFT BRACKET ([)	CONTROL + LEFT BRACKET ([)
Select all cells that are directly or indirectly referred to by formulas in the selection.	CTRL + SHIFT + LEFT BRACKET ([)	CONTROL + SHIFT + LEFT BRACKET ([)

Data shortcuts

Function	Windows Keys	MacOS Keys
Insert cells.	CTRL + SHIFT + PLUS SIGN (+)	CONTROL + SHIFT + EQUAL SIGN (=)
Insert a new sheet.	SHIFT + F11	SHIFT + F11 *CONFLICT
Insert a new chart sheet.	F11	F11 *CONFLICT
Edit the selected cell.	ENTER OR F2	RETURN OR F2 OR CONTROL + U
Cancel an entry in the cell or formula bar.	ESC	ESC
Start a formula or function.	EQUAL SIGN (=)	EQUAL SIGN (=)
Display the Function Arguments / Formula Builder after you type a valid function name in a formula.	CTRL + A	CONTROL + A
Insert a function / formula.	SHIFT + F3	SHIFT + F3
Insert the AutoSum formula.	ALT + EQUAL SIGN (=)	COMMAND + SHIFT + T
After typing a formula, enter it as an array formula.	CTRL + SHIFT + ENTER	COMMAND + SHIFT + RETURN OR CONTROL + SHIFT + RETURN
Copy a formula from the cell above the active cell into the cell or the formula bar.	CTRL + APOSTROPHE (')	CONTROL + APOSTROPHE (')
Copy the value from the cell above the active cell into the cell or the formula bar.	CTRL + SHIFT + STRAIGHT QUOTATION MARK (")	CONTROL + SHIFT + INCH MARK/STRAIGHT DOUBLE QUOTE (")
Cycle the formula reference style between absolute, relative, and mixed.	F4	COMMAND + T OR F4
Turn on or off tooltips for checking formulas directly in the formula bar or in the cell you're editing.	CTRL + ALT + P	CONTROL + OPTION + P
Enter the current date.	CTRL + SEMICOLON (;)	CONTROL + SEMICOLON (;)
Enter the current time.	CTRL + SHIFT + SEMICOLON (;)	COMMAND + SEMICOLON (;)
Insert a hyperlink.	CTRL + K	COMMAND + K OR CONTROL + K
Display the AutoComplete list.	ALT + DOWN ARROW KEY	OPTION + DOWN ARROW KEY
Complete a cell entry and move down, or to the vertically next cell in a selection.	ENTER	RETURN
Complete a cell entry and move to the left, or to the horizontally previous cell in a selection.	SHIFT + TAB	SHIFT + TAB
Complete a cell entry and move to the right, or to the horizontally next cell in a selection.	TAB	TAB

Microsoft excel shortcuts

Data shortcuts, continued

Function	Windows Keys	MacOS Keys
Complete a cell entry and move up, or to the vertically previous cell in a selection.	SHIFT + RETURN	SHIFT + RETURN
Fill cells down.	CTRL + D	CONTROL + D OR COMMAND + D
Fill cells right.	CTRL + R	COMMAND + R OR CONTROL + R
Fill the selected cell range with the text that you type.	CTRL + ENTER	COMMAND + RETURN OR CONTROL + RETURN
Invoke Flash Fill to automatically recognize patterns in adjacent columns and fill the current column.	CTRL + E	CONTROL + E
Clear the selected cell(s).	DELETE	DELETE
Create a chart with selected cells.	ALT + F1	COMMAND + T OR CONTROL + T
Create a table.	CTRL + T OR CTRL + L	COMMAND + T OR CONTROL + T
Open the Create names dialog box for selected cells.	CTRL + F3	COMMAND + SHIFT + F3
Open the Name Manager.	CTRL + F3	COMMAND + F3
Define a name for a selection.	ALT + M, THEN M, THEN D	CONTROL + L
Paste a name from the Paste Name dialog box (if names have been defined in the workbook).	F3	F3
Calculate the active sheet.	SHIFT + F9	SHIFT + F9
Calculate all open workbooks.	F9	F9 OR COMMAND + EQUAL SIGN (=)
Check spelling.	F7	F7
Display the Macro dialog box.	ALT + F8	OPTION + F8
Display the Replace dialog box.	COMMAND + H	CONTROL + H OR COMMAND + SHIFT + H
Open the Power Query Editor.	ALT + F12	OPTION + F12

Cell format shortcuts

Function	Windows Keys	MacOS Keys
Apply an outline border around the selection.	CTRL + SHIFT + AMPERSAND (&)	COMMAND + OPTION + 0
Display the Format Cells dialog box.	CTRL + I OR CTRL + SHIFT + F OR CTRL + SHIFT + P	COMMAND + I OR CONTROL + I
Remove the outline border from the selected cells.	CTRL + SHIFT + UNDERSCORE (_)	COMMAND + OPTION + HYPHEN
Apply or remove bold formatting.	CTRL + B OR CTRL + 2	COMMAND + B OR CONTROL + B
Apply or remove italic formatting.	CTRL + I OR CTRL + 3	COMMAND + I OR CONTROL + I
Apply or remove strikethrough formatting.	CTRL + 5	COMMAND + SHIFT + X
Apply or remove underline formatting.	CTRL + U OR CTRL + 4	COMMAND + U
Apply the currency format with two decimal places (negative numbers appear in red with parentheses).	CTRL + SHIFT + DOLLAR SIGN (\$)	CTRL + SHIFT + DOLLAR SIGN (\$)
Apply the date format with the day, month, and year.	CTRL + SHIFT + NUMBER SIGN (#)	CTRL + SHIFT + NUMBER SIGN (#)
Apply the general number format.	CTRL + SHIFT + TILDE (~)	CONTROL + SHIFT + TILDE (~)
Apply the number format with two decimal places, thousands separator, and minus sign (-) for negative values.	CTRL + SHIFT + EXCLAMATION POINT (!)	CONTROL + SHIFT + EXCLAMATION POINT (!)
Apply the percentage format with no decimal places.	CTRL + SHIFT + PERCENT SIGN (%)	CTRL + SHIFT + PERCENT SIGN (%)
Apply the scientific number format with two decimal places.	CTRL + SHIFT + CARET (^)	CONTROL + SHIFT + CARET (^)
Apply the time format with the hour and minute, and indicate AM or PM.	CTRL + SHIFT + AT SIGN (@)	CTRL + SHIFT + AT SIGN (@)

Microsoft excel shortcuts

General shortcuts


Function	WINDOWS KEYS • MACOS KEYS
Open a new blank workbook.	CTRL + N • ⌘ + N, OR CONTROL + N
Open a saved workbook.	CTRL + O • ⌘ + O, OR CONTROL + O
Open the Print dialog box	CTRL + P • ⌘ + P, OR CONTROL + P
Save workbook.	CTRL + S • ⌘ + S, OR CONTROL + S
Open the Save dialog box.	ALT + F2 • ⌘ + F2
Display the Save As dialog box.	F12 • ⌘ + ⌥ + S, OR F12
Close the active workbook window.	CTRL + W • ⌘ + W, OR CONTROL + W
Expand or collapse the ribbon.	CTRL + F1 • ⌘ + ⌘ + R
Expand or collapse the formula bar.	CTRL + SHIFT + U • CONTROL + ⌥ + U
Switch focus between the worksheet, ribbon, task pane, and status bar.	F6 • F6, OR ⌥ + F6
Display the Find dialog box.	COMMAND + F • CONTROL + F
Display the Go To dialog box.	CTRL + G • CONTROL + G, OR F5
Open the thesaurus.	SHIFT + F7 • SHIFT + F7, OR CONTROL + ⌘ + ⌘ + R
Open the Smart Lookup pane.	ALT, THEN R, THEN S • CONTROL + ⌘ + ⌘ + L
Display the context menu, or "right click" menu.	SHIFT + F10 • ⌥ + F10
Move to the next box, option, control, or command.	TAB • TAB
Move to the previous box, option, control, or command.	SHIFT + TAB • ⌥ + TAB
Exit a dialog box, cancel an action, or cancel an in-progress data edit.	ESC • ESC
Open Visual Basic.	ALT + F11 • ⌘ + F11
Insert or edit note.	SHIFT + F2 • ⌥ + F2
Insert or edit a threaded comment.	CTRL + SHIFT + F2 • ⌘ + ⌥ + F2
Undo the last action.	CTRL + Z • ⌘ + Z, OR CONTROL + Z
Redo the last action.	CTRL + Y, OR CTRL + SHIFT + Z • ⌘ + Y, OR CONTROL + Y, OR COMMAND + ⌥ + Z
Copy a selection.	CTRL + C • ⌘ + C, OR CONTROL + C
Cut a selection.	CTRL + X • ⌘ + X, OR CONTROL + X
Paste content at the insertion point, replacing any selection.	CTRL + V • ⌘ + V, OR CONTROL + V
Use Paste Special.	CTRL + ALT + V • ⌘ + ⌥ + CONTROL + V, OR CONTROL + ⌘ + V, OR ⌘ + ⌘ + V
Alternate between displaying cell values and displaying cell formulas.	CONTROL + GRAVE ACCENT (`) • CONTROL + GRAVE ACCENT (`)
Delete cells.	CTRL + MINUS SIGN (-) • ⌘ + HYPHEN (-), OR CONTROL + HYPHEN (-)
Hide the selected columns.	CTRL + RIGHT PARENTHESIS ()) • ⌘ + RIGHT PARENTHESIS ()), OR CONTROL + RIGHT PARENTHESIS ())
Unhide columns in selection.	CTRL + SHIFT + RIGHT PARENTHESIS ()) • ⌘ + ⌥ + RIGHT PARENTHESIS ()) OR CONTROL + ⌥ + RIGHT PARENTHESIS ())
Hide the selected rows.	CTRL + LEFT PARENTHESIS ((• ⌘ + LEFT PARENTHESIS ((, OR CONTROL + LEFT PARENTHESIS ((
Unhide rows in selection.	CTRL + SHIFT + LEFT PARENTHESIS ((• ⌘ + ⌥ + LEFT PARENTHESIS ((, OR CONTROL + ⌥ + LEFT PARENTHESIS ((

Microsoft excel shortcuts


General shortcuts

Function: WINDOWS KEYS • MACOS KEYS



Open a new blank workbook: CTRL + N •  + N, OR CONTROL + N


Open a saved workbook: CTRL + O •  + O, OR CONTROL + O



Open the Print dialog box: CTRL + P •  + P, OR CONTROL + P


Save workbook: CTRL + S •  + S, OR CONTROL + S


Open the Save dialog box: ALT + F2 •  + F2


Display the Save As dialog box: F12 •  +  + S, OR F12

Close the active workbook window: CTRL + W •  + W, OR CONTROL + W

Expand, or collapse the ribbon: CTRL + F1 •  +  + R



Expand, or collapse the formula bar: CTRL + SHIFT + U • CONTROL +  + U

Switch focus between the worksheet, ribbon, task pane, and status bar: F6 • F6, OR  + F6

Display the Find dialog box: CTRL + F •  + F

Display the Go To dialog box: CTRL + G • CONTROL + G, OR F5

Open the thesaurus: SHIFT + F7 •  + F7, OR CONTROL +  +  + R

Open the Smart Lookup pane: ALT, THEN R, THEN S • CONTROL +  +  + L

Display the context menu,, or "right click" menu: SHIFT + F10 •  + F10

Move to the next box, option, control,, or command: TAB • TAB


Move to the previous box, option, control,, or command: SHIFT + TAB •  + TAB



Exit a dialog box, cancel an action,, or cancel an in-progress data edit: ESC • ESC


Open Visual Basic: ALT + F11 •  + F11


Insert, or edit note: SHIFT + F2 • SHIFT + F2


Insert, or edit a threaded comment: CTRL + SHIFT + F2 •  +  + F2

Undo the last action: CTRL + Z •  + Z, OR CONTROL + Z

Redo the last action: CTRL + Y, OR CTRL + SHIFT + Z •  + Y, OR CONTROL + Y, OR COMMAND +  + Z


Copy a selection: CTRL + C •  + C, OR CONTROL + C


Cut a selection: CTRL + X •  + X, OR CONTROL + X




Paste content at the insertion point, replacing any selection: CTRL + V •  + V, OR CONTROL + V


Use Paste Special: CTRL + ALT + V •  + CONTROL + V, OR CONTROL +  + V, OR  +  + V




Alternate between displaying cell values and displaying cell formulas: CONTROL + GRAVE ACCENT (`) • CONTROL + GRAVE ACCENT (`)

Delete cells: CTRL + MINUS SIGN (-) •  + HYPHEN (-), OR CONTROL + HYPHEN (-)

Hide the selected columns: CTRL + RIGHT PARENTHESIS (]) •  + RIGHT PARENTHESIS (]), OR CONTROL + RIGHT PARENTHESIS (])

Unhide columns in selection: CTRL + SHIFT + RIGHT PARENTHESIS (]) •  +  + RIGHT PARENTHESIS (]), OR CONTROL +  + RIGHT PARENTHESIS (])

Hide the selected rows: CTRL + LEFT PARENTHESIS ([) •  + LEFT PARENTHESIS ([), OR CONTROL + LEFT PARENTHESIS ([)

Unhide rows in selection: CTRL + SHIFT + LEFT PARENTHESIS ([) •  +  + LEFT PARENTHESIS ([), OR CONTROL +  + LEFT PARENTHESIS ([)

Microsoft excel shortcuts

Key:



= Command



= Option



= Shift

Copy, paste, and other common shortcuts

⌘ + X | Cut the selected item and copy it to the Clipboard.

⌘ + C | Copy the selected item to the Clipboard.

⌘ + V | Paste the contents of the Clipboard into the current document or app.

⌘ + Z | Undo the previous command.

⌘ + ⌘ + Z | Reverse an undo command.

⌘ + A | Select All items.

⌘ + F | Find items in a document or open a Find window.

⌘ + G | Find Again / Find the next occurrence of the item previously found.

⌘ + ⌘ + G | Find the previous occurrence of the item previously found.

⌘ + H | Hide the windows of the front app.

⌘ + ⌘ + H | View the front app but hide all other apps.

⌘ + M | Minimize the front window to the Dock.

⌘ + ⌘ + M | Minimize all windows of the front app.

⌘ + O | Open the selected item, or open a dialog to select a file to open.

⌘ + P | Print the current document.

⌘ + S | Save the current document.

⌘ + T | Open a new tab.

⌘ + W | Close the front window.

⌘ + ⌘ + W | Close all windows.

⌘ + ⌘ + ESC | Force quit an app.

⌘ + SPACE BAR | Show or hide the Spotlight search field OR switch between input sources for multiple language inputs. Instead of showing Spotlight.

⌘ + ⌘ + SPACE BAR | Perform a Spotlight search from a Finder window.

CONTROL + SPACE BAR | Show the Character Viewer, from which you can choose emoji and other symbols.

CONTROL + ⌘ + F | Use the app in full screen, if supported by the app.

SPACE BAR | Use Quick Look to preview the selected item.

⌘ + TAB | Switch to the next most recently used app among your open apps.

⌘ + ⌘ + 5 | In macOS Mojave or later, take a screenshot or make a screen recording. Or use Shift-Command-3 or Shift-Command-4 for screenshots.

⌘ + ⌘ + N | Create a new folder in the Finder.

⌘ + COMMA (,) | Open preferences for the front app.

Document shortcuts

⌘ + B | Boldface the selected text, or turn boldfacing on or off.

⌘ + I | Italicize the selected text, or turn italics on or off.

⌘ + K | Add a web link.

⌘ + U | Underline the selected text, or turn underlining on or off.

⌘ + T | Show or hide the Fonts window.

⌘ + D | Select the Desktop folder from within an Open dialog or Save dialog.

CONTROL + ⌘ + D | Show or hide the definition of the selected word.

⌘ + ⌘ + COLON (:) | Display the Spelling and Grammar window.

⌘ + SEMICOLON (;) | Find misspelled words in the document.

⌘ + DELETE | Delete the word to the left of the insertion point.

CONTROL + H | Delete the character to the left of the insertion point. Or use Delete.

CONTROL + D | Delete the character to the right of the insertion point.

FN + DELETE | Forward delete on keyboards that don't have a Forward Delete key. Or use D.

CONTROL + K | Delete the text between the insertion point and the end of the line or paragraph.

FN + UP ARROW | Page Up / Scroll up one page.

FN + DOWN ARROW | Page Down / Scroll down one page.

FN + LEFT ARROW | Home / Scroll to the beginning of a document.

FN + RIGHT ARROW | End / Scroll to the end of a document.

⌘ + UP ARROW | Move the insertion point to the beginning of the document.

⌘ + DOWN ARROW | Move the insertion point to the end of the document.

⌘ + LEFT ARROW | Move the insertion point to the beginning of the current line.

⌘ + RIGHT ARROW | Move the insertion point to the end of the current line.

⌘ + LEFT ARROW | Move the insertion point to the beginning of the previous word.

⌘ + RIGHT ARROW | Move the insertion point to the end of the next word.

⌘ + UP ARROW | Select the text between the insertion point and the beginning of the document.

⌘ + DOWN ARROW | Select the text between the insertion point and the end of the document.

⌘ + LEFT ARROW | Select the text between the insertion point and the beginning of the current line.

⌘ + RIGHT ARROW | Select the text between the insertion point and the end of the current line.

⌘ + ⌘ + UP ARROW | Extend text selection to the beginning of the current paragraph, then to the beginning of the following paragraph if pressed again.

⌘ + ⌘ + DOWN ARROW | Extend text selection to the end of the current paragraph, then to the end of the following paragraph if pressed again.

⌘ + ⌘ + LEFT ARROW | Extend text selection to the beginning of the current word, then to the beginning of the following word if pressed again.

⌘ + ⌘ + RIGHT ARROW | Extend text selection to the end of the current word, then to the end of the following word if pressed again.

CONTROL + A | Move to the beginning of the line or paragraph.

CONTROL + E | Move to the end of a line or paragraph.

CONTROL + F | Move one character forward.

CONTROL + B | Move one character backward.

CONTROL + L | Center the cursor or selection in the visible area.

CONTROL + P | Move up one line.

CONTROL + N | Move down one line.

CONTROL + O | Insert a new line after the insertion point.

CONTROL + T | Swap the character behind the insertion point with the character in front of the insertion point.

⌘ + LEFT CURLY BRACKET ({}) | Left align.

⌘ + RIGHT CURLY BRACKET ({}) | Right align.

⌘ + VERTICAL BAR (|) | Center align.

⌘ + ⌘ + F | Go to the search field.

⌘ + ⌘ + T | Show or hide a toolbar in the app.

⌘ + ⌘ + C | Copy Style / Copy the formatting settings of the selected item to the Clipboard.

⌘ + ⌘ + V | Paste Style / Apply the copied style to the selected item.

⌘ + ⌘ + ⌘ + V | Paste and Match Style / Apply the style of the surrounding content to the item pasted within that content.

⌘ + ⌘ + I | Show or hide the inspector window.

⌘ + ⌘ + P | Page setup / Display a window for selecting document settings.

⌘ + ⌘ + S | Display the Save As dialog, or duplicate the current document.

⌘ + MINUS SIGN (-) | Decrease the size of the selected item.

⌘ + PLUS SIGN (+) OR EQUAL SIGN (=) | Increase the size of the selected item.

⌘ + QUESTION MARK (?) | Open the Help menu.

Sleep, log out, and shut down shortcuts

POWER BUTTON | Press to turn on your Mac or wake it from sleep. Press and hold for 1.5 seconds to put your Mac to sleep. Continue holding to force your Mac to turn off.

⌘ + ⌘ + POWER BUTTON | Put your Mac to sleep.

CONTROL + MEDIA EJECT | Display a dialog asking whether you want to restart, sleep, or shut down.

CONTROL + ⌘ + POWER BUTTON | Force your Mac to restart, without prompting to save any open and unsaved documents.

CONTROL + ⌘ + Q | Immediately lock your screen.

Finder and system shortcuts

⌘ + C | Copy the selected item to the Clipboard.

⌘ WHILE DRAGGING | Copy the dragged item to the destination folder.

⌘ + V | Paste the contents of the Clipboard into the current document or app.

⌘ + D | Duplicate the selected files.

CONTROL + ⌘ + A | Make an alias of the selected item.

⌘ + ⌘ WHILE DRAGGING | Make an alias of the dragged item in the destination folder.

⌘ + F | Start a Spotlight search in the Finder window.

⌘ + ⌘ + N | Create a new folder.

⌘ + ⌘ + D | Show or hide the Dock.

⌘ + DELETE | Move the selected item to the Trash.

⌘ + ⌘ + DELETE | Empty the Trash.

⌘ + ⌘ + ⌘ + DELETE | Empty the Trash without confirmation dialog.

⌘ + ⌘ + C | Open the Computer window.

⌘ + ⌘ + D | Open the desktop folder.

⌘ + ⌘ + F | Open the Recents window.

⌘ + ⌘ + L | Open the Downloads folder.

⌘ + ⌘ + O | Open the Documents folder.

⌘ + ⌘ + I | Open iCloud Drive.

⌘ + ⌘ + R | Open the AirDrop window.

Source: support.apple.com