

# Excel Keyboard Shortcuts Cheat Sheet

## Data Analytics Mentorship Program

### Navigation

Functionality	Windows Shortcut	Mackbook Shortcut
Help	F1	Fn + F1
GoTo dialog	F5	Fn + F5
Next pane (if split)	F6	Fn + F6
Previous pane (if split)	Shift + F6	Shift + Fn + F6
GoTo dialog	Ctrl + G	Command + G
New workbook	Ctrl + N	Command + N
Open dialog	Ctrl + O	Command + O
Print dialog	Ctrl + P	Command + P
Close workbook	Ctrl + W	Command + W
Next workbook	Ctrl + Tab	Command + Tab
Previous workbook	Ctrl + Shift + Tab	Control + Shift + Tab
First Cell	Ctrl + Home	Command + Home
Last Cell	Ctrl + End	Command + End
Next worksheet	Ctrl + Page Down	Control + Page Down
Previous worksheet	Ctrl + Page Up	Control + Page Up

### Editing

Functionality	Windows Shortcut	Mackbook Shortcut
Edit active cell	F2	Fn + F2
Repeat Last action	F4	Fn + F4
Toggle Add Mode	Shift + F8	Shift + Fn + F8
Edit comment	Shift + F2	Shift + Fn + F2
Copy cell above	Ctrl + Shift + 2	Command+ Shift + 2
Fill down	Ctrl + D	Command + D
Fill right	Ctrl + R	Command + R
Undo	Ctrl + Z	Command + Z
Redo	Ctrl + Y	Command + Y
Cut	Ctrl + X	Command + X
Copy	Ctrl + C	Command + C
Paste	Ctrl + V	Command + V
Delete	Delete	Delete
Delete row	Ctrl + -	Command + -
Delete Column	Ctrl + -	Command + -

### Formatting

Functionality	Windows Shortcut	Mackbook Shortcut
Format Cells	Ctrl + 1	Command + 1
Bold toggle	Ctrl + 2	Command + 2
Italics toggle	Ctrl + 3	Command + 3
Underline toggle	Ctrl + 4	Command + 4
Strikethrough toggle	Ctrl + 5	Command + 5
Increase Font Size	Ctrl + shift + >	Command+ shift + >
Decrease Font Size	Ctrl + shift + <	Command+ shift + <
Font color dialog	Ctrl + shift + F	Command+ shift + F
Border outline	Ctrl + shift + &	Command+ shift + &
Clear formatting	Ctrl + Spacebar	Control + Shift + Spacebar

### Data Entry

Functionality	Windows Shortcut	Mackbook Shortcut
Enter	Enter	Enter
Enter line Break	Alt + Enter	Option + Enter
AutoSum	Alt + =	Option + =
Insert current date	Ctrl + ;	Command + ;
Insert current date	Ctrl + shift + ;	Command + shift + ;
Insert Current date/time	Ctrl + ;	Command + ;
File Series	Ctrl + E	Command+ E

### Navigation within Worksheet

Functionality	Windows Shortcut	Mackbook Shortcut
Next Cells	Tab	Tab
Previous Cell	Shift + Tab	Shift + Tab
Up one screen	Page Up	Page Up
Down one screen	Page Down	Page Down
Left one Screen	Ctrl + Page Up	Command + Page Up
Right one screen	Ctrl + Page Down	Command + Page Down
Beginning of row	Home	Fn + Left Arrow
End of row	End	Fn + right Arrow
Beginning of worksheet	Ctrl + Home	Command+ Up Arrow
End of Worksheet	Ctrl + End	Command+ Down Arrow

### Selection

Functionality	Windows Shortcut	Mackbook Shortcut
Select all Cells	Ctrl + A	Command + A
Select column	Ctrl + Spacebar	Control + Spacebar
Select row	Shift + Spacebar	Shift + Spacebar
Extend Selection	Shift + Arrow keys	Shift + Arrow keys
Select non-adjacent Cells	Ctrl + Click	Command + Click
Select all cells with data	Ctrl + Shift + *	Command +Shift + *