Over
200
shortcuts

PC & Mac
Excel Shortcuts

2023

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Feedback

Find a problem or have a suggestion? Let us know:

contact@exceljet.net

Online version

The online version of this shortcut guide is updated frequently. You can find the latest here:

https://exceljet.net/shortcuts

The shortcuts online have more information, especially when a shortcut has changed.

Mac keyboard shortcuts

Macintosh computers use special symbols for certain keys, including Alt, Shift, Control, and Command keys. This guide uses these symbols as follows:

|	
Shift . . . ⇧	**Control** . . . ^
Alt . . . ⌥	**Command** . . ⌘
Function . Fn	**Mouse Click** . ❋

Mac computers have a special preference for function keys in System preferences. This guide assumes your Mac is set at the default, with **Use all F1, F2, etc. keys as standard function keys** *unchecked*. In this state, you have to use the function key (Fn) when using function keys (F1, F2, etc.)
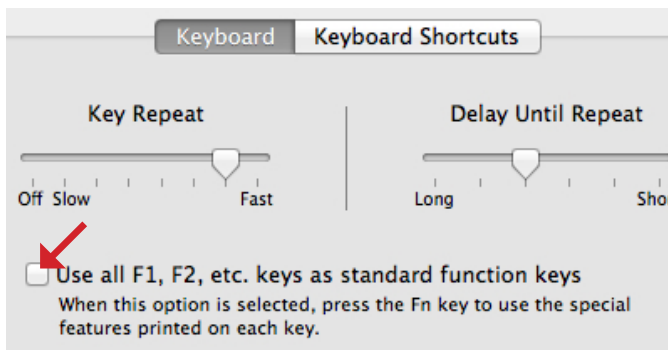
Click here for more information.

Laminated quick reference card

We make a laminated quick reference card with a full set of Excel shortcuts for Mac and Windows:
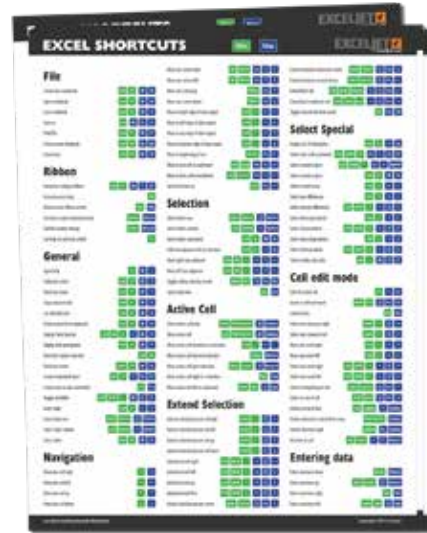
This card makes a great gift. You can buy from us directly or buy from Amazon.

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.

Table of Contents

Video Examples

30 Excel Shortcuts in 12 minutes

30+ Excel Shortcuts in 12 minutes

	Win	Mac		Win	Mac		Win	Mac
Extend last cell down	Ctrl Shift ↓	⌃ ⇧ ↓	Enter and stay in cell	Ctrl Enter	⌃ Return	Copy selected cells	Ctrl C	⌘ C
Extend last cell right	Ctrl Shift →	⌃ ⇧ →	New line in cell	Alt Enter	⌃ ⌥ Return	Insert table	Ctrl T	⌃ T
Extend last cell right	Ctrl Shift →	⌃ ⇧ →	Select entire column	Ctrl Space	⌃ Space	Display Paste Special	Ctrl Alt V	⌃ ⌘ V
Extend selection by one cell down	Shift ↓	⇧ ↓	Select entire row	Shift Space	⇧ Space	Toggle Autofilter	Ctrl Shift L	⌘ ⇧ F
Extend selection by one cell right	Shift →	⇧ →	Cancel entry	Esc	Esc	Paste content from clipboard	Ctrl V	⌘ V
Move to top edge of data region	Ctrl ↑	⌃ ↑	Hide rows	Ctrl Shift 9	⌃ ⇧ 9	Expand or collapse ribbon	Ctrl F1	⌘ ⌥ R
Move to right edge of data region	Ctrl →	⌃ →	Hide columns	Ctrl Shift 0	⌃ ⇧ 0	Format chart element	Ctrl 1	⌘ 1
Move to bottom edge of data region	Ctrl ↓	⌃ ↓	Autosum selected cells	Alt =	⌘ ⇧ T	Display Insert Dialog box	Ctrl Shift +	⌃ I
Move to left edge of data region	Ctrl ←	⌃ ←	Select visible cells only	Alt ;	⌘ ⇧ Z	Delete > Entire column	Ctrl -	⌃ -
Enter and move down	Enter	Return	Go to previous worksheet	Ctrl PgUp	Fn ⌃ ↑	Delete > Entire row	Ctrl -	⌃ -
Move to last cell in worksheet	Ctrl End	Fn ⌃ →	Go to next worksheet	Ctrl PgDn	Fn ⌃ ↓	Select table	Ctrl A	⌘ A
Move to first cell in worksheet	Ctrl Home	Fn ⌃ ←	Delete to end of line	Ctrl Delete	⌃ Delete	Copy value from cell above	Ctrl Shift "	⌃ ⇧ "
Fill down from cell above	Ctrl D	⌃ D	Hide rows	Ctrl 9	⌃ 9	Insert current date	Ctrl ;	⌃ ;
Toggle absolute and relative references	F4	⌘ T	Hide columns	Ctrl 0	⌃ 0	Insert current time	Ctrl Shift :	⌃ ⇧ :
Cut selected cells	Ctrl X	⌘ X	Undo last action	Ctrl Z	⌘ Z	Edit the active cell	F2	⌃ U
Move one word left	Ctrl ←	⌃ ←	Apply format again	F4	⌘ Y			

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The video above takes a speed run through more than 30 of the most useful shortcuts in Excel.

More information about Excel shortcuts

- The 54 shortcuts you really should know

- Excel Ribbon shortcuts

- Excel shortcuts on the Mac

- Excel shortcuts video training

EXCEL SHORTCUTS

VIDEO TRAINING

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If you are interested in practicing shortcuts, this short course has practice worksheets.

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	

Drag and 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

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		

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	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

Navigation

	Win	Mac
Move one cell right	→	→
Move one cell left	←	←
Move one cell up	↑	↑
Move one cell down	↓	↓
Move one screen right	Alt PgDn	Fn ⌥ ↓
Move one screen left	Alt PgUp	Fn ⌥ ↑
Move one screen up	PgUp	Fn ↑
Move one screen down	PgDn	Fn ↓
Move to right edge of data region	Ctrl →	⌘ →
Move to left edge of data region	Ctrl ←	⌘ ←
Move to top edge of data region	Ctrl ↑	⌘ ↑
Move to bottom edge of data region	Ctrl ↓	⌘ ↓
Move to beginning of row	Home	Fn ←
Move to last cell in worksheet	Ctrl End	Fn ⌘ →
Move to first cell in worksheet	Ctrl Home	Fn ⌘ ←
Turn End mode on	End	Fn →
Go back to hyperlink	Ctrl G Enter	⌃ G Return

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 and Filters

	Win	**Mac**
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	Ctrl Shift &	⌘ ⌥ 0
Add or remove border right	Alt R	⌘ ⌥ →
Add or remove border left	Alt L	⌘ ⌥ ←
Add or remove border top	Alt T	⌘ ⌥ ↑
Add or remove border bottom	Alt B	⌘ ⌥ ↓
Add or remove border upward diagonal	Alt D	
Add or remove border horizontal interior	Alt H	
Add or remove border vertical interior	Alt V	
Remove borders	Ctrl Shift _	⌘ ⌥ _

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

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	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

	Win	**Mac**
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

	Win	Mac
Check spelling	F7	Fn F7
Open Thesaurus dialog box	Shift F7	Fn ⇧ F7
Open Macro dialog box	Alt F8	Fn ⌥ F8
Open VBA Editor	Alt F11	Fn ⌥ F11
Duplicate object	Ctrl D	⌘ D
Snap to grid	Alt	⌘
Hide or show objects	Ctrl 6	⌃ 6
Display Modify Cell Style dialog box	Alt '	⌘ ⇧ L
Display right-click menu	Shift F10	Fn ⇧ F10
Insert or edit note	Shift F2	Fn ⇧ F2
Delete comment	Shift F10 D	Fn ⇧ F10
Insert threaded comment	Ctrl Shift F2	Fn ⌘ ⇧ F2
Display control menu	Alt Space	
Open Power Query Editor	Alt F12	Fn ⌥ F12