Excel 2016 Shortcuts

Find shortcuts for previous Excel versions at
at www.wallstreetprep.com/excel-shortcuts

Edit

	Windows	Mac
Copy	Ctrl + C	Ctrl + C
Paste	Ctrl + V	Ctrl + V
Undo	Ctrl + Z	Ctrl + Z
Redo	Ctrl + Y	Ctrl + Y

File

	Windows	Mac
Open	Ctrl + O	Ctrl + O
New	Ctrl + N	Ctrl + N
Print	Ctrl + P	Ctrl + P
Save	Ctrl + S	Ctrl + S
Save as	F12	⌘ + ⇧ + S
Go to next workbook	Ctrl + Tab	Ctrl + ~
Close file	Ctrl + F4	Ctrl + W

Formatting

	Windows	Mac
Open Format Cells dialog box	Ctrl + 1	⌘ + 1
Bold	Ctrl + B	Ctrl + B
Italic	Ctrl + I	Ctrl + I
Underline	Ctrl + U	⌘ + U
Number format	Ctrl + ⇧ + !	Ctrl + ⇧ + !
Percent format	Ctrl + ⇧ + %	Ctrl + ⇧ + %
Date format	Ctrl + ⇧ + #	Ctrl + ⇧ + #
Increase font size	Alt H FG	⌘ + ⇧ + >
Decrease font size	Alt H FK	⌘ + ⇧ + <
Insert/edit comment	⇧ + F2	⇧ + F2
Increase decimal	Alt H 0	
Decrease decimal	Alt H 9	
Increase indent	Alt H 6	Ctrl + M
Decrease indent	Alt H 5	⌘ + ⇧ + M
Clear cell data	Delete	Delete
Clear cell formats	Alt H E F	Ctrl + Opt + V V
Clear cell comments	Alt H E M	Ctrl + Opt + V F
Clear all	Alt H E A	Ctrl + Opt + V C

Borders

	Windows	Mac
Outline border	Ctrl + ⇧ + &	Ctrl + ⇧ + &
Remove border	Ctrl + ⇧ + -	Ctrl + ⇧ + -
Left border	Alt H B L	⌘ + Opt + ←
Right border	Alt H B R	⌘ + Opt + →
Top border	Alt H B T	⌘ + Opt + ↑
Bottom border	Alt H B O	⌘ + Opt + ↓

Paste Special

	Windows	Mac
Paste special formats	Ctrl + Alt + V T	Ctrl + ⌘ + V T
Paste special values	Ctrl + Alt + V V	Ctrl + ⌘ + V V
Paste special formulas	Ctrl + Alt + V F	Ctrl + ⌘ + V F
Paste special comments	Ctrl + Alt + V C	Ctrl + ⌘ + V C

Ribbon

	Windows	Mac
Show ribbon accelerator keys	Alt	
Show/hide ribbon	Ctrl + F1	⌘ + Opt + R

Getting around a worksheet

	Windows	Mac
Move from cell to cell	Arrows	Arrows
Go to end of contiguous range	Ctrl + Arrows	⌘ + Arrows
Move one screen up	PgUp	Fn + ↑
Move one screen down	PgDn	Fn + ↓
Move one screen left	Alt + PgUp	Fn + Opt + ↑
Move one screen right	Alt + PgDn	Fn + Opt + ↓
Go to cell A1	Ctrl + Home	Fn + Ctrl + ←
Go to beginning of row	Home	Fn + ←
Go to last cell in worksheet	Ctrl + End	Fn + Ctrl + →
Open the Go To dialog box	F5	F5

Selecting data in a worksheet

	Windows	Mac
Select a cell range	⇧ + Arrows	⇧ + Arrows
Highlight a contiguous range	Ctrl + ⇧ + Arrows	Ctrl + ⇧ + Arrows
Extend selection up a screen	PgUp	Fn + ⇧ + ↑
Extend selection down a screen	PgDn	Fn + ⇧ + ↓
Extend selection left a screen	Alt + ⇧ + PgUp	Fn + ⇧ + ⌘ + ↑
Extend selection right a screen	Alt + ⇧ + PgDn	Fn + ⇧ + ⌘ + ↓
Select all	Ctrl + A	⌘ + A

Data editing

	Windows	Mac
Fill down from cell above	Ctrl + D	Ctrl + D
Fill right from cell left	Ctrl + R	Ctrl + R
Find and replace	Ctrl + F	Ctrl + F
Show all constants	F5 Alt + S O	
Highlight cells with comments	F5 Alt S C	

Data editing when inside cell

	Windows	Mac
Edit the active cell (Edit mode)	F2	F2
While editing cell, allow use of arrow keys to create reference	F2	F2
Confirm change and leave cell	Enter	Return
Cancel cell entry and leave cell	Esc	Esc
Insert line break within cell	Alt + Enter	Opt + Enter
Highlight within a cell	⇧ + ← or →	⇧ + ← or →
Highlight contiguous items	Ctrl + ⇧ + ← or →	Ctrl + ⇧ + ← or →
Jump to beginning of cell	Home	Fn + ←
Jump to end of cell	End	Fn + →
Delete character to left	Backspace	Delete
Delete character to right	Delete	Fn + Delete
Accept AutoComplete suggestion	Tab	Tab
Reference a cell from another worksheet	Ctrl + PgUp Arrows / Ctrl + PgDn Arrows	Ctrl + Fn + ↑ Arrows / Ctrl + Fn + ↓ Arrows

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Calculations

	⊞ Windows	🍎 Mac
Start a formula	`=`	`=`
Insert autosum formula	`Alt` + `=`	`Ctrl` + `⇧` + `T`
Recalculate all worksheets	`F9`	`F9`
Anchor cells (A1), toggle anchors (edit mode)	`F4`	`F4`
Insert a function	`⇧` + `F3`	`⇧` + `F3`
Enter array formula (edit mode)	`⇧` + `Ctrl` + `Enter`	`⇧` + `Ctrl` + `Enter`

Auditing formulas

Inspect cell values (edit mode)	`F9`	`F9`
Switch to formula view	`Ctrl` + `~`	`Ctrl` + `~`
Select direct precedents	`Ctrl` + `[`	`Ctrl` + `[`
Select direct dependents	`Ctrl` + `]`	`Ctrl` + `]`
Trace immediate precedents	`Alt` `M` `P`	
Trace immediate depedents	`Alt` `M` `D`	
Remove tracing arrows	`Alt` `M` `A` `A`	
Go to last cell	`F5` + `Enter`	`F5` + `Enter`

Excel Utilities

Recalculate all worksheets	`F9`	`F9`
Open Excel Options dialog box	`Alt` `F` `O`	`Ctrl` + `,`
Accessing data validation	`Alt` `A` `V` `V`	
Get inside a drop-down list	`Alt` `↑` or `↓`	`Opt` + `↑` or `↓`
Insert data table	`Alt` `A` `W` `T`	
Sort a data range	`Alt` `A` `S` `S`	`⇧` + `Ctrl` + `R`
Autofilter selection	`Alt` `A` `T`	
Insert a pivot table	`Alt` `N` `V`	
Insert a chart	`Alt` `N` `R`	
Zoom	`Alt` `W` `Q`	`Ctrl` + `Mouse scroll`
Name a cell or cell range	`Ctrl` + `F3`	`Ctrl` + `L`

Rows and Columns

	⊞ Windows	🍎 Mac
Select column	`Ctrl` + `Space`	`Ctrl` + `Space`
Select row	`⇧` + `Space`	`⇧` + `Space`
Delete row(s)/column(s)	`Ctrl` + `-`	`Ctrl` + `-`
Add row(s)/column(s)	`Ctrl` + `⇧` + `+`	`Ctrl` + `⇧` + `+`
Set column width	`Alt` `H` `O` `W`	
Autofit column width	`Alt` `H` `O` `I`	
Fit to specific row height	`Alt` `H` `O` `H`	
Group rows/columns	`Alt` + `⇧` + `→`	`Opt` + `⇧` + `→`
Ungroup rows/columns	`Alt` + `⇧` + `←`	`Opt` + `⇧` + `←`

Navigating across worksheets and panes

Jump to next worksheet	`Ctrl` + `PgDn`	`Fn` + `Ctrl` + `↓`
Jump to previous worksheet	`Ctrl` + `PgUp`	`Fn` + `Ctrl` + `↑`
Change worksheet name	`Alt` `H` `O` `R`	
Rearrange tab order	`Alt` `H` `O` `M`	
Freeze pane	`Alt` `W` `F` `F`	
Split screen	`Alt` `W` `S`	
Toggle from tab, ribbon, task pane, status bar	`F6`	
Close help (and other panes)	`Ctrl` + `Space` + `C`	

Moving inside Excel forms (format dialog, page setup, etc.)

Move to next control	`Tab`	`Tab`
Move from tab to tab	`Ctrl` + `Tab`	`Ctrl` + `Tab`
Move to previous control	`⇧` + `Tab`	`⇧` + `Tab`
Move within a list	`Arrows`	`Arrows`
Activate control	`Alt` + `Underlined Ltr`	
Toggle checkboxes	`Spacebar`	`Spacebar`
Close a dialog	`Esc`	`Esc`
Apply change	`Enter`	`Enter`

Optimal Excel settings (PC and Mac)

1. Calculation options

Open Excel settings/preferences (Alt T O on Windows, Ctrl + , on Mac). Under "Calculation options," (under the "Formulas" tab in Windows), chose "Automatic except for data tables" and click on "Enable iterative calculation."

2. Disable Autocomplete

Open Excel settings/preferences. Click off "Enable Auto-Complete for cell values. In Windows, this can be found under Options > Advanced > Editing Options.

3. Disable Error Checking

Open Excel settings/preferences. Click off "background error checking." (Found under the "Formulas" tab in Windows.)

Disabling conflicting Mac OS shortcuts

Enable Ctrl + Arrows by disabling Mission Control settings

1. Go to System Preferences > Keyboard.
2. Go to "Keyboard shortcuts" tab.
3. Click "Mission Control" in the left window.
4. Expand the "Mission Control" tab in the right window and click off "Move left a space" and "Move right a space"

Enable Ctrl+Spacebar for highlighting columns by disabling Spotlight Search

1. System Preferences > Keyboard.
2. Go to "Keyboard shortcuts"s" tab.
3. Click "Spotlight" in the left window.
4. Disable "Show Spotlight Search."

A Note on Mac function keys

By default, Mac function keys control system settings and Mission Control. To use function keys for shortcuts, you'll need to hold down the "fn" key before you press F2, F3, etc. You can change this in **System Preferences > Keyboard** by checking "Use all F1, F2, etc. keys as standard function keys." You can now use the function keys without pressing "fn."