List of MS Excel Shortcut Keys PDF

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| **Excel Shortcuts Keys for Windows** | **Excel Shortcuts Keys for Mac** | **Excel Shortcut Function** |
| Ctrl+A | ⌘+A | Select all contents of a worksheet. |
| Ctrl+B | ⌘+B | Bold all cells in the highlighted section. |
| Ctrl+D | ⌘+D | Fill the Content of the selected cell on top to bottom. CTRL + D (i.e. Ctrl+ Down) |
| Ctrl+F | ⌘+F | “Search the current sheet. |
| Ctrl+G | ⌘+G | Go to a certain area. |
| Ctrl+H | ⌘+H | Find and replace. |
| Ctrl+I | ⌘+I | Puts italics on all cells in the highlighted section. |
| Ctrl+K | ⌘+K | Inserts a hyperlink. |
| Ctrl+P | ⌘+P | Print the current sheet. |
| Ctrl+R | ⌘+R | Fill Right. |
| Ctrl+S | ⌘+S | Saves the open worksheet. |
| Ctrl+U | ⌘+U | Underlines all cells in the highlighted section. |
| Ctrl+V | ⌘+V | Pastes everything copied onto the clipboard. |
| Ctrl+W | ⌘+W | Closes the current workbook. |
| Ctrl+X | ⌘+X | Cuts all cells within the highlighted section. |
| Ctrl+Y | ⌘+Y | Repeats the last entry. |
| Ctrl+Z | ⌘+Z | Undo the last action. |

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| Ctrl+1 | ⌘+1 | Changes the format of the selected cells. |
| Ctrl+2 | ⌘+2 | Bolds all cells in the highlighted section. |
| Ctrl+3 | ⌘+3 | Puts italics all cells in the highlighted section. |
| Ctrl+4 | ⌘+4 | Underlines all cells in the highlighted section. |
| Ctrl+5 | ⌘+5 | Puts a strikethrough all cells in the highlighted section. |
| Ctrl+6 | ⌘+6 | Shows or hides objects. |
| Ctrl+7 | ⌘+7 | Shows or hides the toolbar. |
| Ctrl+8 | ⌘+8 | Toggles the outline symbols. |
| Ctrl+9 | ⌘+9 | Hides rows. |
| Ctrl+0 | ⌘+0 | Hides columns. |
| Ctrl+Shift+: | ⌘+⇧+: | Enters the current time. |
| Ctrl+; | ⌘+; | Enters the current date. |
| Ctrl+` | ⌘+` | Changes between displaying cell values or formulas in the worksheet. |
| Ctrl+‘ | ⌘+‘ | Copies a formula from the cell above. |
| Ctrl+Shift+“ | ⌘+⇧+“ | Copies value from the cell above. |
| Ctrl+– | ⌘+– | Deletes the selected column or row. |
| Ctrl+Shift+= | ⌘+⇧+= | Inserts a new column or row. |
| Ctrl+Shift+~ | ⌘+⇧+~ | Switches between showing Excel formulas or their values in cells. |
| Ctrl+Shift+@ | ⌘+⇧+@ | Applies time formatting. |
| Ctrl+Shift+! | ⌘+⇧+! | Applies comma formatting. |
| Ctrl+Shift+$ | ⌘+⇧+$ | Applies currency formatting. |
| Ctrl+Shift+# | ⌘+⇧+# | Applies date formatting. |
| Ctrl+Shift+% | ⌘+⇧+% | Applies percentage formatting. |
| Ctrl+Shift+^ | ⌘+⇧+^ | Applies exponential formatting. |
| Ctrl+Shift+\* | ⌘+⇧+\* | Selects the current region around the active cell. |
| Ctrl+Shift+& | ⌘+⇧+& | Places border around selected cells. |
| Ctrl+Shift+\_ | ⌘+⇧+\_ | Removes a border. |

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| Ctrl++ | ⌘++ | Insert. |
| Ctrl+– | ⌘+– | Delete. |
| Ctrl+Shift+( | ⌘+⇧+( | Unhide rows. |
| Ctrl+Shift+) | ⌘+⇧+) | Unhide columns. |
| Ctrl+/ | ⌘+⇧+) | Selects the array containing the active cell. |
| Ctrl+\ | ⌘+\ | Selects the cells that have a static value or don’t match the formula in the active cell. |
| Ctrl+[ | ⌘+\ | Selects all cells referenced by formulas in the highlighted section. |
| Ctrl+] | ⌘+] | Selects cells that contain formulas that reference the active cell. |
| Ctrl+Shift+{ | ⌘+⇧+{ | Selects all cells directly or indirectly referenced by formulas in the highlighted section. |
| Ctrl+Shift+} | ⌘+⇧+} | Selects cells that contain formulas that directly or indirectly reference the active cell. |
| Ctrl+Shift+| | ⌘+⇧+| | Selects the cells within a column that don’t match the formula or static value in the active cell. |
| Ctrl+Enter | ⌘+Return | Fills the selected cells with the current entry. |
| Ctrl+Spacebar | ⌘+Spacebar | Selects the entire column. |
| Ctrl+Shift+Spacebar | ⌘+⇧+Spacebar | Selects the entire worksheet. |
| Ctrl+Home | Fn+⌃+← | Move to cell A1. |
| Ctrl+End | Fn+⌃+→ | Move to the last cell on a worksheet. |
| Ctrl+Tab | ⌘+Tab | Move between Two or more open Excel files. |
| Ctrl+Shift+Tab | ⌘+⇧+Tab | Activates the previous workbook. |
| Ctrl+Shift+A | ⌘+⇧+A | Inserts argument names into a formula. |
| Ctrl+Shift+F | ⌘+⇧+F | Opens the drop-down menu for fonts. |
| Ctrl+Shift+F | ⌘+⇧+F | Selects all of the cells that contain comments. |
| Ctrl+Shift+P | ⌘+⇧+P | Opens the drop-down menu for the point size. |
| Shift+Insert | ⇧+Insert | Pastes what is stored on the clipboard. |
| Shift+pg up | Fn+⇧+↑ | In a single column, highlights all cells above that which are selected. |
| Shift+pg dn | Fn+⇧+↓ | In a single column, highlights all cells above that which are selected. |
| Shift+Home | Fn+⇧+← | Highlights all text to the left of the cursor. |
| Shift+End | Fn+⇧+→ | Highlights all text to the right of the cursor. |

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| Shift+↑ | ⇧+↑ | Extends the highlighted area up to one cell. |
| Shift+↓ | ⇧+↓ | Extends the highlighted area down one cell. |
| Shift+← | ⇧+← | Extends the highlighted area left one character. |
| Shift+→ | ⇧+→ | Extends the highlighted area right one character. |
| Alt+Tab | ⌥+Tab | Cycles through applications. |
| Alt+Spacebar | ⌥+Spacebar | Opens the system menu. |
| Alt+Backpspace | ⌥+Backpspace | Undo. |
| Alt+Enter | ⌥+Return | While typing text in a cell, pressing Alt+Enter will move to the next line, allowing for multiple lines of text in one cell. |
| Alt+= | ⌥+= | It creates a formula to sum all of the above cells. |
| Alt+‘ | ⌥+‘ | Allows formatting on a dialog box. |
| F1 | Fn+F1 | Opens the Help menu. |
| F2 | Fn+F2 | Edits the selected cell. |
| F3 | Fn+F3 | After a name has been created, F3 will paste names. |
| F4 | Fn+F4 | Repeats the last action. For example, if you changed the color of the text in another cell, pressing F4 will change the text in a cell to the same color. |
| F5 | Fn+F5 | Goes to a specific cell. For example, C6. |
| F6 | Fn+F6 | Move to the next pane. |
| F7 | Fn+F7 | Spell check selected text or document. |
| F8 | Fn+F8 | Enters Extend Mode. |
| F9 | Fn+F9 | Recalculates every workbook. |
| F10 | Fn+F10 | Activates the menu bar. |
| F11 | Fn+F11 | Creates a chart from selected data. |
| F12 | Fn+F12 | Save as. |

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| Shift+F1 | Fn+⇧+F1 | Opens the “What’s This?” window. |
| Shift+F2 | Fn+⇧+F2 | It allows the user to edit a cell comment. |
| Shift+F3 | Fn+⇧+F3 | Opens the Excel formula window. |
| Shift+F5 | Fn+⇧+F5 | Brings up a search box. |
| Shift+F6 | Fn+⇧+F6 | Move to the previous page. |
| Shift+F8 | Fn+⇧+F8 | Add to selection. |
| Shift+F9 | Fn+⇧+F9 | Performs calculate function on the active sheet. |
| Ctrl+F3 | Fn+^+F3 | Open Excel Name Manager. |
| Ctrl+F4 | Fn+^+F4 | Closes current Window. |
| Ctrl+F5 | Fn+^+F5 | Restores window size. |
| Ctrl+F6 | Fn+^+F6 | Next workbook. |
| Ctrl+Shift+F6 | ⌘+⇧+Fn+F6 | Previous workbook. |
| Ctrl+F7 | ⌘+Fn+F7 | Moves the window. |
| Ctrl+F8 | ⌘+Fn+F8 | Resizes the window. |
| Ctrl+F9 | ⌘+Fn+F9 | Minimize the current window. |
| Ctrl+F10 | ⌘+Fn+F10 | Maximize the currently selected window. |
| Ctrl+F11 | ⌘+Fn+F11 | Inserts a macro sheet. |
| Ctrl+F12 | ⌘+Fn+F12 | Opens a file. |
| Ctrl+Shift+F3 | ⌘+⇧+Fn+F3 | Creates names by using those of either row or column labels. |
| Ctrl+Shift+F6 | ⌘+⇧+Fn+F6 | Moves to the previous worksheet window. |
| Ctrl+Shift+F12 | ⌘+⇧+Fn+F12 | Prints the current worksheet. |
| Alt+F1 | Fn+⌥+F1 | Inserts a chart. |
| Alt+F2 | Fn+⌥+F2 | Save as. |
| Alt+F4 | Fn+⌥+F4 | Exits Excel. |
| Alt+F8 | Fn+⌥+F8 | Opens the macro dialog box. |
| Alt+F11 | Fn+⌥+F11 | Opens the Visual Basic editor. |
| Alt+Shift+F1 | Fn+⌥+⇧+F1 | Creates a new worksheet. |
| Alt+Shift+F2 | Fn+⌥+⇧+F2 | Saves the current worksheet. |

Excel Workbook Shortcuts

* Shift + F11 – Inserts a new worksheet
* Ctrl + PgDn – Next Worksheet
* Ctrl + PgUp – Previous Worksheet
* Ctrl + Tab – Go to next Workbook
* F6 – It lets you move to next Pane
* Shift F6 – It makes you move to the previous pane
* Ctrl + Shift + Tab – Previous Workbook
* Ctrl + F9 – Minimize
* Ctrl + F10 – Maximize
* Shift + Click – Select Adjacent Worksheets
* Ctrl + Click – Select non-adjacent Worksheets
* Ctrl + Shift + F1 – Full Screen Toggle
* Tab – Move to next control
* Shift + Tab – Move to the previous control
* Ctrl + Tab – Move to next Tab
* Ctrl + Shift + tab – Move to Previous Tab

File Shortcuts

* Ctrl + N – New Workbook
* Ctrl + O – Open Workbook
* Ctrl + S – Save Workbook
* F12 – Save As
* Ctrl + P – Print File
* Ctrl + F2 – Open Print Preview
* Ctrl + F4 – Close Workbook
* Alt + F4 – Close Excel
* Ctrl + F1 – Expand or close Ribbon
* Alt – Activate Access Keys
* Tab – Move to next control on Ribbon
* F1 – Help

Generalized Shortcuts

* Ctrl + W: Close a Workbook
* F4 – Repeat Last Command Actions
* Alt + F + T – Open Options
* F1 – Open Help
* Ctrl + Z – Undo
* Ctrl + Y – Redo
* Ctrl + C – Copy
* Ctrl + X – Cut
* Ctrl + V – Paste
* Ctrl + Alt + V – Display Paste Special Dialogue Box
* Ctrl + F – Find Box
* Ctrl + H – Find and Replace
* Shift + F4 – Find next match
* Ctrl + Shift + F4 – Find Previous Match
* Alt + F1 – Create an Embedded Chart
* F11 – Create Chart in new Worksheet

Navigation Excel Shortcuts

* → – Cell Right
* ← – Cell left
* ↑ – Cell Up
* ↓ – Cell down
* Alt + PgDn – Move one screen down
* Alt + PgUp – Move one screen left
* PgUp – Screen Up
* PgDn – Screen Down
* Ctrl + → – Right Edge of Data
* Ctrl + ← – Left Edge of Data
* Ctrl + ↑ – Top Edge of Data
* Ctrl + ↓ – Bottom Edge of Data
* Home – Beginning of Row