Excel for Mac Reference Sheet

General Excel navigation

Activate menu bar (ALT in PC)

Page Up / Page Down

CTRL FN + UP / DOWN

Moving to left/right tabs

CTRL + PAGEUP/DOWN

Excel Options \$+, Edit cells (F2 in PC) CTRL+U

Formatting shortcuts

Insert / delete a comment SHIFT + F2 / SHIFT + F2 + DELETE

Copy $\Re + C$ Paste $\Re + V$

Paste Special formats $CTRL + \Re + V, \Re + T$ (Excel 2011 only) Paste Special formulas $CTRL + \Re + V, \Re + F$ (Excel 2011 only)

 $\begin{array}{ll} \text{Cut} & \text{$\Re + X$} \\ \text{Repeat} & \text{$\Re + Y$} \\ \text{Undo} & \text{$\Re + Z$} \\ \end{array}$

Workbook navigation shortcuts

Toggle Excel workbooksCTRL + TABNew workbook $\Re + N$ Print $\Re + P$ Open workbook $\Re + O$ Save workbook $\Re + S$ Close window $\Re + W$

Other useful shortcuts

Recalculate all workbooks SHIFT F9

Display a drop-down list ALT + up/down arrow keys

Display "Insert Function" box SHIFT F3
Display "Name" box CTRL+L

Cell navigation shortcuts

Go to end of contiguous range CTRL + Arrow keys (see WSP Mac Setup)

Select a cell range SHIFT + Arrow keys
Highlight contiguous range SHIFT + CTRL + Arrow keys

Using Toolbars

 $\label{eq:make} \begin{tabular}{ll} Make a toolbar active & ALT + F10 \\ Moving to left / right in toolbar & TAB / SHIFT + TAB \end{tabular}$

Select the next / previous toolbar CTRL + TAB / CTRL + SHIFT + TAB

Perform the desired action RETURN

Row / column shortcuts

Select column CTRL + Space (see WSP Mac Setup)

Select row Shift + Space
Delete row(s) / column(s) CTRL + 'minus sign'

 $\begin{array}{ll} {\rm Add\ row(s)\ /\ column(s)} & {\rm CTRL+i} \\ {\rm Group\ /\ ungroup\ rows\ \&\ columns} & {\rm \#+Shift+K/J} \\ \end{array}$

Data editing shortcuts

 Select All
 \$\$\mathre{\pi}\$ + A

 Fill Down
 CTRL+D

 Fill right
 CTRL+R

 Find
 CTRL+F

 Replace
 CTRL+H

 Start a formula
 = (equal sign)

 Insert AutoSum formula
 \$\$\mathre{\pi}\$ + SHIFT + T

Data editing shortcuts when inside cell

Start new line in same cell CTRL+ALT+RETURN
Highlight within cells SHIFT + Arrow keys
Highlight contiguous items SHIFT + CTRL + Arrow keys

Delete preceding character
Delete character to the right
Anchor "Fix" Cells
Cancel a cell entry

DELETE
FN + DELETE
+ T
Cancel a cell entry

ESC

Auditing shortcuts

Go to precedent cells CTRL + [
Go to dependent cells CTRL +]
Go back to original cell F5, ENTER
"Go to" F5

General Windows Shortcuts (Mac)

Universal applications shortcuts

Switching between applications #+TAB
Show the desktop / restore view SHIFT F11

Office forms (dialog boxes) navigation

To go from tab to tab CTRL+TAB

Move in a list Up and down arrow keys

To move to the next form field clockwise

To move counter clockwise

Shift tab

Select 'OK'

Enter

Select 'Cancel'

Esc

