

Top 101+ Excel Shortcuts Cheat Sheet That You Love

Take a look at this useful table of Excel shortcuts! It's sorted for both Windows and Mac users, so you can quickly find what you need. Each shortcut also comes with a clear explanation to help you know what it does.

Category	Shortcut (Windows)	Shortcut (Mac)	Description
Navigation	Ctrl + Home	Command + Home	Move to the beginning of the worksheet
	Ctrl + End	Command + End	Move to the last cell with the data
	Ctrl + Arrow keys	Command + Arrow keys	Move to the next cell in the specified direction
Selection	Ctrl + A	Command + A	Select the entire worksheet
	Ctrl + Shift + Arrow keys	Command + Shift + Arrow keys	Extend the selection in the specified direction
	Ctrl + Spacebar	Control + Spacebar	Select the entire column
	Shift + Spacebar	Shift + Spacebar	Select the entire row
Editing	Ctrl + C	Command + C	Copy the selected cells
	Ctrl + X	Command + X	Cut the selected cells
	Ctrl + V	Command + V	Paste the copied or cut cells
	Ctrl + Z	Command + Z	Undo the last action
	Ctrl + Y	Command + Shift + Z	Redo the last undone action
Formatting	Ctrl + B	Command + B	Toggle bold formatting
	Ctrl + I	Command + I	Toggle italic formatting
	Ctrl + U	Command + U	Toggle underline formatting
	Ctrl + Shift + \$	Control + Shift + \$	Apply currency formatting
	Ctrl + Shift + %	Control + Shift + %	Apply percentage formatting

Formulas	Ctrl + ;	Command + ;	Enter the current date
	Ctrl + Shift + :	Command + Shift + :	Enter the current time
	Shift + F3	Control + Shift + F3	Insert a function
	F9	F9	Calculate all worksheets in all open workbooks
Workbook Management	Ctrl + N	Command + N	Create a new workbook
	Ctrl + O	Command + O	Open an existing workbook
	Ctrl + S	Command + S	Save the active workbook
	Ctrl + P	Command + P	Print the active worksheet
Window Management	Ctrl + F1	Function + F1	Create a new worksheet
	Ctrl + Tab	Control + Tab	Switch between open workbooks
	Ctrl + W	Command + W	Close the active workbook

Data Manipulation	Ctrl + D	Command + D	Fill down with the data from the cell above
	Ctrl + R	Command + R	Fill to the right with the data from the cell to the left
	Alt + =	Option + =	Auto Sum selected cells
Viewing	Ctrl + 9	Command + 9	Hide selected rows
	Ctrl + Shift + 9	Command + Option + 9	Unhide any hidden rows
	Ctrl + 0	Command + 0	Hide selected columns
	Ctrl + Shift + 0	Command + Option + 0	Unhide any hidden columns
	Ctrl + F	Command + F	Open the Find and Replace dialog box
Inserting	Ctrl + Shift + =	Command + Shift + =	Insert the current time

	Ctrl + Shift + +	Command + Shift + +	Insert a new worksheet
	Shift + F11	Shift + F11	Insert a new worksheet
Formatting	Ctrl + Shift + ~	Control + Shift + ~	Apply general number formatting
	Ctrl + 1	Command + 1	Open the Format Cells dialog box
	Ctrl + Shift + &	Control + Shift + &	Apply the outline border
Charting	Alt + F1	Option + F1	Create a new embedded chart
	F11	F11	Create a new full-screen chart
Miscellaneous	F2	Control + U	Edit the active cell
	Esc	Esc	Cancel the current action
	Ctrl + F6	Control + F6	Switch between open windows/panes

Cell Referencing	F4	F4	Repeat the last action or command
	Shift + F4	Shift + F4	Find and replace in formulas
	Ctrl + [Command + [Move to the previous corner of the selected range
	Ctrl +]	Command +]	Move to the next corner of the selected range
Cell Formatting	Ctrl + Shift + ~	Control + Shift + ~	Apply general number format
	Ctrl + Shift + \$	Control + Shift + \$	Apply currency format
	Ctrl + Shift + %	Control + Shift + %	Apply percentage format
	Ctrl + Shift + ^	Control + Shift + ^	Apply exponent number format
	Ctrl + Shift + #	Control + Shift + #	Apply date format

Cell Referencing	F4	F4	Repeat the last action or command
Workbook Management	Ctrl + Page Up	Control + Page Up	Switch to the next workbook
	Ctrl + Page Down	Control + Page Down	Switch to the previous workbook
	Alt + F, S	Option + F, S	Split the window
	Alt + W, H	Option + W, H	Remove the window split
Printing	Ctrl + P	Command + P	Open the Print dialog box
	Ctrl + F2	Control + F2	Print the selected area of the worksheet
	F12	F12	Open the Save As dialog box
Miscellaneous	Ctrl + K	Command + K	Insert a hyperlink
	Alt + =	Control + Command + =	Create a formula from the selected cells
	Ctrl + `	Control + ``	Toggle the formula view for the selected cells

Data Filtering & Sorting	Alt + D, P	Control + Option + L	Create a data filter
	Alt + A, T	Control + Option + Shift + L	Remove the data filter
	Alt + A, S	Control + Option + Shift + K	Sort the selected data range in ascending order
	Alt + A, D	Control + Option + Shift + J	Sort the selected data range in descending order

Pivot Tables	Alt + D, P	Control + Option + P	Create a pivot table from the selected data range
	Alt + D, P, A	Control + Option + P, A	Add the selected data to an existing pivot table
	Alt + D, P, R	Control + Option + P, R	Refresh the pivot table data
	Alt + D, P, S	Control + Option + P, S	Show the pivot table field list
Data Validation	Alt + D, L	Control + Option + A	Open the Data Validation dialog box
	Alt + A, V, V	Control + Option + X	Circle invalid data in the selected range
	Alt + A, V, D	Control + Option + M	Remove data validation from the selected range
Protection	Alt + T, P, M	Control + Option + P	Protect the worksheet
	Alt + T, P, U	Control + Option + U	Unprotect the worksheet
Miscellaneous	Alt + ;	Control + Option + ;	Enter the current date in the selected cell(s)
	Ctrl + :	Control + Option + :	Enter the current time in the selected cell(s)
	Alt + =	Control + Command + =	Create a formula from the selected cells

Formulae & Functions	Shift + F3	Control + Shift + F3	Insert the SUM function
	Alt + =	Control + Command + =	Insert the AutoSum formula
	Ctrl + Shift + A	Command + Shift + A	Insert the Arguments dialog box for a function
	F3	F3	Paste the name of the selected cell or range
Editing	Ctrl + '	Command + '	Copy the formula from the cell above into the current cell
	Ctrl + Shift + :	Control + Shift + :	Enter the current time
	Ctrl + Shift + +	Command + Shift + +	Insert a new worksheet
	Shift + F2	Control + Shift + F2	Add or edit a cell comment
Formatting	Ctrl + Shift + ~	Control + Shift + ~	Apply general number format
	Ctrl + Shift + \$	Control + Shift + \$	Apply currency format
	Ctrl + Shift + %	Control + Shift + %	Apply percentage format
	Ctrl + Shift + ^	Control + Shift + ^	Apply exponential number format
	Ctrl + Shift + #	Control + Shift + #	Apply date format
Charting	F11	F11	Create a new chart sheet
	Alt + F1	Option + F1	Insert a new embedded chart
	Ctrl + 1	Command + 1	Open the Format Chart Area dialog box
Miscellaneous	F7	Command + Option + F7	Spell check

	Shift + F10	Shift + F10	Display the context menu
	Alt + Shift + F1	Option + Shift + F1	Insert a new worksheet
	Alt + Shift + F2	Option + Shift + F2	Add a new worksheet to the existing workbook

Data Analysis	Alt + A + T	Control + Option + T	Create a PivotTable from selected data
	Alt + A + Q	Control + Option + Q	Create a PivotChart from selected data
	Alt + D + P	Control + Option + P	Create a Data Filter from selected data
	Alt + A + M	Control + Option + M	Remove Duplicates from selected data
Tables	Ctrl + T	Control + T	Create a Table from selected data
	Ctrl + L	Control + L	Toggle the Total Row for a Table
	Alt + Up/Down Arrow	Option + Up/Down Arrow	Move to the next/previous row in a filtered Table
Graphics	Ctrl + E	Command + E	Center the selected cell(s) across selection
	Ctrl + Shift + >	Command + Shift + >	Increase the indent level of the selected cell(s)
	Ctrl + Shift + <	Command + Shift + <	Decrease the indent level of the selected cell(s)
	Alt + H + B + B	Control + Option + B	Add a border to the selected cell(s)
Reviewing	Alt + H + F + F	Control + Option + F	Insert a new comment

	Alt + H + N	Control + Option + N	Show/Hide comments
	Shift + F10	Control + Shift + Z	Display the context menu
	F5	Control + G	Go to a specific cell or range
Window Management	Ctrl + F10	Control + F10	Maximize the Excel window
	Ctrl + F6	Control + F6	Switch between open Excel windows
	Alt + Shift + F1	Option + Shift + F1	Insert a new worksheet
	Ctrl + Page Up/Down	Control + Page Up/Down	Switch between open workbooks

Auditing	F5	Control + G	Go to a specific cell or range
	Ctrl + `	Command + `	Toggle formula auditing toolbar
	Ctrl + [Command + [Move to the previous precedent cell
	Ctrl +]	Command +]	Move to the next dependent cell
Collaboration	Alt + H + N	Control + Option + N	Show/Hide comments
	Alt + H + S + N	Control + Option + S + N	Show/Hide ink annotations
	Alt + H + P	Control + Option + P	Protect worksheet or workbook
	Alt + H + U	Control + Option + U	Unprotect worksheet or workbook
Scenarios	Alt + T + T + S	Control + Option + T + S	Define a scenario
	Alt + T + T + S + S	Control + Option + T + S + S	Show scenarios

	Alt + T + T + S + M	Control + Option + T + S + M	Merge scenarios
	Alt + T + T + S + E	Control + Option + T + S + E	Edit scenarios
Web Queries	Alt + D + E	Control + Option + E	Edit the current web query
	Alt + D + R	Control + Option + R	Refresh all web queries
	Alt + D + W + F	Control + Option + W + F	Create a new web query
	Alt + D + W + R	Control + Option + W + R	Refresh the selected web query
XML	Alt + A + X + I	Control + Option + X + I	Import XML data
	Alt + A + X + E	Control + Option + X + E	Export data as XML
	Alt + A + X + M	Control + Option + X + M	Map XML elements to cells
	Alt + A + X + P	Control + Option + X + P	Create an XML map

Text to Columns	Alt + A + E	Control + Option + E	Open the Text to Columns Wizard
Freeze Panes	Alt + W + F + F	Control + Option + F	Freeze Panes
	Alt + W + F + U	Control + Option + U	Unfreeze Panes
Outlining	Alt + Shift + Right Arrow	Option + Shift + Right Arrow	Group rows or columns
	Alt + Shift + Left Arrow	Option + Shift + Left Arrow	Ungroup rows or columns
	Ctrl + 8	Command + 8	Outline group
	Ctrl + 9	Command + 9	Remove outline group
Macros	Alt + F8	Option + F8	Open the Macro dialog box

	Alt + F11	Option + F11	Open the Visual Basic Editor
	Ctrl + F8	Control + F8	Toggle between extending a selection with the cursor and adding the next cell to the selection
Error Checking	Alt + A + M	Control + Option + M	Remove Duplicates
	Alt + A + E + E	Control + Option + E + E	Trace Error
	Alt + A + E + V	Control + Option + E + V	Trace Precedents
	Alt + A + E + D	Control + Option + E + D	Trace Dependents
External Data	Alt + D + I	Control + Option + I	Import Data
	Alt + A + C + E + T	Control + Option + C + E + T	Use an existing connection to import data
	Alt + A + C + E + C	Control + Option + C + E + C	Create a new connection to import data
Sparklines	Alt + N + S + L	Control + Option + S + L	Insert Sparklines
	Alt + N + S + E	Control + Option + S + E	Edit Sparkline data
	Alt + N + S + G	Control + Option + S + G	Show Sparkline group

Slicer	Alt + N + L	Control + Option + L	Insert a Slicer
	Alt + N + C	Control + Option + C	Clear Slicer Filter
	Alt + N + S	Control + Option + S	Slicer Settings
Power Pivot	Alt + A + P + T	Control + Option + P + T	Create a Power Pivot Table
	Alt + A + P + D	Control + Option + P + D	Create a Power Pivot Data Model

	Alt + A + P + V	Control + Option + P + V	Show Power Pivot Window
Power Query	Alt + A + E + E	Control + Option + E + E	Get External Data
	Alt + A + E + R	Control + Option + E + R	Refresh All
	Alt + A + E + T	Control + Option + E + T	Create a New Query
Accessibility	Alt + Shift + F11	Option + Shift + F11	Open the Accessibility Checker
	Alt + Shift + F10	Option + Shift + F10	Show Accessibility Options
	Alt + Shift + K	Option + Shift + K	Check Accessibility Object Keepers
Add-ins	Alt + T + I	Control + Option + I	Open the Add-ins Dialog Box
	Alt + T + I + M	Control + Option + I + M	Manage Add-ins
	Alt + T + I + C	Control + Option + I + C	COM Add-ins
VBA	Alt + F11	Option + F11	Open the Visual Basic Editor
	F5	Command + F5	Run the current VBA project
	F8	Command + F8	Step through VBA code
Keyboard Control	F6	F6	Switch between the Ribbon, worksheet, and other panes
	Tab	Tab	Move to the next control or option in a dialog box
	Shift + Tab	Shift + Tab	Move to the previous control or option in a dialog box

Cell Formatting	Ctrl + Shift + ~	Control + Shift + ~	Apply General number format
	Ctrl + Shift + !	Control + Shift + !	Apply Number format with thousands separator
	Ctrl + Shift + @	Control + Shift + @	Apply Text format
Alignment	Ctrl + Shift + &	Control + Shift + &	Apply outline border
	Ctrl + Shift + _	Control + Shift + _	Remove outline border
	Ctrl + Shift + ~	Control + Shift + ~	Apply general number format
Viewing	Ctrl + Shift + (Control + Shift + (Unhide rows
	Ctrl + Shift +)	Control + Shift +)	Unhide columns
	Ctrl + 6	Command + 6	Toggle between hiding and displaying objects
Editing	Ctrl + Shift + `	Control + Shift + `	Copy a formula from the cell above
	Ctrl + Shift + +	Command + Shift + +	Insert a new worksheet
	Ctrl + Shift + =	Command + Shift + =	Insert the current time
Data Management	Ctrl + Shift + !	Control + Shift + !	Apply number format with thousands separator
	Ctrl + Shift + @	Control + Shift + @	Apply text format
	Ctrl + Shift + #	Control + Shift + #	Apply date format
Macros	Ctrl + Shift + 8	Control + Shift + 8	Toggle macro recording
	Ctrl + Shift + 9	Control + Shift + 9	Stop macro recording
	Ctrl + Shift + 7	Control + Shift + 7	Run the last macro recorded

Shapes and SmartArt	Alt + N + S + H	Control + Option + N + S + H	Insert a Shape
	Alt + N + S + A	Control + Option + N + S + A	Insert a SmartArt Graphic
	Alt + J + F	Control + Option + J + F	Format a Shape or SmartArt Graphic
Charts	Alt + N + C	Control + Option + N + C	Insert a Chart
	Alt + N + V + T	Control + Option + N + V + T	Change the Chart Type
	Alt + N + V + D	Control + Option + N + V + D	Edit the Data Source for a Chart
Pictures and Media	Alt + N + P	Control + Option + N + P	Insert a Picture
	Alt + N + M	Control + Option + N + M	Insert a Movie
	Alt + N + A	Control + Option + N + A	Insert an Audio file
Page Layout	Alt + P + S	Control + Option + P + S	Set Print Area
	Alt + P + R	Control + Option + P + R	Clear Print Area
	Alt + P + P	Control + Option + P + P	Print Preview
Protection	Alt + T + P + S	Control + Option + T + P + S	Protect Sheet
	Alt + T + P + U	Control + Option + T + P + U	Unprotect Sheet
	Alt + T + P + W	Control + Option + T + P + W	Protect Workbook
Window Management	Alt + W + H	Control + Option + W + H	Remove Window Split
	Alt + W + J	Control + Option + W + J	Freeze Top Row

	Alt + W + R	Control + Option + W + R	Freeze First Column
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Zoom and View	Ctrl + Wheel Up	Control + Wheel Up	Zoom In
	Ctrl + Wheel Down	Control + Wheel Down	Zoom Out
	Ctrl + Shift + L	Command + Option + F5	Apply Custom Zoom
	Alt + W + V	Control + Option + W + V	Apply Normal View
	Alt + W + P	Control + Option + W + P	Apply Page Layout View
	Alt + W + B	Control + Option + W + B	Apply Page Break Preview
External Data	Alt + D + P	Control + Option + D + P	Open the Existing Connections dialog box
	Alt + A + V + T	Control + Option + A + V + T	Create a Data Table
	Alt + A + T + P	Control + Option + A + T + P	Create a PivotTable from External Data
PDF	Alt + F + C	Control + Option + F + C	Create PDF/XPS Document
	Alt + A + M + P	Control + Option + A + M + P	Open PDF in Excel
Comments	Shift + F2	Shift + F2	Add a New Comment
	Alt + R + C	Control + Option + R + C	Open the Comments pane
	Alt + R + H	Control + Option + R + H	Hide Comments
Compatibility	Alt + T + T + O	Control + Option + T + T + O	Check Compatibility
	Alt + F + T + R	Control + Option + F + T + R	Check Accessibility

Languages	Alt + T + T + D	Control + Option + T + T + D	Set Display Language
	Alt + T + T + E	Control + Option + T + T + E	Set Editing Language
	Alt + T + M + S	Control + Option + T + M + S	Set Proofing Language

Fill and Series	Ctrl + D	Command + D	Fill Down
	Ctrl + R	Command + R	Fill to the Right
	Ctrl + Enter	Command + Enter	Fill across the selected range with the current entry
	Ctrl + Shift + Enter	Command + Shift + Enter	Create a matrix of the current entry across the selected range
Data Validation	Alt + A + V + V	Control + Option + A + V + V	Circle Invalid Data
	Alt + A + V + X	Control + Option + A + V + X	Clear All Validation Circles
Data Tools	Alt + A + R + A	Control + Option + A + R + A	Remove Duplicates
	Alt + A + T	Control + Option + A + T	Create a Table
	Alt + A + M	Control + Option + A + M	Convert to Range
Advanced Filtering	Alt + A + Q	Control + Option + A + Q	Create Advanced Filter
	Alt + A + F + F	Control + Option + A + F + F	Add Current Filter Area
	Alt + A + F + C	Control + Option + A + F + C	Copy Filter Area as New Sheet
Conditional Formatting	Alt + H + L + R	Control + Option + H + L + R	Clear Rules
	Alt + H + L + N	Control + Option + H + L + N	New Rule

	Alt + H + L + V	Control + Option + H + L + V	Manage Rules
Formula Auditing	Alt + M + M	Control + Option + M + M	Remove Precedents/Dependents Arrows
	Alt + M + X	Control + Option + M + X	Remove All Arrows
	Alt + M + D	Control + Option + M + D	Show Dependents
	Alt + M + R	Control + Option + M + R	Show Precedents

Custom Views	Alt + W + V + S	Control + Option + W + V + S	Save a Custom View
	Alt + W + V + D	Control + Option + W + V + D	Delete a Custom View
	Alt + W + V + V	Control + Option + W + V + V	Show Custom Views
Name Manager	Alt + M + D	Control + Option + M + D	Define a Name
	Alt + M + A	Control + Option + M + A	Apply Names
	Alt + M + R	Control + Option + M + R	Create Names from Selection
Object Linking & Embedding (OLE)	Alt + N + O + L	Control + Option + N + O + L	Insert a Linked Object
	Alt + N + O + O	Control + Option + N + O + O	Insert an Object
	Alt + N + O + E	Control + Option + N + O + E	Edit an Object
	Alt + N + O + V	Control + Option + N + O + V	View an Object
Sharing & Co-authoring	Alt + H + S + S	Control + Option + H + S + S	Share Workbook

	Alt + H + S + O	Control + Option + H + S + O	Share Options
	Alt + H + S + R	Control + Option + H + S + R	Reload Share Workbook
Add-ins	Alt + T + I + M	Control + Option + T + I + M	Manage Add-ins
	Alt + T + I + C	Control + Option + T + I + C	COM Add-ins
	Alt + T + I + W	Control + Option + T + I + W	Web Add-ins
Background Operations	Alt + T + T + B	Control + Option + T + T + B	View Background Operations
	Alt + T + T + M	Control + Option + T + T + M	Manage Background Operations
	Alt + T + T + C	Control + Option + T + T + C	Cancel Background Operations

Data Analysis	Alt + A + Q	Control + Option + A + Q	Descriptive Statistics
	Alt + A + T	Control + Option + A + T	Tools > Data Analysis
	Alt + A + R	Control + Option + A + R	Correlation
	Alt + A + K	Control + Option + A + K	Covariance
What-If Analysis	Alt + T + T + W	Control + Option + T + T + W	What-If Analysis
	Alt + A + W + S	Control + Option + A + W + S	Scenario Manager
	Alt + A + W + G	Control + Option + A + W + G	Goal Seek
Solver	Alt + T + T + L	Control + Option + T + T + L	Solver
Cube Functions	Alt + A + X + C	Control + Option + A + X + C	Create from Connection File

	Alt + A + X + A	Control + Option + A + X + A	Add to Data Model
	Alt + A + X + U	Control + Option + A + X + U	Use in This Data Model
	Alt + A + X + M	Control + Option + A + X + M	Move to Data Model
Query & Connection	Alt + D + P	Control + Option + D + P	Existing Connections
	Alt + D + C	Control + Option + D + C	New Connection
	Alt + A + Q + E	Control + Option + A + Q + E	Edit Query
	Alt + A + C + S	Control + Option + A + C + S	Connection Properties
Calculate	F9	F9	Calculate Now
	Alt + M + X	Control + Option + M + X	Calculate Sheet
	Alt + M + M	Control + Option + M + M	Calculate Workbook
	Shift + F9	Shift + F9	Calculate Formulas Automatically

Tracing Precedents & Dependents	Alt + M + P	Control + Option + M + P	Trace Precedents
	Alt + M + D	Control + Option + M + D	Trace Dependents
	Alt + M + M	Control + Option + M + M	Remove Arrows
	Alt + M + N	Control + Option + M + N	Show/Hide Arrows
Watch Window	Alt + M + W	Control + Option + M + W	Add Watch
	Alt + M + W + D	Control + Option + M + W + D	Delete Watch

	Alt + M + W + W	Control + Option + M + W + W	Watch Window
Error Checking	Alt + A + I	Control + Option + A + I	Insert Comments on Invalid Data
	Alt + A + X	Control + Option + A + X	Trace Error
	Alt + A + E + E	Control + Option + A + E + E	Evaluate Formula
Forecasting	Alt + A + F + L	Control + Option + A + F + L	Create Forecast Sheet
	Alt + A + F + C	Control + Option + A + F + C	Use Forecast Function
	Alt + A + F + E	Control + Option + A + F + E	Exponential Smoothing
Real-Time Data	Alt + A + R + R	Control + Option + A + R + R	Refresh All
	Alt + A + R + F	Control + Option + A + R + F	Refresh
	Alt + A + R + M	Control + Option + A + R + M	Manage Connections
Multi-Threading	Alt + M + A + E	Control + Option + M + A + E	Enable Multi-Threading
	Alt + M + A + D	Control + Option + M + A + D	Disable Multi-Threading
	Alt + M + A + S	Control + Option + M + A + S	Multi-Threading Settings

Accessibility	Alt + Shift + F11	Option + Shift + F11	Open Accessibility Checker
	Alt + Shift + F10	Option + Shift + F10	Access Accessibility Options
	Alt + Shift + K	Option + Shift + K	Check Accessibility Object Keepers
Trust Center	Alt + T + T + S	Control + Option + T + T + S	Trust Center Settings

	Alt + T + T + M	Control + Option + T + T + M	Macro Settings
	Alt + T + T + A	Control + Option + T + T + A	Add-in Trust Settings
Online Features	Alt + F + N + F	Control + Option + F + N + F	New Online Functionality
	Alt + F + N + S	Control + Option + F + N + S	Share Online
	Alt + F + N + B	Control + Option + F + N + B	Broadcast Online
Styles	Alt + H + L + S	Control + Option + H + L + S	Style Inspector
	Alt + H + L + N	Control + Option + H + L + N	New Style
	Alt + H + L + E	Control + Option + H + L + E	Edit Style
Ink	Alt + H + I + I	Control + Option + H + I + I	Ink Tools
	Alt + H + I + P	Control + Option + H + I + P	Start Inking
	Alt + H + I + E	Control + Option + H + I + E	Stop Inking
Speech	Alt + H + D + S	Control + Option + H + D + S	Speak Cells
	Alt + H + D + A	Control + Option + H + D + A	Speak Cells by Adding Comments
	Alt + H + D + P	Control + Option + H + D + P	Pause/Resume Speech