

Over
200
shortcuts

PC & Mac **Excel Shortcuts**

EXCELJET 

Feedback

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

contact@exceljet.net

Links to online version

Each shortcut is linked to an online version that has more detail. Just click the title of the shortcut to navigate to the same shortcut online. Online shortcuts are here:







<https://exceljet.net/keyboard-shortcuts>

For more detailed information, see:

<https://exceljet.net/blog/the-54-excel-shortcuts-you-really-should-know>

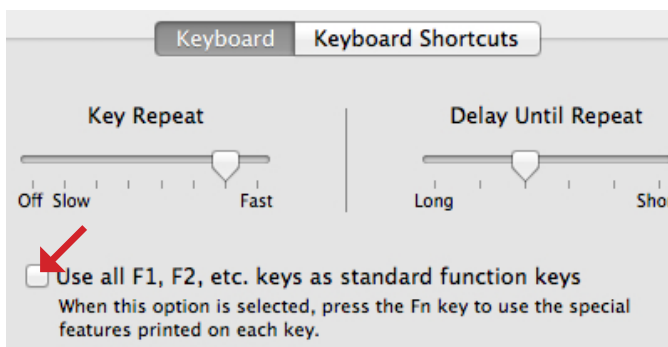
Mac keyboard shortcuts

Historically, 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 .		Mouse Click .	

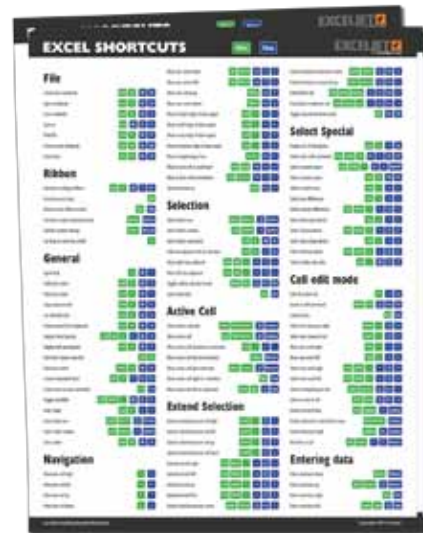
Mac computers have a special preference for function keys in System preferences. This guide assumes your Mac is set at the default, with **Use all F1, F2, etc. keys as standard function keys** *unchecked*. In this state, you generally have to use the function key (Fn) when using function keys (F1, F2,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

[Click here](#) for more information.



Printed quick reference card

We also have a laminated quick reference card with a full set of Excel shortcuts for Mac and Windows:



[Click here](#) to learn more!

Disclaimer

These shortcuts were tested on Excel 2010 for Windows, and Excel 2011 for the Mac. Most shortcuts will work in earlier versions of Excel. If you have trouble with certain shortcuts, make sure that there is not a conflict with another program/application on your computer.

No part of this publication shall be reproduced, or sold in whole or in part in any form, without the prior written consent of the author. All trademarks and registered trademarks appearing in this guide are the property of their respective owners.

Copyright 2016 Exceljet. All rights reserved.

<https://exceljet.net/>

Version: 160623

Table of Contents

Video Tips	2
Formulas & Functions	3
Video Training	3
File	4
Ribbon	4
Drag and Drop	5
Active Cell	5
General	6
General Continued.	7
Selection	7
Navigation	8
Extend Selection	9
Select Special.	10
Cell edit mode	11
Entering data.	12
Formatting.	13
Number Formatting	14
Borders	14
Formulas	15
Grid Operations	16
Pivot Tables	17
Dialog Boxes	17
Workbook	18
Other	19

Video Tips

Shortcuts in action! All of these videos show both Windows and Mac shortcuts side-by-side.

Productivity

- How to move around big lists fast (win)
- Use the fill handle to enter data with patterns
- How to use drag and drop to move things around
- Is the format painter worth your time? Yes.
- How to select cells with your keyboard
- How to quickly fill in missing data - part 2

Pivot Tables

- How to group a pivot table by day of week
- Use a table for your next pivot table
- How to sort a pivot table with a custom list
- How to make a self-contained pivot table
- How to group a pivot table by age range
- What is a pivot table?
- How to quickly create a pivot table
- How to clone a pivot table

Lists

- How to quickly remove blank rows (win)
- How to quickly remove blank rows (mac)
- How to quickly remove rows with empty values (Mac)
- How to quickly remove rows with empty values (Win)
- How to display the number of items in a filtered list
- How to select visible cells only

Formulas

- How to use concatenation to clarify assumptions
- How to use VLOOKUP instead of nested IF statements
- How to check and debug a formula with F9
- How to evaluate complex formulas
- How to make a nested IF formula easier to read
- How to pick names out of a hat with Excel
- Why VLOOKUP is better than nested IFs
- Clever concatenation with line breaks
- How to quickly fill in missing data
- How to build a complex formula step by step
- How to make an exact copy of a formula
- How to create a mixed reference
- How to create a 3D formula reference
- How to change case with formulas
- How to use the IF function
- IF this OR that
- How to clean text with TRIM and CLEAN
- How to look things up with INDEX
- How to do a two-way lookup with INDEX and MATCH

Conditional Formatting

- How to highlight rows with conditional formatting
- How to use conditional formatting to check line length
- How to find and highlight formulas
- How to build a search box with conditional formatting

Formulas & Functions

300 Excel Formula Examples

Find the formula you need in our list of ready-to-use examples. Click a formula link for a full description. Related functions appear to the right and are also links. Also see our function guide: [Excel functions for the minimalist](#).

Count

- Count cells between dates **COUNTIFS**
- Count cells between two numbers **COUNTIFS**
- Count cells equal to **COUNTIF**
- Count cells equal to case sensitive **SUMPRODUCT**
- Count cells equal to either x or y **COUNTIF**
- Count cells equal to one of many things **COUNTIF**
- Count cells greater than **COUNTIF**
- Count cells less than **COUNTIF**
- Count cells not equal to **COUNTIF**
- Count cells not equal to x or y **COUNTIFS**
- Count cells that are blank **COUNTBLANK**

150 Excel Functions for the Minimalist

Yes, sometimes less is more. Required arguments in dark gray, optional arguments in white. Also see our list of [over 300 formula examples](#), which show these functions in action.

Date and time

DATE	Create a valid date from year, month, and day	year month day
DATEDIF	Get days, months, or years between two dates	start_date end_date unit
DATEVALUE	Convert a date in text format to a valid date	date_text
DAY	Get the day as a number (1-31) from a date	date
DAYS	Get days between dates	end_date start_date
DAYS360	Get days between 2 dates in a 360-day year	start_date end_date method
EDATE	Get the same date in future or past months	start_date months
EOMONTH	Get the last day of the month in future or past months	start_date months
HOUR	Get the hour as a number (0-23) from a Time	serial_number
ISOWEekNUM	Get ISO week number for a given date	date
MINUTE	Get the minute as a number (0-59) from a time	serial_number

Over 300 formula examples with full explanations































Over 150 Excel functions in plain English

Video Training
















Save 10% on any [course](#) and 25% with a [bundle](#).







File

	Win	Mac
Create new workbook	 	 
Open workbook	 	 
Save workbook	 	 
Save as		  
Print file	 	 
Open print preview window	 	
Close current workbook	 	 
Close Excel	 	 






Ribbon

Expand or collapse ribbon	 	  
Activate access keys		
Move to next ribbon control		
Activate or open selected control		
Confirm control change		
Get help on selected control		

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

Select active cell only	Shift Backspace	 Delete
Show active cell	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 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
Display Paste Special	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
Toggle Autofilter	Ctrl Shift L	⌘ ⬆ F
Activate filter	Alt ↓	⌘ ↓
Insert table	Ctrl T	⌘ T
Select table row	Shift Space	⬆ Space

General Continued

	Win	Mac
Select table column	Ctrl Space	^ Space
Select table	Ctrl A	⌘ A

Selection

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	 	  
Move one screen left	 	  
Move one screen up		 
Move one screen down		 
Move to right edge of data region	 	 
Move to left edge of data region	 	 
Move to top edge of data region	 	 
Move to bottom edge of data region	 	 
Move to beginning of row		 
Move to last cell in worksheet	 	  
Move to first cell in worksheet	 	  
Turn End mode on		 

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 last cell right	Ctrl Shift →	⇧ ⇧ →
Extend last cell left	Ctrl Shift ←	⇧ ⇧ ←
Extend 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	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
Insert or edit comment	Shift F2	Fn ⌘ F2
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	⌘ Delete
Delete character to the left of cursor	Backspace	Delete
Delete character right	Delete	Fn Delete
New line 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	

Formatting

	Win	Mac
Format (almost) anything	Ctrl 1	⌘ 1
Display Format Cells Font tab	Ctrl Shift F	⌘ ⇧ F
Apply or remove bold formatting	Ctrl B	⌘ B
Apply or remove italic formatting	Ctrl I	⌘ I
Apply or remove underscoring	Ctrl U	⌘ U
Toggle strikethrough formatting	Ctrl 5	⌘ ⇧ X
Toggle shadow font style		⌘ ⇧ W
Toggle outline font style		⌘ ⇧ D
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 !	⌘ ⇧ !

Borders

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
Define name	Ctrl F3	Fn ⬆ F3
Define names from labels	Ctrl Shift F3	Fn ⬆ Shift F3
Paste name into formula	F3	
Accept function with autocomplete	Tab	⬇ Tab

Grid Operations

	Win	Mac
Display Insert Dialog box	Ctrl Shift +	^ I
Insert rows	Ctrl Shift +	^ I
Insert columns	Ctrl Shift +	^ I
Display Delete dialog box	Ctrl -	^ -
Delete rows	Ctrl -	^ -
Delete columns	Ctrl -	^ -
Delete 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




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

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

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	⬆ Tab
Go to previous workbook	Ctrl Shift Tab	⬆ ⬆ 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

Other

	Win	Mac
Open Spelling dialog box		 
Open Thesaurus dialog box	 	  
Open Macro dialog box	 	  
Open VBA Editor	 	  
Duplicate object	 	 
Snap to grid		
Hide or show objects	 	 
Display Modify Cell Style	 	  
Display shortcut menu	 	  
Display control menu	