

Business Analytics with Excel: Cheat Sheet

Editing Shortcuts			Formatting Shortcuts		
Description	PC (Windows)	Mac	Description	PC (Windows)	Mac
Edit active cell	F2	Ctrl U	Brings up format cells menu	Ctrl 1	Cmd 1
Cut	Ctrl X	Cmd X	Bold	Ctrl B	Cmd B
Copy	Ctrl C	Cmd C	Italic	Ctrl I	Cmd I
Paste	Ctrl V	Cmd V	Undo	Ctrl Z	Cmd Z
Paste Special	Alt E S	Cmd Option V	Redo	Ctrl Y	Cmd Y
Paste name into formula	F3		Repeat last action	F4	Cmd Y
Toggle references	F4	Cmd T	Select all used cells (select entire worksheet if command is repeated)	Ctrl A	Cmd A
Start a new line within the same cell	Alt Enter	Ctrl Option Return	Number format	Ctrl Shift !	Ctrl Shift !
Insert or edit cell comment	Shift F2	Shift F2	Date format	Ctrl Shift #	Ctrl Shift #
Display shortcut menu (i.e. same as right click)	Shift F10	Shift F10	Percent format	Ctrl Shift %	Ctrl Shift %
Insert worksheet	Shift F11	Shift F11	Increase font size	Alt h fg	Cmd Shift >
Define a name for a cell	Ctrl F3	Ctrl F3	Decrease font size	Alt h fk	Cmd Shift <
Fill down (e.g. copy formula down in selected cells)	Ctrl D	Ctrl D	Increase decimal	Alt h O	
Fill right	Ctrl R	Ctrl R	Decrease decimal	Alt h 9	
Insert argument names and parentheses for a function after typing a function name in a formula	Ctrl Shift A	Ctrl Shift A	Increase indent	Alt h 6	Ctrl M
Insert row	Alt I R	Ctrl I	Decrease indent	Alt h 5	Cmd Shift m
Insert column	Alt I C	Ctrl I			
Navigation Shortcuts			File Shortcuts		
Description	PC (Windows)	Mac	Description	PC (Windows)	Mac
Move from cell to cell	Arrows	Arrows	New	Ctrl N	Cmd N
Go to	F5	F5	Open	Ctrl O	Cmd O
Go to cell A1	Ctrl Home	Fn Ctrl Left	Save workbook	Ctrl S	Cmd
Go to beginning of row	Home	Fn Left	Save As	F12	Cmd ⇧ Shift S
Select the adjacent cell	Shift Arrow	Shift Arrow	Print	Ctrl P	Cmd P
Select entire row	Shift Spacebar	Shift Spacebar	Open print preview window	Ctrl F2	
Select entire column	Ctrl Spacebar	Ctrl Spacebar	Go to next workbook	Ctrl Tab	Cmd -
Select all to the start of the sheet	Ctrl Shift Home	Ctrl Shift Home	Close file	Ctrl F4	Cmd W
Select all to the last used cell of the sheet	Ctrl Shift End	Ctrl Shift End	Close all open Excel files	Alt F4	Cmd Q
Select to the end of the last used cell in row/column	Ctrl Shift Arrow	Ctrl Shift Arrow			
Select the last used cell in row/column	Ctrl Arrow	Ctrl Arrow	Paste Special Shortcuts		
Description	PC (Windows)	Mac	Description	PC (Windows)	Mac
Move one screen up	PageUp	Fn Up	Paste Special formats	Ctrl Alt V t	Ctrl Cmd V t
Move one screen down	PageDown	Fn Down	Paste Special values	Ctrl Alt V v	Ctrl Cmd V v
Move one screen left	Alt PageUp	Fn Option Up	Paste Special formulas	Ctrl Alt V f	Ctrl Cmd V f
Move one screen right	Alt PageDown	Fn Option Down	Paste Special comments	Ctrl Alt V c	Ctrl Cmd V c
Move to the next or previous worksheet	Ctrl PageUp/Down	Ctrl PageUp/Down			
Move to next workbook (while in spreadsheet)	Ctrl Tab	Ctrl Tab			
Move to the next cell	Tab	Tab			

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Selection Shortcuts			Ribbon Shortcuts		
Description	PC (Windows)	Mac	Description	PC (Windows)	Mac
Select a cell range	Shift Arrows	Shift Arrows	Show ribbon accelerator keys	Alt	
Highlight a contiguous range	Ctrl Shift Arrows	Ctrl Shift Arrows	Show/hide ribbon	Ctrl F1	Cmd ⇧ R
Extend selection up one screen	Shift PageUp	Fn Shift Up			
Extend selection down one screen	Shift PageDown	Fn Shift Down	Clear Shortcuts		
Extend selection left one screen	Alt shift PageUp	Fn Shift Cmd Up	Action	PC (Windows)	Mac
Extend selection right one screen	Alt shift PageDown	Fn Shift Cmd Down	Clear cell data	Delete	Delete
Select all	Ctrl A	Cmd A	Clear cell formats	Alt h e f	
			Clear cell comments	Alt h e m	
Data Editing (inside cell) Shortcuts					
Description	PC (Windows)	Mac	Data Editing Shortcuts		
Edit the active cell (edit mode)	F2	F2	Description	PC (Windows)	Mac
While editing cell, allow use of arrow keys to create reference	F2	F2	Fill down from cell above	Ctrl D	Ctrl D
Confirm change and get out of cell	Enter	Enter	Fill right from cell left	Ctrl R	Ctrl R
Cancel a cell entry and get out of cell	Esc	Esc	Find and replace	Ctrl F	Ctrl F
Insert line break within cell	Alt Enter	Option Enter	Show all constants	F5 Alt s o	
Highlight within a cell	Shift Left/Right	Shift Left/Right	Highlight cells with comments	F5 Alt s c	
Highlight contiguous items	Ctrl Shift Left/Right	Ctrl Shift Left/Right			
Jump to beginning of cell contents	Home	Fn Left	Other Shortcuts		
Jump to end of cell contents	End	Fn Right	Description	PC (Windows)	Mac
Delete character to left	Backspace	Delete	Enter date	Ctrl ;	Ctrl ;
Delete character to right	Delete	Fn Delete	Enter time	Ctrl Shift :	Ctrl Shift :
Accept autocomplete suggestion	Tab	Tab	Show formula/show values (key to the left of 1)	Ctrl `	Ctrl `
Referencing a cell from another worksheet	Ctrl PageUp/Down Arrows	Ctrl Fn Down/Up Arrows	Select cells which refer to the active cell	Ctrl]	Ctrl]