



Excel 2016 for Mac

DEFAULT OS X KEYMAP

Insert / Delete

Insert Cell/Row/Column	⌘ ↑ +
Delete Cell/Row/Column	⌘ -
Insert new Row	↑ Space => ⌘ ↑ +
Set percent display	⌘ ↑ %

Edit Cell

Modify Cell	^ U
Insert new line in a cell	⌘ Return
Special paste	^ ⌘ V
Show context menu	↑ F10
Open Format Cell window	^ 1
Show auto complete list	^ ⌘ ↓
Change font size	⌘ ↑ > / <
Add ruled line	⌘ ⌘ ↑/→/↓/←
Remove all ruled line	⌘ ⌘ -
Hide row	^ 9
Hide column	^ 10
Select column	^ Space
Select row	↑ Space

Edit Sheet

Move next/previous sheet	⌘ →/←
Insert new sheet	↑ F11

Utility

Maximize / Minimize Ribbon	⌘ ⌘ R
Maximize window	^ F10
Open sort dialog	⌘ ↑ R
Open Replace window	⌘ ↑ H
Add / Remove filter	⌘ ↑ F
Define name	^ L
Create table	⌘ T
Merge Cells	???????