







PC shortcuts & Mac shortcuts

Editing shortcuts

Edit active cell	F2	Ctrl U
Cut	Ctrl X	 X
Copy	Ctrl C	 C
Paste	Ctrl V	 V
Paste Special	Alt E S	 Shift V
Paste name into formula	F3	
Toggle references	F4	 T
Start a new line within the same cell	Alt Enter	Ctrl Option Return
Insert or edit cell comment	Shift F2	Shift F2
Display shortcut menu (i.e. same as right click)	Shift F10	Shift F10
Insert worksheet	Shift F11	Shift F11
Define a name for a cell	Ctrl F3	Ctrl F3

Fill down (e.g. copy formula down in selected cells)	Ctrl D	Ctrl D
Fill right	Ctrl R	Ctrl R
Insert argument names and parentheses for a function after typing a function name in a formula	Ctrl Shift A	Ctrl Shift A
Insert row	Alt I R	Ctrl I
Insert column	Alt I C	Ctrl I

Formatting Shortcuts

Brings up format cells menu	Ctrl 1	Ctrl 1
Bold	Ctrl B	Ctrl B
Italic	Ctrl I	Ctrl I
Undo	Ctrl Z	Ctrl Z
Repeat last action	Ctrl Y	Ctrl Y
Select all used cells (select entire worksheet if command is repeated)	Ctrl A	Ctrl A
Number format	Ctrl Shift !	Ctrl Shift !

Date format	CtrlShift#	CtrlShift#
Percent format	CtrlShift%	CtrlShift%
Increase font size	Althfg	Font Size Increase Shift>
Decrease font size	Althfk	Font Size Decrease Shift<
Increase decimal	Alth	Decimal Increase
Decrease decimal	Alth9	Decimal Decrease
Increase indent	Alth6	CtrlM
Decrease indent	Alth5	Font Size Decrease Shiftm











Navigation Shortcuts

Move from cell to cell	Arrows	Arrows
Go to	F5	F5
Go to cell A1	CtrlHome	FnCtrlLeft
Go to beginning of row	Home	FnLeft
Select the adjacent cell	ShiftArrow	ShiftArrow
Select entire row	ShiftSpacebar	ShiftSpacebar

Select entire column	Ctrl Spacebar	Ctrl Spacebar
Select all to the start of the sheet	Ctrl Shift Home	Ctrl Shift Home
Select all to the last used cell of the sheet	Ctrl Shift End	Ctrl Shift End
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
Move one screen up	PageUp	Fn Up
Move one screen down	PageDown	Fn Down
Move one screen left	Alt PageUp	Fn Option Up
Move one screen right	Alt PageDown	Fn Option Down
Move to the next or previous worksheet (Move between tabs if you are in a menu window)	Ctrl PageUp/Down	Ctrl PageUp/Down

Move to next workbook (while in spreadsheet) Move to next divider (when in menu options)	Ctrl Tab	Ctrl Tab
Move to the next cell (Move between items within a menu window)	Tab	Tab

















File Shortcuts

New	Ctrl N	 N
Open	Ctrl O	 O
Save workbook	Ctrl S	
Save As	F12	  Shift S
Print	Ctrl P	 P
Open print preview window	Ctrl F2	
Go to next workbook	Ctrl Tab	 -
Close file	Ctrl F4	 W
Close all open Excel files	Alt F4	 Q



Ribbon Shortcuts

Show ribbon accelerator keys	Alt	
Show/hide ribbon	Ctrl F1	  

Paste Special Shortcuts




Paste Special formats	Ctrl Alt V t	   
Paste Special values	Ctrl Alt V v	   
Paste Special formulas	Ctrl Alt V f	   
Paste Special comments	Ctrl Alt V c	   

Clear Shortcuts

Clear cell data	Delete	
Clear cell formats	Alt h e f	

Clear cell comments	Alt h e m	<input type="checkbox"/>
Clear all (data, formats, comments)	Alt h e a	<input type="checkbox"/>

Selection Shortcuts

Select a cell range	Shift Arrows	Shift Arrows
Highlight a contiguous range	Ctrl Shift Arrows	Ctrl Shift Arrows
Extend selection up one screen	Shift PageUp	Fn Shift Up
Extend selection down one screen	Shift PageDown	Fn Shift Down
Extend selection left one screen	Alt shift PageUp	Fn Shift  Up
Extend selection right one screen	Alt shift PageDown	Fn Shift  Down
Select all	Ctrl A	 A

Data Editing Shortcuts

Fill down from cell above	CtrlD	CtrlD
Fill right from cell left	CtrlR	CtrlR
Find and replace	CtrlF	CtrlF
Show all constants	F5Altso	
Highlight cells with comments	F5Altsc	

Data Editing (inside cell) Shortcuts

Edit the active cell (edit mode)	F2	F2
While editing cell, allow use of arrow keys to create reference	F2	F2
Confirm change and get out of cell	Enter	Enter
Cancel a cell entry and get out of cell	Esc	Esc
Insert line break within cell	AltEnter	OptionEnter
Highlight within a cell	ShiftLeft/Right	Shift Left/Right

Highlight contiguous items	Ctrl Shift Left/Right	Ctrl Shift Left/Right
Jump to beginning of cell contents	Home	Fn Left
Jump to end of cell contents	End	Fn Right
Delete character to left	Backspace	Delete
Delete character to right	Delete	Fn Delete
Accept autocomplete suggestion	Tab	Tab
Referencing a cell from another worksheet	Ctrl PageUp/Down Arrows	Ctrl Fn Down/Up Arrows

Other Shortcuts

Enter date	Ctrl ;	Ctrl ;
Enter time	Ctrl :	Ctrl :
Show formula/show values (key to the left of 1)	Ctrl `	Ctrl `

Select cells which refer to the active cell (useful before deleting a cell in a worksheet)



Drives menu bar



Next open program



Autosum

