

| ID | Topic | Sub-Topic | Description | PC Shortcut | MAC Shortcut |
|----|----------|-------------|--|---------------------------|----------------------------|
| 1 | Formulas | Edit Cells | Edit Contents of Selected Cell | ENTER | RETURN |
| 2 | Formulas | Edit Cells | Save Cell Changes & Select Next Cell Down | ENTER (in cell edit mode) | RETURN (in cell edit mode) |
| 3 | Formulas | Edit Cells | Exit Cell Without Saving Changes | ESC (in cell edit mode) | ESC (in cell edit mode) |
| 4 | Formulas | Cell Ref | Toggle Cell Ref Mode & Text Edit Mode | F2 (in cell edit mode) | F2 (in cell edit mode) |
| 5 | Formulas | Cell Ref | Toggle Absolute/Relative Cell References | F4 (in cell edit mode) | F4 (in cell edit mode) |
| 6 | Formulas | Help | Auto-Complete Highlighted Function from List | TAB (in cell edit mode) | TAB (in cell edit mode) |
| 7 | Formulas | Help | Show/Hide Formula Help | SHIFT + F1 | SHIFT + F1 |
| 8 | Formulas | Audit | Toggle Formula Result Previews | F9 | F9 |
| 9 | Formulas | Audit | Toggle Formula Audit Mode (a.k.a. "Show Formulas") | CTRL + ` (grave) | CTRL + ` (grave) |
| 10 | Formulas | Quick Value | Insert Today's Date Value Into Active Cell | CTRL + ; (semi-colon) | CMD + ; (semi-colon) |
| 11 | Formulas | Quick Value | Insert Current Time Value Into Active Cell | CTRL + : (colon) | CMD + : (colon) |