


































































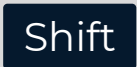











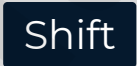

































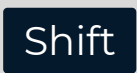













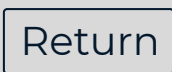

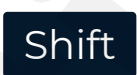













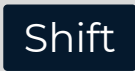









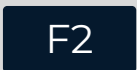


# Excel shortcuts for Windows & Mac



Excel Shortcut Function		
<i>Shortcut Keys for Format</i>		
Bold all cells in the highlighted section.	 	 
Puts italics on all cells in the highlighted section.	 	 
Underlines all cells in the highlighted section.	 	 
Changes the format of the selected cells.	 	 
Bolds all cells in the highlighted section.	 	 
Puts italics all cells in the highlighted section.	 	 
Bolds all cells in the highlighted section.	 	 
Underlines all cells in the highlighted section.	 	 
Puts a strikethrough all cells in the highlighted section.	 	 
Shows or hides objects.	 	 








Excel Shortcut Function		
Toggles the outline symbols.	 	 
Applies time formatting.	  	  
Applies comma formatting.	  	  
Applies currency formatting.	  	  
Applies date formatting.	  	  
Applies percentage formatting.	  	  
Applies exponential formatting.	  	  
Allows formatting on a dialog box.	 	 

## Shortcut Keys for Data Entry









Fill the Content of the selected cell on top to bottom. CTRL + D (i.e. Ctrl+ Down)	 	 
Pastes everything copied onto the clipboard.	 	 
Cuts all cells within the highlighted section.	 	 



Excel Shortcut Function		
Repeats the last entry.	 	 
Copies a formula from the cell above.	 	 
Copies value from the cell above.	  	  
Applies currency formatting.	  	  
Fills the selected cells with the current entry.	 	 
Inserts argument names into a formula.	  	  
Undo.	 	 
It allows the user to edit a cell comment.	 	  
Performs calculate function on the active sheet.	 	  
Inserts a chart.	 	  
Shortcut Keys for Function Commands		
Edits the selected cell.		 

Excel Shortcut Function		
After a name has been created, F3 will paste names.	<div>F3</div>	<div>Fn</div> <div>F3</div>
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.	<div>F4</div>	<div>Fn</div> <div>F4</div>
Move to the next pane.	<div>F6</div>	<div>Fn</div> <div>F6</div>
Enters Extend Mode.	<div>F8</div>	<div>Fn</div> <div>F8</div>
Recalculates every workbook.	<div>F9</div>	<div>Fn</div> <div>F9</div>
Activates the menu bar.	<div>F10</div>	<div>Fn</div> <div>F10</div>
Creates a chart from selected data.	<div>F11</div>	<div>Fn</div> <div>F11</div>
Opens the "What's This?" window.	<div>Shift</div> <div>F1</div>	<div>Fn</div> <div>⬆</div> <div>F1</div>
Brings up a search box.	<div>Shift</div> <div>F5</div>	<div>Fn</div> <div>⬆</div> <div>F5</div>
Moves to the previous worksheet window.	<div>Ctrl</div> <div>Shift</div> <div>F6</div>	<div>🔗</div> <div>⬆</div> <div>Fn</div> <div>F6</div>
Creates names by using those of either row or column labels.	<div>Ctrl</div> <div>Shift</div> <div>F3</div>	<div>🔗</div> <div>⬆</div> <div>Fn</div> <div>F3</div>
Prints the current worksheet.	<div>Ctrl</div> <div>Shift</div> <div>F12</div>	<div>🔗</div> <div>⬆</div> <div>Fn</div> <div>F12</div>

Excel Shortcut Function		
Save as.	<b>Alt</b> <b>F2</b>	<b>Fn</b>  <b>F2</b>
Creates a new worksheet.	<b>Alt</b> <b>Shift</b> <b>F1</b>	<b>Fn</b>   <b>F1</b>
Saves the current worksheet.	<b>Alt</b> <b>Shift</b> <b>F2</b>	<b>Fn</b>   <b>F2</b>

## Shortcut Keys for Menu

Search the current sheet.	<b>Ctrl</b> <b>F</b>	 <b>F</b>
Go to a certain area.	<b>Ctrl</b> <b>G</b>	 <b>G</b>
Find and replace.	<b>Ctrl</b> <b>H</b>	 <b>H</b>
Opens the drop-down menu for fonts.	<b>Ctrl</b> <b>Shift</b> <b>F</b>	  <b>F</b>
Opens the drop-down menu for the point size.	<b>Ctrl</b> <b>Shift</b> <b>P</b>	  <b>P</b>
Opens the system menu.	<b>Alt</b> <b>Spacebar</b>	 <b>Spacebar</b>
Opens the Help menu.	<b>F1</b>	<b>Fn</b> <b>F1</b>
Goes to a specific cell. For example, C6.	<b>F5</b>	<b>Fn</b> <b>F5</b>

Excel Shortcut Function		
Spell check selected text or document.	<b>F7</b>	<b>Fn F7</b>
Save as.	<b>F12</b>	<b>Fn F12</b>
Opens the Excel formula window.	<b>Shift F3</b>	<b>Fn ↑ F3</b>
Opens the macro dialog box.	<b>Alt F8</b>	<b>Fn ⌘ F8</b>

## Shortcut Keys for Navigation

Move to cell A1.	<b>Ctrl Home</b>	<b>Fn ^ ←</b>
Move to the last cell on a worksheet.	<b>Ctrl End</b>	<b>Fn ^ →</b>
Move between Two or more open Excel files.	<b>Ctrl Tab</b>	<b>⌘ Tab</b>
Activates the previous workbook.	<b>Ctrl Shift Tab</b>	<b>⌘ ↑ Tab</b>
Move to the previous page.	<b>Shift F6</b>	<b>Fn ↑ F6</b>
Next workbook.	<b>Ctrl F6</b>	<b>Fn ^ F6</b>






















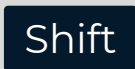





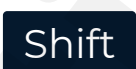




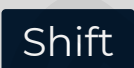




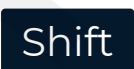






Shortcut Keys for Other Ctrl Shortcuts
















Inserts a hyperlink.	CtrlK	⌘K
Print the current sheet.	CtrlP	⌘P
Fill Right.	CtrlR	⌘R
Closes the current workbook.	CtrlW	⌘W
Undo the last action.	CtrlZ	⌘Z
Open Excel Name Manager.	CtrlF3	Fn^F3
Inserts a macro sheet	CtrlF11	⌘FnF11
Opens a file.	CtrlF12	⌘FnF12

Shortcut Keys for Rows and Columns

Hides rows.	Ctrl9	⌘9
Hides columns.	Ctrl0	⌘0

Excel Shortcut Function		
Deletes the selected column or row.	 	 
Inserts a new column or row.	  	  
Insert.	 	 
Delete.	 	 
Unhide rows.	  	  
Unhide columns.	  	  
In a single column, highlights all cells above that which are selected.	 	  
In a single column, highlights all cells below that which are selected.	 	  

## Shortcut Keys for Select

Select all contents of a worksheet.	 	 
Selects the current region around the active cell.	  	  
Selects the array containing the active cell.	 	  



Excel Shortcut Function



Selects the cells that have a static value or don't match the formula in the active cell.



Selects all cells referenced by formulas in the highlighted section.



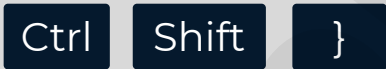
Selects cells that contain formulas that reference the active cell.



Selects all cells directly or indirectly referenced by formulas in the highlighted section.



Selects cells that contain formulas that directly or indirectly reference the active cell.



Selects the entire column.



Selects the entire worksheet.



Highlights all text to the left of the cursor.



Highlights all text to the right of the cursor.



Extends the highlighted area up to one cell.














Extends the highlighted area down one cell.




























Extends the highlighted area down one cell.















Excel Shortcut Function		
Extends the highlighted area left one character.	 	 
Add to selection.	 	  

### Shortcut Keys for View

Restores window size.	 	  
Moves the window.	 	  
Resizes the window.	 	  
Minimize the current window.	 	  
Maximize the currently selected window.	 	  

### Shortcut Keys for Border

Places border around selected cells.	  	  
Removes a border.	  	  



Shortcut Keys for Copy Paste

Extends the highlighted area left one character.

Shift Insert

⬆ Insert

Shortcut Keys for Date

Enters the current date.

Ctrl ;

⌘ ;

Shortcut Keys for Display

Changes between displaying cell values or formulas in the worksheet.

Ctrl `

⌘ `

Shortcut Keys for File

Saves the open worksheet.

Ctrl S

⌘ S

Closes current Window.

Ctrl F4

Fn ^ F4

Exits Excel.

Alt F4

Fn ⌵ F4

Opens the Visual Basic editor.

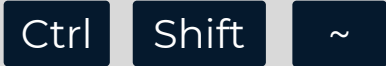
Alt F11

Fn ⌵ F11



Shortcut Keys for Formula

Switches between showing Excel formulas or their values in cells.



It creates a formula to sum all of the above cells.



Shortcut Keys for Time

Enters the current time.



Shortcut Keys for Toggle

Cycles through applications.

