Elevate Excel Keyboard Shortcuts

Excel Campus

Function	Windows	Mac	Lesson
AutoSum	Alt+=	Cmd+Shift+T	1.2.2
Toggle through absolute and relative references in a formula	F4	Cmd+T	1.2.3
Open Format Cells window	Ctrl+1	Cmd+1	1.3.1
Apply the percent style, or percent format	Ctrl+Shift+%	Ctrl+Shift+%	1.3.2
Toggle Gridlines	Alt,W,V,G		1.4.1
Select the range from the active cell to the last cell before the next blank cell in a column	Ctrl+Shift+↓	Ctrl+Shift+↓	1.4.2
Select the entire row	Shift+Space	Shift+Space	1.4.3
Select the entire column	Ctrl+Space	Ctrl+Space	1.4.3
Insert cells, rows, or columns	Ctrl++	Cmd+Shift++	1.4.3
Delete cells, rows, or columns	Ctrl+-	Cmd+Shift+-	1.4.3
Select the last cell before the next blank cell in a column. Up, left, right arrow keys work the same way	Ctrl+↓	Ctrl+↓	1.4.5
Group selected cell(s) into rows or columns	Shift+Alt+→	Cmd+Shift+K	1.4.5
Ungroup selected cell(s) into rows or columns	Shift+Alt+←	Cmd+Shift+J	1.4.5
Autofit the column width	Alt,H,O,I		1.4.5
Hide rows	Ctrl+9	Ctrl+9	1.4.5
Unhide rows	Ctrl+Shift+9	Ctrl+Shift+9	1.4.5
Hide columns	Ctrl+0	Ctrl+0	1.4.5
Unhide columns	Ctrl+Shift+0	Ctrl+Shift+0	1.4.5
Select the first used cell on a sheet or range	Ctrl+Home	Fn+Ctrl+←	1.4.6
Add a new sheet before the active sheet	Shift+F11	Fn+Shift+F11	1.5.1
Copy/duplicate a sheet	Ctrl+Drag Right	Cmd+D	1.5.1
Create a new Excel file	Ctrl+N	Cmd+N	1.5.4
Open the Open File window	Ctrl+O	Cmd+O	1.5.4
Save the file	Ctrl+S	Cmd+S	1.5.4

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Function	Windows	Mac	Lesson
Open the Save As window	F12	Cmd+Shift+S	1.5.4
Function key on laptops and small keyboards to use/toggle F1-F12 keys	Fn	Fn	1.5.4
Copy the selected cell, range, or object	Ctrl+C	Cmd+C	1.6.1
Paste the selected cell, range, or object	Ctrl+V	Cmd+V	1.6.1
Open the Paste Special Menu	Alt,E,S	Ctrl+Cmd+V	1.6.2
Paste Values	Alt,E,S,V,Enter	Ctrl+Cmd+V+V+Enter	1.6.2
Keeps the same cell selected after entering a formula/value	Ctrl+Enter	Ctrl+Return	1.6.6
Delete column of active cell(s)	Alt,H,D,C	Cmd+-	2.1.4
Select column of active cell(s) and delete it	Ctrl+Space then Ctrl+-	Cmd+-	2.1.4
Insert an Excel Table	Ctrl+T	Ctrl+T	2.1.5.1
Show Formulas	Ctrl+'	Ctrl+'	2.1.5.6
Rename an Excel Table	Alt,J,T,A		2.1.5.8
Open the Find Window	Ctrl+F	Cmd+F	2.1.9
Find Next	Alt,F	Cmd+G	2.1.9
Open the Find Window and navigate to the Replace tab	Ctrl+H	Ctrl+H	2.1.10
Replace All in the Replace Window	Alt,A,C	Cmd+A	2.1.10
Turn Filters On/Off	Ctrl+Shift+L	Cmd+Shift+F	2.2.2
Clear all filters	Alt,A,C		2.2.2
Open the filter drop-down menu	Alt+↓	Alt+↓	2.2.2
Clear the filter from the particular column	Alt+↓,C		2.2.2
Quickly filter column	Alt+↓,E		2.2.2
Filter for zeros	Alt+↓,F,E,0,Enter		2.2.2
Filter for blanks	Alt+↓,F,E,Enter		2.2.2
Sort Z to A	Alt+↓,O		2.2.2
Sort A to Z	Alt+↓,S		2.2.2
Filter for the selected cell's value	Menu,E,V		2.2.2
Reapply filter button	Ctrl+Alt+L		2.2.3

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Function	Windows	Mac	Lesson
Input today's date into the active cell	Ctrl+;	Ctrl+;	2.3.4
Input the current time into the active cell	Ctrl+Shift+;	Cmd+Shift+;	2.3.4
Open the Name Manager window	Ctrl+F3	Cmd+F3	2.7.1
Select all used cells in a range or sheet	Ctrl+A	Cmd+A	3.2.4
Refresh all queries, connections, and pivot tables in the workbook	Ctrl+Alt+F5		4.1.7
Refresh the selected query or pivot table	Alt+F5		4.1.7
Open the Go To Column window in Power Query	Ctrl+G	Ctrl+G	4.1.13
Repeat the last action	F4	Cmd+T	5.1.1
Bring up the list of constants in the VB Editor	Ctrl+Shift+J		5.1.10
Open Excel or VBA Help Pages	F1		5.1.10
Toggle between the VB Editor and Excel windows	Alt+F11	Fn+Opt+F11	5.1.2
Step into the macro and/or run one line of code	F8	Fn+F8	5.1.3
Run the entire macro	F5		5.1.3
Autofill or Autocomplete the code	Ctrl+Space	Ctrl+Space	5.1.8
Delete an entire line in the VB Editor	Ctrl+Y	Cmd+Y	5.1.8
Toggle a breakpoint in the VB Editor	F9	Fn+F9	5.2.1
Open the Object Browser in the VB Editor	F2	Ctrl+U	5.2.1
Open the Macros window in Excel	Alt+F8	Fn+Opt+F8	5.2.11
Create a hyperlink in a cell	Ctrl+K	Cmd+K	5.3.7
Compile the VBA Project	Alt,D,L		5.4.5