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80 Excel Shortcuts Cheat Sheet

PC **Mac**

GENERAL EXCEL

Action	PC	Mac
Open a spreadsheet	Ctrl + O	⌘ + O
Create new spreadsheet	Ctrl + N	⌘ + N
Save a spreadsheet	Ctrl + S	⌘ + S
Save "as"	F12	⌘ + shift + S
Print a file	Ctrl + P	⌘ + P
Close a workbook	Ctrl + W	⌘ + W
Open print preview	Ctrl + F2	control + P
Open VBA Editor	Alt + F11	alt option + F11

GENERAL CELL CONTROL

Action	PC	Mac
Undo previous action	Ctrl + Z	⌘ + Z
Redo previous action	Ctrl + Y	⌘ + Y
Copy selected cells	Ctrl + C	⌘ + C
Paste clipboard content	Ctrl + V	⌘ + V
Cut cell	Ctrl + X	⌘ + X
Display "paste special" dialog	Ctrl + Alt + V	control + ⌘ + V
Display find and replace dialog	Ctrl + F	⌘ + F
Select entire row	Shift + Space	shift + space
Select entire column	Ctrl + Space	control + space
Toggle the autofilter	Ctrl + Shift + L	⌘ + shift + F

ADDING DATA TO CELLS

Action	PC	Mac
Insert or edit a comment	Shift + F2	shift + F2
Insert new line within cell	Alt + Enter	control + alt option + return
Edit the contents of the active cell	F2	control + U

NAVIGATING AND SELECTING CELLS

Action	PC	Mac
Move to the right edge of data range	Ctrl + →	control + →
Move to the left edge of data range	Ctrl + ←	control + ←
Move to the top edge of data range	Ctrl + ↑	control + ↑
Move to the bottom edge of data range	Ctrl + ↓	control + ↓
Navigate to the beginning of row	Home	home
Move to end cell	Ctrl + End	control + end
Show active cell	Ctrl + Back space	⌘ + delete

ROW AND COLUMN SELECTION

Action	PC	Mac
Select entire spreadsheet	Ctrl + A	⌘ + A
Add nearby cells to selection	Shift + Click	shift + Click
Add any cell to selection	Ctrl + Click	⌘ + Click
Select entire row	Shift + Space	shift + space
Select entire column	Ctrl + Space	control + space
Cancel selection	Esc	esc

GROUP SELECTION

Action	PC	Mac
Extend selection to the right	Shift + →	shift + →
Extend selection to the left	Shift + ←	shift + ←
Extend selection down	Shift + ↓	shift + ↓
Extend selection up	Shift + ↑	shift + ↑
Extend selection to the last right cell	Ctrl + Shift + →	control + shift + →
Extend selection to the last left cell	Ctrl + Shift + ←	control + shift + ←
Extend selection to the last bottom cell	Ctrl + Shift + ↓	control + shift + ↓
Extend selection to the last upper cell	Ctrl + Shift + ↑	control + shift + ↑

RIBBON CONTROL

Action	Windows			Mac					
Expand / collapse ribbon	Ctrl	+	F1	⌘	+	shift	+	R	

OPERATING WITHIN A CELL

Action	Windows			Mac			
Enter the same data in multiple cells	Ctrl	+	Enter	control	+	return	
Insert current date into a cell	Ctrl	+	;	control	+	;	
Insert current time into a cell	Ctrl	+	Shift	+	:	control + shift + :	
Open the 'Insert Hyperlink' dialog box	Ctrl	+	K	control	+	K	

DIALOG BOXES

Action	Windows			Mac		
Open macro dialog box	Alt	+	F8	alt option	+	F8

FORMATTING TEXT AND NUMBERS

Action	Windows						Mac		
Open the 'Format Cells' dialog box	Ctrl	+	1				⌘	+	1
Toggle bold	Ctrl	+	B				⌘	+	B
Toggle italics	Ctrl	+	I				⌘	+	I
Toggle underscore	Ctrl	+	U				⌘	+	U
Toggle strikethrough	Ctrl	+	5				⌘ + shift + X		
Align content to center	Alt	H	A	C			⌘	+	E
Align content to left	Alt	H	A	L			⌘	+	L
Align content to right	Alt	H	A	R			⌘	+	R
Format value as currency	Ctrl	+	Shift	+	$		control + shift + $		
Format value as percentage	Ctrl	+	Shift	+	%		control + shift + %		
Format value as date	Ctrl	+	Shift	+	#		control + shift + #		
Format value as time	Ctrl	+	Shift	+	@		control + shift + @		
Format value as a number	Ctrl	+	Shift	+	!		control + shift + !		
Format value as general	Ctrl	+	Shift	+	~		control + shift + ~		

FORMULAS AND FUNCTIONS

Action	Windows			Mac					
Autosum all selected cells	Alt	+	=	⌘	+	shift	+	T	
Add function arguments	Ctrl	+	Shift	+	A	control + shift + A			
Toggle formula bar	Ctrl	+	Shift	+	U	control + shift + U			
Open name manager	Ctrl	+	F3	⌘	+	F3			
Toggle cell formulas	Ctrl	+	'	control	+	'			

VIEW

Action	Windows			Mac		
Insert rows	Ctrl	+	+	control	+	I
Insert columns	Ctrl	+	+	control	+	-
Delete rows	Ctrl	+	-	control	+	-
Delete columns	Ctrl	+	-	control	+	-
Group rows or columns	Alt	+	Shift	+	→	⌘ + shift + K
Ungroup rows or columns	Alt	+	Shift	+	←	⌘ + shift + J

WORKSHEETS AND WORKBOOKS

Action	Windows			Mac		
Insert new worksheet	Shift	+	F11	shift	+	F11
Go to next worksheet	Ctrl	+	PgDn	control	+	PgDn
Go to previous worksheet	Ctrl	+	PgUp	control	+	PgUp
Navigate forward between workbooks	Ctrl	+	Tab	control	+	tab
Navigate back between workbooks	Ctrl	+	Shift	+	Tab	control + shift + tab

PIVOT TABLES

Action	Windows			Mac
Add pivot chart to current spreadsheet	Alt	+	F1	N/A
Add pivot chart to new spreadsheet	F11			F11

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