Over 200 shortcuts

PC & Mac Excel Shortcuts

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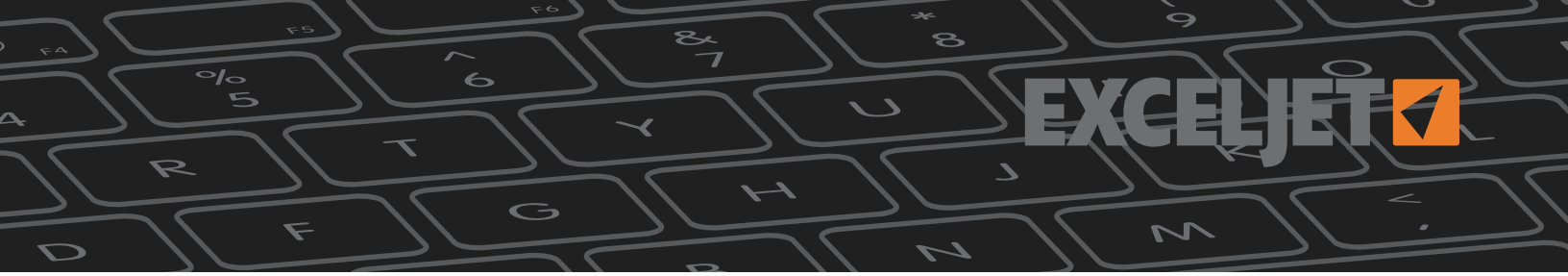


Where to get the latest version of this guide

You can get the latest version of this guide here:

http://exceljet.net/excel-shortcut-book

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:

http://exceljet.net/keyboard-shortcuts

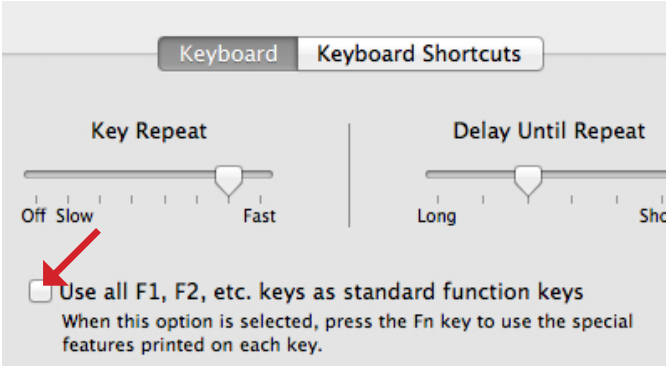
Mac keyboard shortcuts

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	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 generally have to use the function key (Fn) when using function keys (F1, F2, etc.)

Click here for more information.



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Disclaimer

These shortcuts were tested with Excel 2010 for Windows, and Excel 2011 for Macintosh. Many shortcuts should work with earlier versions of Excel, but not all. Shortcuts often do not work on a particular computer because other programs, or the operating system itself, has reserved some key combinations for another purpose.

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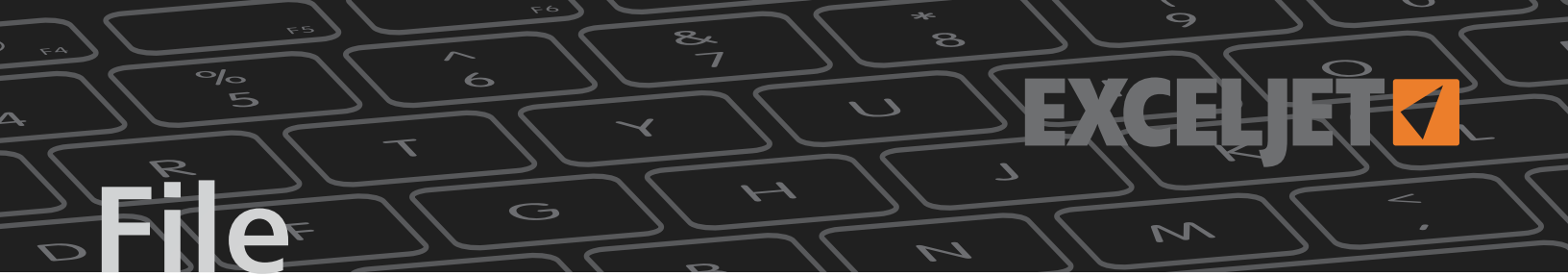
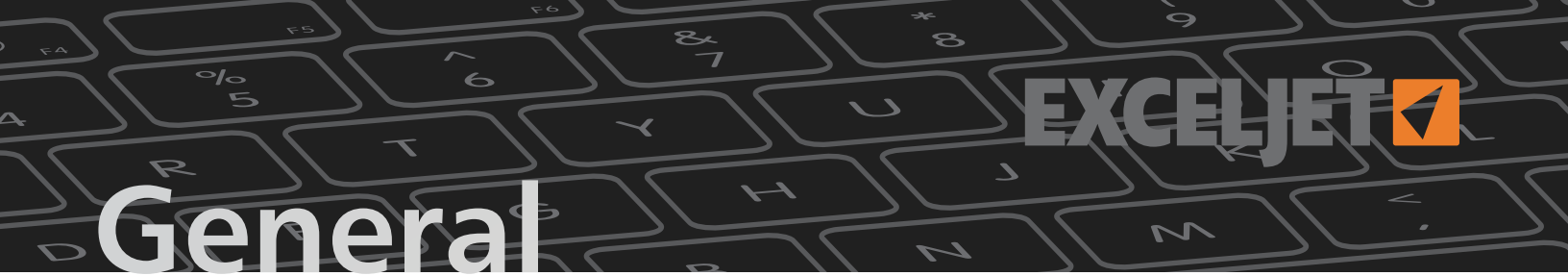


File

	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
Close current workbook	Ctrl F4	⌘ 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	



General

	Win	Mac
Open help	F1	⌘ /
Undo last action	Ctrl Z	⌘ Z
Redo last action	Ctrl Y	⌘ Y
Copy selected cells	Ctrl C	⌘ C
Cut selected cells	Ctrl X	⌘ X
Paste content from clipboard	Ctrl V	⌘ V
Display the Paste Special dialog box	Ctrl Alt V	^ ⌘ V
Display find and replace	Ctrl F	⌘ F
Display find and replace, replace selected	Ctrl H	
Find next match	Shift F4	⌘ G
Create embedded chart	Alt F1	⌥ Fn F1
Create chart in new worksheet	F11	F11
Toggle Autofilter	Ctrl Shift L	⌘ ⇧ F
Insert table	Ctrl T	^ T
Select table row	Shift Space	⇧ Space
Select table column	Ctrl Space	^ Space
Select table	Ctrl A	⌘ A

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 →

Selection

	Win	Mac
Select entire row	Shift Space	⇧ Space
Select entire column	Ctrl Space	⌃ Space
Select entire worksheet	Ctrl A	⌘ A
Add non-adjacent cells to selection	Ctrl	⌃
Move right between non-adjacent selections	Ctrl Alt →	⌃ ⌥ →
Move left between non-adjacent selections	Ctrl Alt ←	⌃ ⌥ ←
Toggle add to selection mode	Shift F8	⇧ Fn F8
Cancel selection	Esc	Esc

Active Cell

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

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 the selection to the last cell down	Ctrl Shift ↓	^ ⇧ ↓
Extend selection up one screen	Shift PgUp	⇧ Fn ↑
Extend selection down one screen	Shift PgDn	⇧ Fn ↓
Extend selection to start of row	Shift Home	⇧ Fn ←
Extend selection to first cell in worksheet	Ctrl Shift Home	^ ⇧ Fn ←
Extend selection to last cell in worksheet	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
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 to the right of cursor	Delete	Fn Delete
Start a new line in the same 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
Complete entry and stay in same 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 "	^ "
Add hyperlink	Ctrl K	⌘ K
Display AutoComplete list	Alt ↓	⌥ ↓

Formatting

	Win	Mac
Display the Format Cells dialog box	Ctrl 1	⌘ 1
Display Format Cells with Font tab selected	Ctrl Shift F	
Apply format again	F4	^ Y
Apply or remove bold formatting	Ctrl B	⌘ B
Apply or remove italic formatting	Ctrl I	⌘ I
Apply or remove underscoring	Ctrl U	⌘ U
Apply or remove strikethrough formatting	Ctrl 5	⌘ ⇧ X
Add or remove the shadow font style		⌘ ⇧ W
Add or remove the 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		⌘ M
Remove indent		⌘ ⇧ M
Increase font size one step		⌘ ⇧ >
Decrease font size one step		⌘ ⇧ <

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 the Insert Function Dialog Box	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	F9
Calculate active worksheet	Shift F9	⇧ F9
Calculate all worksheets	Ctrl Alt F9	^ ⌥ F9
Expand or collapse the formula bar	Ctrl Shift U	^ ⇧ U
Display function arguments dialog box	Ctrl A	^ A
Define name	Ctrl F3	^ L
Create name using row and column labels	Ctrl Shift F3	^ Shift F3
Paste name into formula	F3	

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 →	⌘ ⇧ J
Ungroup rows or columns	Alt Shift ←	⌘ ⇧ K
Open Group Dialog Box	Alt Shift →	⌘ ⇧ J
Open Ungroup Dialog Box	Alt Shift ←	⌘ ⇧ K
Hide or show outline symbols	Ctrl 8	^ 8

Workbook

	Win	Mac
Insert new worksheet	Shift F11	⇧ F11
Go to next worksheet	Ctrl PgDn	Fn ^ ↓
Go to previous worksheet	Ctrl PgUp	Fn ^ ↑
Move to next pane	F6	F6
Move to previous pane	Shift F6	⇧ F6
Go to next workbook	Ctrl Tab	^ Tab
Go to previous workbook	Ctrl Shift Tab	^ ⇧ Tab
Display control menu	Alt Space	
Minimize current workbook window	Ctrl F9	⌘ M
Maximize current workbook window	Ctrl F10	

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

Open Spelling dialog box	F7	F7
Open Thesaurus dialog box.	Shift F7	⇧ F7
Open Macro dialog box	Alt F8	⌥ Fn F9
Open VBA Editor	Alt F11	⌥ Fn F11
Hide or show objects	Ctrl 6	^ 6
Display Modify Cell Style dialog box	Alt '	⌘ ⇧ L

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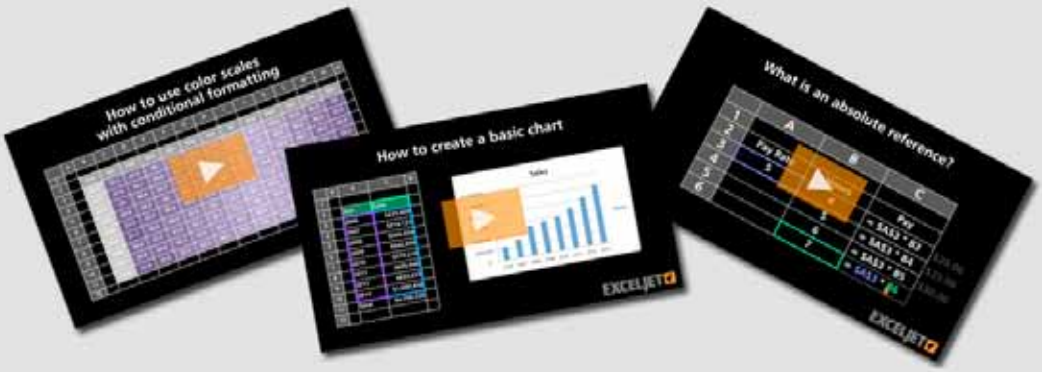

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