

Formatting and Editing Shortcuts

Display font panel	⌘	T
Bold	⌘	B
Italic	⌘	I
Underline	⌘	U
Font Zoom in/Zoom out	⌘	
Align text left	⌘	{
Align text right	⌘	}
Align text justify	⌘	⌘
Delete previous character		⌫
Delete next character		DEL FORWARD
Superscript	⌘	^
Subscript	⌘	_
Copy/Cut/Paste	⌘	C
Paste and match formatting with destination text	⌘	⌘ ⌘ V
Insert paragraph break		RETURN
Insert nonbreaking space	⌘	SPACEBAR
Insert line break	⌘	RETURN

General Shortcuts

New spreadsheet	⌘	N
Open template chooser	⌘	⌘ N
Save spreadsheet	⌘	S
Open existing spreadsheet	⌘	O
Save as	⌘	⌘ S
Print selected spreadsheet	⌘	P
Find	⌘	F
Find next	⌘	G
Find previous	⌘	⌘ G
Use selection for find	⌘	E
Scroll to find selection	⌘	J
Spelling check	⌘	;
Spelling window	⌘	:
Zoom in	⌘	>
Close window	⌘	W
Minimize window	⌘	M
Show preferences	⌘	,
Show inspector window	⌘	⌘ I
Show document rulers	⌘	R
Display layout	⌘	⌘ L
Close numbers	⌘	Q
Hide other windows	⌘	⌘ H
Hide numbers	⌘	H
Show colors window	⌘	⌘ C

Navigation Shortcuts

Scroll one screen up		PGUP
Scroll one screen down		PGDN
Scroll one screen left	⌘	PGUP
Scroll one screen right	⌘	PGDN
Go to beginning of spreadsheet		HOME
Go to end of spreadsheet		END
Go to previous spreadsheet	⌘	PGUP
Go to next spreadsheet	⌘	PGDN
Go to previous sheet if selected in sheets pane		⬅
Go to next sheet if selected in sheets pane		➡

Moving Around Text

Move to beginning of current/previous word	⌘	⬅
Move to end of current/next word	⌘	➡
Move to beginning of line	⌘	⬅
Move to end of line	⌘	➡
Move to beginning of paragraph	⌘	⬅
Move to end of paragraph	⌘	➡



Text Selection

Select All	⌘	A
Extend selection of a character to left	↑	←
Extend selection of a character to right	↑	→
Extend selection to end of current word	↑	⌘ →
Extend selection to beginning of current word	↑	⌘ ←
Extend selection to end of current line	↑	⌘ →
Extend selection to beginning of current line	↑	⌘ ←
Extend selection to the line above	↑	↑
Extend selection to the line below	↑	↓
Extend selection to end of text	↑	⌘ ↓
Extend selection to beginning of text	↑	⌘ ↑

Object Manipulation

Select all object	⌘	A	
Deselect all object	⌘	↑	A
Move object one point	ARROW KEYS		
Move Object ten points	↑	ARROW KEYS	
Group objects	⌘	⌘	G
Ungroup objects	↑	⌘	G
Lock objects	⌘	L	
Unlock objects	⌘	⌘	L
Duplicate objects	⌘	D	
Mask/Unmask objects	⌘	↑	M
Exit mask mode	RETURN		
Exit text edit mode	⌘	RETURN	

Table Editing

Select all cell contents	⌘	A
Select all cell border	⌘	A
Delete selected table contents	⌘	
Select next cell	→	
Select previous cell	↑	→
Stop editing cells and select table	⌘	RETURN
Insert a tab when editing cell	⌘	→

Pie Menu for Apple Numbers

Work faster with a customized radial menu for Apple Numbers. Add whatever shortcut you want!

[Download at www.pie-menu.com](http://www.pie-menu.com)

