{222+} EXCEL SHORTCUTS For Windows/Mac OS Updated 2020 Version!

June 9, 2020 by Jonathan Andrews

Sponsored Links

Excel is one of the most famous software used by many peoples, users & many corporate all around the world. Knowing Excel shortcuts will help you to use **Excel software** more efficiently. In this article, we list the **222+ Keyboard shortcuts** of Excel software on the **Windows system**.

Download 220+ Excel Shortcuts PDF:

> 📄 Excel Shortcut PDF Download

File Options Excel Shortcuts:

Options	Windows	Mac
How to Create a new workbook	CTRL N	⌘ N
How to open a workbook	CTRL O	⌘ O
How to save a workbook	CTRL S	⌘ S
Save as Workbook	F12	⌘ ⇧ S
How to print a file in Excel	CTRL P	⌘ P
How to open a print preview window in Excel	CTRL F12	NOT AVAILABLE
How to Close the current workbook	CTRL F4	⌘ W
How to Close Excel	ALT F4	⌘ Q

Ribbon Options Excel Shortcuts:

Options	Windows	Mac
How to Expand or collapse the ribbon	CTRL F1	⌘ ⌥ R
How to Activate access keys	ALT	NOT AVAILABLE
How to Move to next ribbon control	TAB	TAB
How to Activate or open selected control	SPACE	SPACE
How to Confirm control change	ENTER	RETURN
How to Get help on the selected control	F1	NOT AVAILABLE

General Options Excel Shortcuts:

Options	Windows	Mac
How to open options in Excel	ALT F T	⌘ ,
How to undo the last action in Excel	CTRL Z	⌘ Z
How to redo the last action in Excel	CTRL Y	⌘ Y
How to copy selected cells in Excel	CTRL C	⌘ C
How to repeat the last action in Excel	F4	⌘ Y
How to cut selected cells in Excel	CTRL X	⌘ X
How to paste content from clipboard in Excel	CTRL V	⌘ V
How to display the paste special dialog box in Excel	CTRL ALT V	⌘ ^ V
How to display find and replace in Excel	CTRL F	⌘ F
How to display find and replace, replace selected in Excel	CTRL H	^ H
How to Find the previous match in Excel	CTRL SHIFT F4	⌘ ⇧ G

Options	Windows		Mac		
How to Find the next match in Excel	SHIFT	F4	⌘	G	
How to Create an embedded chart in Excel	ALT	F1	FN	⌥	F1
How to Create a chart in a new worksheet in Excel	F11		FN	F11	

Table & Filters Options Excel Shortcuts:

Options	Windows			Mac		
How to insert a table in Excel	CTRL	T		^	T	
How to toggle auto filter in Excel	CTRL	SHIFT	L	⌘	⇧	F
How to activate filter in Excel	ALT	↓		⌥	↓	
How to select a table row in Excel	SHIFT	SPACE		⇧	SPACE	
How to select the table column in Excel	CTRL	SPACE		^	SPACE	
How to select a table in Excel	CTRL	A		⌘	A	
How to clear the slicer filter in Excel	ALT	C		⌥	C	
How to toggle table total row in Excel	CTRL	SHIFT	T	⌘	⇧	T

Drag & Drop Options Excel Shortcut:

Options	Windows			Mac		
How to Drag and cut in Excel	DRAG			DRAG		
How to Drag and copy in Excel	CTRL	DRAG		⌥	DRAG	
How to Drag & Insert in Excel	SHIFT	DRAG		⇧	DRAG	
How to Drag and insert copy in Excel	CTRL	SHIFT	DRAG	⌥	⇧	DRAG

Options	Windows	Mac
How to Drag to a worksheet in Excel	CTRL DRAG	⌥ DRAG
How to Drag to duplicate worksheet in Excel	ALT DRAG	⌘ DRAG

Navigation Options Excel Shortcuts:

Options	Windows	Mac
How to Move one cell right in Excel	→	→
How to Move one cell left in Excel	←	←
How to Move one cell up in Excel	↑	↑
How to Move one cell down in Excel	↓	↓
How to Move one screen right in Excel	ALT PG.DN	FN ⌥ ↓
How to Move one screen left in Excel	ALT PG.UP	FN ⌥ ↑
How to Move one screen up in Excel	PG.UP	FN ↑
How to Move one screen down in Excel	PG.DN	FN ↓
How to Move to the right edge of the data region in Excel	CTRL →	^ →
How to Move to the left edge of the data region in Excel	CTRL ←	^ ←
How to Move to the top edge of the data region in Excel	CTRL ↑	^ ↑
How to Move to the bottom edge of the data region in Excel	CTRL ↓	^ ↓
How to Move to the beginning of a row in Excel	HOME	FN ←

Options	Windows	Mac
How to Move to the last cell in a worksheet in Excel	CTRL END	FN ^ →
How to Move to the first cell in a worksheet in Excel	CTRL HOME	FN ^ ←
How to Turn End mode on in Excel	END	FN →
How to Go back to hyperlink in Excel	CTRL G ENTER	^ G RETURN

Selection Options Excel Shortcut:

Options	Windows	Mac
How to Select an entire row in Excel	SHIFT SPACE	⇧ SPACE
How to Select an entire column in Excel	CTRL SPACE	^ SPACE
How to Select entire worksheet in Excel	CTRL A	⌘ A
How to Add adjacent cells to selection in Excel	SHIFT CLICK	⇧ CLICK
How to Add non-adjacent cells to selection in Excel	CTRL CLICK	⌘ CLICK
How to Same selection in next column in Excel	Nil	⌥ TAB
How to Same selection in the previous column in Excel	Nil	⌥ ⇧ TAB
How to Move right between non-adjacent selections in Excel	CTRL ALT →	^ ⌥ →
How to Move left between non-adjacent selections in Excel	CTRL ALT ←	^ ⌥ ←
How to Toggle add to selection mode in Excel	SHIFT F8	FN ⇧ F8
How to Cancel selection in Excel	ESC	ESC

Active Cell Options Excel Shortcuts:

Options	Windows	Mac
How to Select an active cell only in Excel	SHIFT BACKSPACE	⇧ DELETE
How to Show the active cell on a worksheet in Excel	CTRL BACKSPACE	⌘ DELETE
How to Move active cell clockwise in selection in Excel	CTRL .	^ .
How to Move active cell down in selection in Excel	ENTER	RETURN
How to Move active cell up in selection in Excel	SHIFT ENTER	⇧ RETURN
How to Move active cell right in a selection in Excel	TAB	TAB
How to Move active cell left in a selection in Excel	SHIFT TAB	⇧ TAB

Extend Selection Options Excel Shortcut:

Options	Windows	Mac
How to Extend selection by one cell right in Excel	SHIFT →	⇧ →
How to Extend selection by one cell left in Excel	SHIFT ←	⇧ ←
How to Extend selection by one cell up in Excel	SHIFT ↑	⇧ ↑
How to Extend selection by one cell down in Excel	SHIFT ↓	⇧ ↓
How to Extend the selection to the last cell right in Excel	CTRL SHIFT →	^ ⇧ →
How to Extend the selection to the last cell left in Excel	CTRL SHIFT ←	^ ⇧ ←
How to Extend the selection to the last cell up in Excel	CTRL SHIFT ↑	^ ⇧ ↑

Options	Windows	Mac
How to Extend the selection to the last cell down in Excel	CTRL SHIFT ↓	^ ⇧ ↓
How to Extend selection up one screen in Excel	SHIFT PG.UP	FN ⇧ ↑
How to Extend selection down one screen in Excel	SHIFT PG.DN	FN ⇧ ↓
How to Extend selection right one screen in Excel	ALT SHIFT PG.DN	FN ⇧ ⌥ ↓
How to Extend selection left one screen in Excel	ALT SHIFT PG.UP	FN ⇧ ⌥ ↑
How to Extend selection to start of the row in Excel	SHIFT HOME	FN ⇧ ←
How to Extend selection to the first cell in a worksheet in Excel	CTRL SHIFT HOME	FN ^ ⇧ ←
How to Extend selection to last cell in the worksheet in Excel	CTRL SHIFT END	FN ^ ⇧ →
How to Toggle extend selection mode in Excel	F8	FN F8

Select Special Options Excel Shortcuts:

Options	Windows	Mac
How to Display '**Go-To**' dialog box in Excel	CTRL G	^ G
How to Select cells with comments in Excel	CTRL SHIFT O	FN ^ ⇧ O
How to Select the current region around the active cell in Excel	CTRL SHIFT *	⇧ ^ SPACE
How to Select the current region in Excel	CTRL A	⌘ A
How to Select the current array in		

Options	Windows	Mac
Excel	CTRL /	^ /
How to Select row differences in Excel	CTRL \	^ \
How to Select column differences in Excel	CTRL SHIFT |	^ ⇧ |
How to Select direct precedents in Excel	CTRL [	^ [
How to Select all precedents in Excel	CTRL SHIFT {	^ ⇧ {
How to Select direct dependents in Excel	CTRL]	^]
How to Select all dependents in Excel	CTRL SHIFT }	^ ⇧ }
How to Select visible cells only in Excel	ALT ;	⌘ ⇧ Z

Cell Edit Mode Options Excel Shortcuts:

Options	Windows	Mac
How to Edit the active cell in Excel	F2	^ U
How to Insert or edit the comment in Excel	SHIFT F2	FN ⇧ F2
How to Cancel entry in Excel	ESC	ESC
How to Select one character right in Excel	SHIFT →	⇧ →
How to Select one character left in Excel	SHIFT ←	⇧ ←
How to Move one word right in Excel	CTRL →	^ →
How to Move one word left in Excel	CTRL ←	^ ←
How to Select one word right in		

Options	Windows	Mac
Excel	CTRL SHIFT →	^ ⇧ →
How to Select one word left in Excel	CTRL SHIFT ←	^ ⇧ ←
How to Select to the beginning of a cell in Excel	SHIFT HOME	FN ⇧ ←
How to Select to end of the cell in Excel	SHIFT END	FN ⇧ →
How to Delete to end of a line in Excel	CTRL DELETE	^ DELETE
How to Delete the character to the left of the cursor in Excel	BACKSPACE	DELETE
How to Delete the character to the right of the cursor in Excel	DELETE	FN DELETE
How to Start a new line in the same cell in Excel	ALT ENTER	^ ⌥ RETURN

Entering data Options Excel Shortcuts:

Options	Windows	Mac
How to Enter and move down in Excel	ENTER	RETURN
How to Enter and move right in Excel	TAB	TAB
How to Enter and move left in Excel	SHIFT TAB	⇧ TAB
How to Complete entry and stay in the same cell in Excel	CTRL ENTER	^ RETURN
How to Enter the same data in multiple cells in Excel	CTRL ENTER	^ RETURN
How to Insert a current date in Excel	CTRL ;	^ ;
How to Insert current time in Excel	CTRL SHIFT :	⌘ :
How to Fill down from cell above in Excel	CTRL D	^ D

Options	Windows	Mac
How to Fill right from cell left in Excel	CTRL R	^ R
How to Copy a formula from the cell above in Excel	CTRL '	^ '
How to Copy value from the cell above in Excel	CTRL SHIFT "	^ ⇧ "
How to Add hyperlink in Excel	CTRL K	⌘ K
How to Display AutoComplete list in Excel	ALT ↓	⌥ ↓
How to Flash fill in Excel	CTRL E	NOT AVAILABLE

Formatting Options Excel Shortcuts:

Options	Windows	Mac
How to Format anything in Excel	CTRL 1	⌘ 1
How to Display Format Cells with Font tab selected in Excel	CTRL SHIFT F	^ ⇧ F
How to Apply or remove bold formatting in Excel	CTRL B	⌘ B
How to Apply or remove italic formatting in Excel	CTRL I	⌘ I
How to Apply or remove underscoring in Excel	CTRL U	⌘ U
How to Apply or remove strikethrough formatting in Excel	CTRL 5	⌘ ⇧ X
How to Add or remove the shadow font style in Excel	Nil	⌘ ⇧ W
How to Add or remove the outline font style in Excel	Nil	⌘ ⇧ D
How to Align center in Excel	ALT H A C	⌘ E
How to Align left in Excel	ALT H A L	⌘ L

Options	Windows	Mac
How to Align right in Excel	ALT H A R	⌘ R
How to Indent in Excel	ALT H 6	^ ⌥ TAB
How to Remove indent in Excel	ALT H 5	^ ⌥ ⇧ TAB
How to Increase font size one step in Excel	ALT H FG	⌘ ⇧ >
How to Decrease font size one step in Excel	ALT H FK	⌘ ⇧ <

Number Formatting Options Excel Shortcuts:

	Windows	Mac
How to Apply general format in Excel	CTRL SHIFT ~	^ ⇧ ~
How to Apply currency format in Excel	CTRL SHIFT $	^ ⇧ $
How to Apply percentage format in Excel	CTRL SHIFT %	^ ⇧ %
How to Apply scientific format in Excel	CTRL SHIFT ^	^ ⇧ ^
How to Apply date format in Excel	CTRL SHIFT #	^ ⇧ #
How to Apply time format in Excel	CTRL SHIFT @	^ ⇧ @
How to Apply number format in Excel	CTRL SHIFT !	^ ⇧ !
How to Show the active cell on a worksheet in Excel	CTRL BACKSPACE	⌘ DELETE
How to Move active cell clockwise in selection in Excel	CTRL .	^ .
How to Move active cell down in selection in Excel	ENTER	RETURN
How to Move active cell up in selection in Excel	SHIFT ENTER	⇧ RETURN
How to Move active cell right in a selection in Excel	TAB	TAB

Options	Windows			Mac		
How to Move active cell left in a selection in Excel	SHIFT	TAB		⇧	TAB	

Border Options Excel Shortcuts:

Options	Windows			Mac		
How to Add border outline in Excel	CTRL	SHIFT	&	⌘	⌥	0
How to Add or remove border right in Excel	ALT	R		⌘	⌥	→
How to Add or remove border-left in Excel	ALT	L		⌘	⌥	←
How to Add or remove border-top in Excel	ALT	T		⌘	⌥	↑
How to Add or remove border-bottom in Excel	ALT	B		⌘	⌥	↓
How to Add or remove border upward diagonal in Excel	ALT	D		NOT AVAILABLE		
How to Add or remove border horizontal interior in Excel	ALT	H		NOT AVAILABLE		
How to Add or remove border vertical interior in Excel	ALT	V		NOT AVAILABLE		
How to Remove borders in Excel	CTRL	SHIFT	_	⌘	⌥	_

Formula Options Excel Shortcuts:

Options	Windows			Mac		
How to Toggle absolute and relative references in Excel	F4			⌘	T	
How to Open the Insert Function Dialog Box in Excel	SHIFT	F3		FN	⇧	F3
How to Autosum selected cells in Excel	ALT	=		⌘	⇧	T
How to Toggle formulas						

Options	Windows	Mac
on and off in Excel	CTRL `	^ `
How to Insert function arguments in Excel	CTRL SHIFT A	^ ⇧ A
How to Enter array formula in Excel	CTRL SHIFT ENTER	^ ⇧ RETURN
How to Calculate worksheets in Excel	F9	FN F9
How to Calculate active worksheet in Excel	SHIFT F9	FN ⇧ F9
How to Force calculate all worksheets in Excel	CTRL ALT F9	NOT AVAILABLE
How to Evaluate part of a formula in Excel	F9	FN F9
How to Expand or collapse the formula bar in Excel	CTRL SHIFT U	^ ⇧ U
How to Display function arguments dialog box in Excel	CTRL A	^ A
How to Define a name in Excel	CTRL F3	FN ^ F3
How to Define name using row and column labels in Excel	CTRL SHIFT F3	FN ^ ⇧ F3
How to Paste name into a formula in Excel	F3	NOT AVAILABLE
How to Accept function with autocomplete in Excel	TAB	↓ TAB

Grid Options Excel Shortcuts:

Options	Windows			Mac		
How to Display Insert Dialog box in Excel	CTRL	SHIFT	+	⌘	⇧	+
How to Insert rows in Excel	CTRL	SHIFT	+	⌘	⇧	+
How to Insert columns in Excel	CTRL	SHIFT	+	⌘	⇧	+
How to Display Delete dialog box in Excel	CTRL	–		⌘	–	
How to Delete rows in Excel	CTRL	–		⌘	–	
How to Delete columns in Excel	CTRL	–		⌘	–	
How to Delete cells in Excel	CTRL	–		⌘	–	
How to Delete the contents of selected cells in Excel	DELETE			FN	DELETE	
How to Hide columns in Excel	CTRL	0		^	0	
How to Hide rows in Excel	CTRL	9		^	9	
How to Unhide rows in Excel	CTRL	SHIFT	9	^	⇧	9
How to Unhide Columns in Excel	CTRL	SHIFT	0	^	⇧	0
How to Group rows or columns in Excel	ALT	SHIFT	→	⌘	⇧	K
How to Ungroup rows or columns in Excel	ALT	SHIFT	←	⌘	⇧	J
How to Open Group Dialog Box in Excel	ALT	SHIFT	→	⌘	⇧	K
How to Open Ungroup Dialog Box in Excel	ALT	SHIFT	←	⌘	⇧	J
How to Hide or Show outline symbols in Excel	CTRL	8		^	8	
How to Zoom in in Excel	CTRL	ALT	+	⌥	⌘	+
How to Zoom out in Excel	CTRL	ALT	–	⌥	⌘	–

Pivot Tables Options Excel Shortcuts:

Options	Windows	Mac
How to Select the entire pivot table in Excel	CTRL A	⌘ A
How to Toggle pivot table field checkbox in Excel	SPACE	SPACE
How to Group pivot table items in Excel	ALT SHIFT →	⌘ ⇧ K
How to Ungroup pivot table items in Excel	ALT SHIFT ←	⌘ ⇧ J
How to Hide pivot table item in Excel	CTRL –	CTRL –
How to Create a pivot chart on the same worksheet in Excel	ALT F1	NOT AVAILABLE
How to Create a pivot chart on a new worksheet in Excel	F11	FN F11
How to Create a pivot chart on a new worksheet in Excel	ALT D P	⌘ ⌥ P

Workbook Options Excel Shortcuts:

Options	Windows	Mac
How to Insert new worksheet in Excel	SHIFT F11	FN ⇧ F11
How to Go to next worksheet in Excel	CTRL PG.DN	FN ^ ↓
How to Go to the previous worksheet in Excel	CTRL PG.UP	FN ^ ↑
How to Move to next pane in Excel	SHIFT F6	FN ⇧ F6
How to Go to next workbook in Excel	CTRL TAB	^ TAB
How to Go to the previous workbook in Excel	CTRL SHIFT TAB	^ ⇧ TAB
How to Minimize the current workbook window in Excel	CTRL F9	⌘ M
How to Maximize the current workbook window in Excel	CTRL F10	FN ^ F10

	Windows			Mac		
How to Select adjacent worksheets in Excel	SHIFT	CLICK		⇧	CLICK	
How to Select non-adjacent worksheets in Excel	CTRL	CLICK		⌘	CLICK	
How to Toggle scroll lock in Excel	SCRLK			FN	⇧	F14
How to Toggle full screen in Excel	CTRL	SHIFT	F1	^	⌘	F

Dialog Boxes Options Excel Shortcuts:

Options	Windows	Mac
How to Move to the next control in Excel	TAB	TAB
How to Move to the previous control in Excel	SHIFT TAB	⇧ TAB
How to Move to the next tab in Excel	CTRL TAB	⇧ TAB
How to Move to the previous tab in Excel	CTRL SHIFT TAB	^ ⇧ TAB
How to Accept and apply in Excel	ENTER	RETRN
How to Check and uncheck the box in Excel	SPACE	SPACE
How to Cancel and close the dialog box in Excel	ESC	ESC

Other Options Excel Shortcuts:

Options	Windows	Mac
How to Open Spelling dialog box in Excel	F7	FN F7
How to Open Thesaurus dialog box in Excel	SHIFT F7	FN ⇧ F7
How to Open Macro dialog box in Excel	ALT F8	FN ⌥ F8
How to Open VBA Editor in Excel	ALT F11	FN ⌥ F11

Options	Windows	Mac
How to Duplicate object in Excel	**CTRL** **D**	⌘ D
How to Snap to the grid in Excel	**ALT**	⌘
How to Hide or show objects in Excel	**CTRL** **6**	^ 6
How to Display Modify Cell Style dialog box in Excel	**ALT** **'**	⌘ ⇧ L
How to Display the right-click menu in Excel	**SHIFT** **F10**	FN ⇧ F10
How to Delete a comment in Excel	**SHIFT** **F10** **D**	FN SHIFT F10
How to Display control menu in Excel	**ALT** **SPACE**	?
How to Move to the previous tab in Excel	**CTRL** **SHIFT** **TAB**	^ ⇧ TAB
How to Accept and apply in Excel	**ENTER**	RETURN
How to Check and uncheck the box in Excel	**SPACE**	SPACE
How to Cancel and close the dialog box in Excel	**ESC**	ESC

Leave a Comment

Name *

Email *

Website

☐ Save my name, email, and website in this browser for the next time I comment.

Post Comment

Email *

Website