



Most Useful Excel Keyboard Shortcuts

Description	Windows	Mac OS
Copy	Ctrl + C	Command + C or Ctrl + C
Paste	Ctrl + V	Command + V or Ctrl + V
Cut	Ctrl + S	Command + X or Ctrl + X
Undo	Ctrl + Z	Command + Z or Ctrl + Z
Redo	Ctrl + Y	Command + Y or Ctrl + Y or Command + Shift + Z
Remove Cell Contents	Delete	Delete
Bold	Ctrl + B	Command + B or Ctrl + B
Italic	Ctrl + I	Command + I or Ctrl + I
Underline	Ctrl + U	Command + U or Ctrl + U
Fill cells down	Ctrl + D	Command + D or Ctrl + D
Fill cells right	Ctrl + R	Command + R or Ctrl + R

Insert cells	Ctrl + Shift + Plus sign (+)	Ctrl + Shift + Equal sign (=)
Delete cells	Ctrl + Hyphen (-)	Command + Hyphen (-) or Ctrl + Hyphen (-)
Save	Ctrl + S	Command + S or Ctrl + S
Save As	F12	Command + Shift + S or F12
Print	Ctrl + P	Command + P or Ctrl + P
Close Window	Ctrl + W or Ctrl + F4	Command + W or Ctrl + W
Quit Excel	Alt + F4	Command + Q



Move and Scroll using Keyboard Shortcuts

Description	Windows	Mac OS
Navigation between cells	Arrow keys	Arrow keys
Navigation between unlocked cells on a protected sheet	Tab key	Tab key
Horizontal Scrolling	Shift + scroll the mouse wheel up for left and down for right	Shift + scroll the mouse wheel up for left and down for right
Access Go To	Alt + G	Ctrl + G
Access Find	Alt + F	Ctrl + F or Shift + F5
Access search while in a cell	Ctrl + F	Command + F
Move to the edge of the selected data region	Ctrl + Arrow key	Command + Arrow key

Move to the start of a row	Alt + H	Home or Fn + Left arrow key
Move to the start of the sheet	Ctrl + Home	Ctrl + Home or Ctrl + Fn + Left arrow key
Move to last used cell on the sheet	Ctrl + End	Ctrl + End or Ctrl + Fn + Right arrow key
Navigate one screen down	Page down	Page down or Fn + Down arrow key
Navigate one screen up	Page up	Page up or Fn + Up arrow key
Navigate one screen to the right	Alt + Page down	Alt + Page down or Fn + Alt + Down arrow key
Navigate one screen to the left	Alt + Page up	Alt + Page up or Fn + Alt + Up arrow key
Navigate the next sheet	Ctrl + Page down	Ctrl + Page up or Alt + Right arrow key
Navigate the previous sheet	Ctrl + Page up	Ctrl + Page down or Alt + Left arrow key
Scroll to active cell	Shift + Tab	Ctrl + Delete

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