



# Handy Reference Card #6

## AppleWorks 6.2.9 | Spreadsheet

### AppleWorks & File Menu

Action	Press
New Word Processing	⌘N
Open...	⌘O
Show/Hide Starting Points	⌘1
Close	⌘W
Save	⌘S
Save As...	⇧⌘S
Show/Hide Clippings	⌘2
Print...	⌘P

### Edit Menu

Undo/Redo...	⌘Z
Cut	⌘X
Copy	⌘C
Paste	⌘V
Select All	⌘A
Copy Format	⇧⌘C
Apply Format	⇧⌘V
Check Document Spelling...	⌘=
Check Selection Spelling...	⇧⌘Y
Thesaurus...	⇧⌘Z
Find/Change...	⌘F
Find Again	⌘E
Find Selection	⇧⌘E

### Format Menu

Number...	⇧⌘N
Show/Hide Styles	⇧⌘W
Show/Hide Rulers	⇧⌘U

## Format Menu (continued)

Size Other...	⇧ ⌘ O
Size Smaller	⇧ ⌘ ,
Size Larger	⇧ ⌘ .
Style Plain Text	⌘ T
Style Bold	⌘ B
Style Italic	⌘ I
Style Underline	⌘ U
Left	⌘ [
Centre	⌘ \
Right	⌘ ]
Insert Cells...	⇧ ⌘ I
Delete Cells...	⇧ ⌘ K
Show/Hide Links Window	⇧ ⌘ M

## Calculate Menu

Fill Right	⌘ R
Fill Down	⌘ D
Sort...	⌘ J
Calculate Now	⇧ ⌘ =

## Options Menu

Make Chart...	⌘ M
Go To Cell...	⌘ G

## Window Menu

Page View	⇧ ⌘ P
Show/Hide Button Bar	⇧ ⌘ X
Show/Hide Tools	⇧ ⌘ T
Show/Hide Accents	⌘ K

## Help Menu

AppleWorks Help	⇧ ⌘ ?
-----------------	-------

Apple Keyboard Shortcut Symbols: “⌘” command “⇧” option “⇧” shift