

Excel Shortcuts

PC & Mac



FILE



	Win	Mac
Create new workbook	Ctrl N	⌘ N
Open workbook	Ctrl O	⌘ O
Save workbook	Ctrl S	⌘ S
Save as	F12	⌘ ⌥ S
Print file	Ctrl P	⌘ P
Open print preview window	Ctrl F2	
Close current workbook	Ctrl W	⌘ W
Close Excel	Alt F4	⌘ Q

RIBBON



	Win	Mac
Expand or collapse ribbon	Ctrl F1	⌘ ⇧ R
Activate access keys	Alt	
Move to next ribbon control	Tab	Tab
Activate or open selected control	Space	Space
Confirm control change	Enter	Return
Get help on selected control	F1	

GENERAL



	Win	Mac
Open options / preferences	Alt F T	⌘ ,
Open help	F1	⌘ /
Undo last action	Ctrl Z	⌘ Z
Redo last action	Ctrl Y	⌘ Y
Copy selected cells	Ctrl C	⌘ C
Repeat last action	F4	⌘ Y
Cut selected cells	Ctrl X	⌘ X
Paste content from clipboard	Ctrl V	⌘ V
Paste values	Ctrl Shift V	⌘ ^ V V
Display the Paste Special dialog box	Ctrl Alt V	⌘ ^ V
Display find and replace	Ctrl F	⌘ F
Find with replace selected	Ctrl H	^ H
Find previous match	Ctrl Shift F4	⌘ ⬆ G
Find next match	Shift F4	⌘ G
Create embedded chart	Alt F1	Fn ⌘ F1
Create chart in new worksheet	F11	Fn F11

SELECTION



	Win	Mac
Select entire row	Shift Space	⇧ Space
Select entire column	Ctrl Space	⇧ Space
Select entire worksheet	Ctrl A	⌘ A
Add adjacent cells to selection	Shift ✱	⇧ ✱
Add non-adjacent cells to selection	Ctrl ✱	⌘ ✱
Same selection in next column		⇧ Tab
Same selection in previous column		⇧ ⇧ Tab
Move right non-adjacent	Ctrl Alt →	⇧ ⇧ →
Move left non-adjacent	Ctrl Alt ←	⇧ ⇧ ←
Toggle add to selection mode	Shift F8	Fn ⇧ F8
Cancel selection	Esc	Esc

DRAG & DROP



	Win	Mac
Drag and cut	Drag	Drag
Drag and copy	Ctrl Drag	⌘ Drag
Drag and insert	Shift Drag	⇧ Drag
Drag and insert copy	Ctrl Shift Drag	⌘ ⇧ Drag
Drag to worksheet	Alt Drag	⌥ Drag
Drag to duplicate worksheet	Ctrl Drag	⌘ Drag

ACTIVE CELL



	Win	Mac
Select active cell only	Shift Backspace	⇧ Delete
Show the active cell on worksheet	Ctrl Backspace	⌘ Delete
Move active cell clockwise in selection	Ctrl .	⇧ .
Move active cell down in selection	Enter	Return
Move active cell up in selection	Shift Enter	⇧ Return
Move active cell right in a selection	Tab	Tab
Move active cell left in a selection	Shift Tab	⇧ Tab

NAVIGATION



	Win	Mac
Move one cell right		
Move one cell left		
Move one cell up		
Move one cell down		
Move one screen right		
Move one screen left		
Move one screen up		
Move one screen down		
Move to right edge of data region		
Move to left edge of data region		
Move to top edge of data region		
Move to bottom edge of data region		
Move to beginning of row		
Move to last cell in worksheet		
Move to first cell in worksheet		
Turn End mode on		
Go back to hyperlink		

EXTEND SELECTION



	Win	Mac
Extend selection by one cell right	Shift →	⇧ →
Extend selection by one cell left	Shift ←	⇧ ←
Extend selection by one cell up	Shift ↑	⇧ ↑
Extend selection by one cell down	Shift ↓	⇧ ↓
Extend the selection to the last cell right	Ctrl Shift →	⌘ ⇧ →
Extend the selection to the last cell left	Ctrl Shift ←	⌘ ⇧ ←
Extend the selection to the last cell up	Ctrl Shift ↑	⌘ ⇧ ↑
Extend last cell down	Ctrl Shift ↓	⌘ ⇧ ↓
Extend selection up one screen	Shift PgUp	Fn ⇧ ↑
Extend selection down one screen	Shift PgDn	Fn ⇧ ↓
Extend selection right one screen	Alt Shift PgDn	Fn ⇧ ⇧ ↓
Extend selection left one screen	Alt Shift PgUp	Fn ⇧ ⇧ ↑
Extend selection to start of row	Shift Home	Fn ⇧ ←
Extend first cell	Ctrl Shift Home	Fn ^ ⇧ ←
Extend last worksheet cell	Ctrl Shift End	Fn ^ ⇧ →
Toggle extend selection mode	F8	Fn F8

SELECT SPECIAL



	Win	Mac
Display 'Go To' dialog box	Ctrl G	⌘ G
Select cells with comments	Ctrl Shift O	Fn ⌘ ⬆ O
Select current region around active cell	Ctrl Shift *	⌘ ⬆ Space
Select current region	Ctrl A	⌘ A
Select current array	Ctrl /	⌘ /
Select row differences	Ctrl \	⌘ \
Select column differences	Ctrl Shift	⌘ ⬆
Select direct precedents	Ctrl [⌘ [
Select all precedents	Ctrl Shift {	⌘ ⬆ {
Select direct dependents	Ctrl]	⌘]
Select all dependents	Ctrl Shift }	⌘ ⬆ }
Select visible cells only	Alt ;	⌘ ⬆ Z

CELL EDIT MODE



	Win	Mac
Edit the active cell	F2	⬆ U
Cancel entry	Esc	Esc
Select one character right	Shift →	⬆ →
Select one character left	Shift ←	⬆ ←
Move one word right	Ctrl →	⬆ →
Move one word left	Ctrl ←	⬆ ←
Select one word right	Ctrl Shift →	⬆ ⬆ →
Select one word left	Ctrl Shift ←	⬆ ⬆ ←
Select to beginning of cell	Shift Home	Fn ⬆ ←
Select to end of cell	Shift End	Fn ⬆ →
Delete to end of line	Ctrl Delete	Fn ⬆ Delete
Delete character to the left of cursor	Backspace	Delete
Delete character to the right of cursor	Delete	Fn Delete
Insert line break in cell	Alt Enter	⬆ ⌘ Return

ENTERING DATA



	Win	Mac
Enter and move down	Enter	Return
Enter and move up	Shift Enter	↑ Return
Enter and move right	Tab	Tab
Enter and move left	Shift Tab	↑ Tab
Enter and stay in cell	Ctrl Enter	^ Return
Enter same data in multiple cells	Ctrl Enter	^ Return
Insert current date	Ctrl ;	^ ;
Insert current time	Ctrl Shift :	⌘ ;
Fill down from cell above	Ctrl D	⌘ D
Fill right from cell left	Ctrl R	⌘ R
Copy formula from cell above	Ctrl '	⌘ '
Copy value from cell above	Ctrl Shift "	^ ↑ "
Add hyperlink	Ctrl K	⌘ K
Display AutoComplete list	Alt ↓	⌘ ↓
Flash fill	Ctrl E	^ E

FORMATTING



	Win	Mac
Format (almost) anything	Ctrl 1	⌘ 1
Display Format Cells Font tab	Ctrl Shift F	^ ⏏ F
Toggle bold formatting	Ctrl B	⌘ B
Toggle italic formatting	Ctrl I	⌘ I
Toggle underline formatting	Ctrl U	⌘ U
Toggle strikethrough formatting	Ctrl 5	⌘ ⏏ X
Align center	Alt H A C	⌘ E
Align left	Alt H A L	⌘ L
Align right	Alt H A R	⌘ R
Indent	Alt H 6	^ ⌘ Tab
Remove indent	Alt H 5	^ ⌘ ⏏ Tab
Increase font size one step	Alt H F G	⌘ ⏏ >
Decrease font size one step	Alt H F K	⌘ ⏏ <

NUMBER FORMATTING

	Win	Mac
Apply general format	Ctrl Shift ~	^ ⬆ ~
Apply currency format	Ctrl Shift \$	^ ⬆ \$
Apply percentage format	Ctrl Shift %	^ ⬆ %
Apply scientific format	Ctrl Shift ^	^ ⬆ ^
Apply date format	Ctrl Shift #	^ ⬆ #
Apply time format	Ctrl Shift @	^ ⬆ @
Apply number format	Ctrl Shift !	^ ⬆ !

TABLES & FILTERS



Insert table	Ctrl T	⌘ T
Toggle Autofilter	Ctrl Shift L	⌘ ⬆ F
Activate filter	Alt ↓	⌘ ↓
Select table row	Shift Space	⬆ Space
Select table column	Ctrl Space	^ Space
Clear slicer filter	Alt C	⌘ C
Toggle table total row	Ctrl Shift T	^ ⬆ F

BORDERS



	Win	Mac
Add border outline		
Add or remove border right		
Add or remove border left		
Add or remove border top		
Add or remove border bottom		
Add or remove border upward diagonal		
Add or remove border horizontal interior		
Add or remove border vertical interior		
Remove borders		

FORMULAS



	Win	Mac
Toggle absolute and relative references	F4	⌘ T
Open Insert Function Dialog	Shift F3	Fn ⬆ F3
Autosum selected cells	Alt =	⌘ ⬆ T
Toggle formulas on and off	Ctrl `	⬆ `
Insert function arguments	Ctrl Shift A	⬆ ⬆ A
Enter array formula	Ctrl Shift Enter	⬆ ⬆ Return
Calculate worksheets	F9	Fn F9
Calculate active worksheet	Shift F9	Fn ⬆ F9
Force calculate all worksheets	Ctrl Alt F9	
Evaluate part of a formula	F9	Fn F9
Expand/collapse formula bar	Ctrl Shift U	⬆ ⬆ U
Display function arguments dialog box	Ctrl A	⬆ A
Open the name Manager	Ctrl F3	Fn ⬆ F3
Define name using row and column labels	Ctrl Shift F3	Fn ⬆ Shift F3
Select name box	Alt F3	
Paste name into formula	F3	F3
Accept function with autocomplete	Tab	Tab

GRID OPERATIONS



	Win	Mac
Display Insert Dialog box	Ctrl Shift +	⌘ ⬆ +
Insert rows	Ctrl Shift +	⌘ ⬆ +
Insert columns	Ctrl Shift +	⌘ ⬆ +
Display Delete dialog box	Ctrl -	⌘ -
Delete rows & columns & cells	Ctrl -	⌘ -
Delete contents of selected cells	Delete	Fn Delete
Hide columns	Ctrl 0	⬆ 0
Hide rows	Ctrl 9	⬆ 9
Unhide rows	Ctrl Shift 9	⬆ ⬆ 9
Unhide columns	Ctrl Shift 0	⬆ ⬆ 0
Group rows or columns	Alt Shift →	⌘ ⬆ K
Ungroup rows or columns	Alt Shift ←	⌘ ⬆ J
Open Group Dialog Box	Alt Shift →	⌘ ⬆ K
Open Ungroup Dialog Box	Alt Shift ←	⌘ ⬆ J
Hide or show outline symbols	Ctrl 8	⬆ 8
Zoom in	Ctrl Alt +	⌘ ⌘ +
Zoom out	Ctrl Alt -	⌘ ⌘ -
Zoom scroll	Ctrl scroll	⬆ scroll

WORKBOOK



	Win	Mac
Insert new worksheet	Shift F11	Fn ⬆ F11
Go to next worksheet	Ctrl PgDn	Fn ⬆ ⬇
Go to previous worksheet	Ctrl PgUp	Fn ⬆ ⬆
Move to next pane	F6	Fn F6
Move to previous pane	Shift F6	Fn ⬆ F6
Go to next workbook	Ctrl Tab	⌘ `
Go to previous workbook	Ctrl Shift Tab	⌘ ⬆ ~
Minimize current workbook window	Ctrl F9	⌘ M
Maximize current workbook window	Ctrl F10	Fn ⬆ F10
Select adjacent worksheets	Shift ✨	⬆ ✨
Select non-adjacent worksheets	Ctrl ✨	⌘ ✨
Toggle scroll lock	ScrLk	Fn ⬆ F14
Toggle full screen	Ctrl Shift F1	⬆ ⌘ F

PIVOT TABLES



	Win	Mac
Select entire pivot table	Ctrl A	⌘ A
Toggle pivot table field checkbox	Space	Space
Group pivot table items	Alt Shift →	⌘ ⬆ K
Ungroup pivot table items	Alt Shift ←	⌘ ⬆ J
Hide pivot table item	Ctrl -	Ctrl -
Create pivot chart on same worksheet	Alt F1	
Create pivot chart on new worksheet	F11	Fn F11
Open pivot table wizard	Alt D P	⌘ ⌵ P

DIALOG BOXES



Move to next control	Tab	Tab
Move to previous control	Shift Tab	⬆ Tab
Move to next tab	Ctrl Tab	⬆ Tab
Move to previous tab	Ctrl Shift Tab	⬆ ⬆ Tab
Accept and apply	Enter	Return
Check and uncheck box	Space	Space
Cancel and close the dialog box	Esc	Esc

OTHER SHORTCUTS



	Win	Mac
Check spelling		
Open Thesaurus dialog box		
Open Macro dialog box		
Open VBA Editor		
Duplicate object		
Snap to grid		
Hide or show objects		
Display Modify Cell Style dialog box		
Display right-click menu		
Insert or edit note		
Delete comment		
Insert threaded comment		
Display control menu		
Open Power Query Editor		

DISCLAIMER

All shortcuts were tested with Excel 365 on Windows and Mac computers. Most shortcuts will work in earlier versions of Excel. If you have trouble with a shortcut, make sure there is not a conflict with another application on your computer. See our online list for more details about a particular shortcut.