

Excel for Mac Reference Sheet

General Excel navigation

Activate menu bar (ALT in PC)	CTRL + F2 (see WSP Mac Setup)
Page Up / Page Down	CTRL FN + UP / DOWN
Moving to left/right tabs	CTRL + PAGEUP/DOWN
Excel Options	⌘ + ,
Edit cells (F2 in PC)	CTRL+U

Formatting shortcuts

Bold	⌘ + B
Italic	⌘ + I
Underline	⌘ + U
Format Box	⌘ + 1
Outline border	⌘+ALT+ZERO
Left, right, top, and bottom border	⌘+ALT+ARROW KEYS
Remove border	⌘+ALT+HYPHEN
Insert / delete a comment	SHIFT + F2 / SHIFT + F2 + DELETE
Copy	⌘+C
Paste	⌘ + V
Paste Special formats	CTRL + ⌘ + V, ⌘ + T (Excel 2011 only)
Paste Special formulas	CTRL + ⌘ + V, ⌘ + F (Excel 2011 only)
Cut	⌘ + X
Repeat	⌘ + Y
Undo	⌘ + Z
Delete selected cells	⌘ + Minus sign

Workbook navigation shortcuts

Toggle Excel workbooks	CTRL + TAB
New workbook	⌘ + N
Print	⌘ + P
Open workbook	⌘ + O
Save workbook	⌘ + S
Close window	⌘+W

Other useful shortcuts

Recalculate all workbooks	SHIFT F9
Display a drop-down list	ALT + up/down arrow keys
Display "Insert Function" box	SHIFT F3
Display "Name" box	CTRL+L

Cell navigation shortcuts

Go to end of contiguous range	CTRL + Arrow keys (see WSP Mac Setup)
Select a cell range	SHIFT + Arrow keys
Highlight contiguous range	SHIFT + CTRL + Arrow keys
Move to beginning of line	HOME
Delete cell/selection	Fn + Delete
Show formulas/values	CTRL + ~
Fill selection w/ entry	CTRL+RETURN

Using Toolbars

Make a toolbar active	ALT + F10
Moving to left / right in toolbar	TAB / SHIFT + TAB
Select the next / previous toolbar	CTRL + TAB / CTRL + SHIFT + TAB
Perform the desired action	RETURN

Row / column shortcuts

Select column	CTRL + Space (see WSP Mac Setup)
Select row	Shift + Space
Delete row(s) / column(s)	CTRL + 'minus sign'
Add row(s) / column(s)	CTRL + i
Group / ungroup rows & columns	⌘ + Shift + K / J

Data editing shortcuts

Select All	⌘ + A
Fill Down	CTRL+D
Fill right	CTRL+R
Find	CTRL+F
Replace	CTRL+H
Start a formula	= (equal sign)
Insert AutoSum formula	⌘ + SHIFT + T

Data editing shortcuts when inside cell

Start new line in same cell	CTRL+ALT+RETURN
Highlight within cells	SHIFT + Arrow keys
Highlight contiguous items	SHIFT + CTRL + Arrow keys
Delete preceding character	DELETE
Delete character to the right	FN + DELETE
Anchor "Fix" Cells	⌘ + T
Cancel a cell entry	ESC

Auditing shortcuts

Go to precedent cells	CTRL + [
Go to dependent cells	CTRL +]
Go back to original cell	F5, ENTER
"Go to"	F5

General Windows Shortcuts (Mac)

Universal applications shortcuts	
Switching between applications	⌘+TAB
Show the desktop / restore view	SHIFT F11

Office forms (dialog boxes) navigation

To go from tab to tab	CTRL+TAB
Move in a list	Up and down arrow keys
To move to the next form field clockwise	Tab
To move counter clockwise	Shift tab
Select 'OK'	Enter
Select 'Cancel'	Esc