

Excel Shortcuts List for Mac and PC (Searchable)

How to Use this Shortcut List:

+ Indicates to hold the previous key, while pressing the next key.

> Indicates to tap the previous key, releasing it before pressing the next key.

Find the shortcuts list below:

#	Description	PC Shortcut	Mac Shortcut
Basic Shortcuts			
1	Save Workbook	Ctrl + S	⌘ + S
2	Save As	F12	⌘ + ⌥ + S
3	Print	Ctrl + P	⌘ + P
4	Create New Workbook	Ctrl + N	⌘ + N
5	Open Workbook	Ctrl + O	⌘ + O




















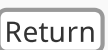








































6	Open Print Preview	Ctrl + F2	⌘ + P
7	Close Workbook	Ctrl + F4	⌘ + W
8	Close Excel	ALT + F4	⌘ + Q
9	Undo Previous Action	Ctrl + Z	⌘ + Z
10	Redo Previous Action	Ctrl + Y	⌘ + Y
11	Open Help	F1	⌘ + /
12	Clear Cell Contents	Delete	fn + Delete
13	Clear Cell Formatting	ALT > H > E > F	
14	Clear All	ALT > H > E > A	
Number Formatting Shortcuts			
15	Apply General Format	Ctrl + Shift +	⌘ + ⇧ +
16	Apply Number Format	Ctrl + Shift + !	⌘ + ⇧ + !
17	Apply Time Format	Ctrl + Shift + @	⌘ + ⇧ + @
18	Apply Date Format	Ctrl + Shift + #	⌘ + ⇧ + #
19	Apply Currency Format	Ctrl + Shift + \$	⌘ + ⇧ + \$
20	Apply Percentage Format	Ctrl + Shift + %	⌘ + ⇧ + %
21	Apply Scientific Format	Ctrl + Shift + ^	⌘ + ⇧ + ^

Viewing Shortcuts			
22	Close Window	Ctrl + W Ctrl + F4	⌘ + W
23	Restore Window Size	Ctrl + F5	
24	Next Window	Ctrl + F6	
25	Move Window	Ctrl + F7	
26	Resize Window	Ctrl + F8	
27	Minimize Window	Ctrl + F9	⌘ + F9
28	Maximize / Restore Window	Ctrl + F10	⌘ + F10
29	Next Pane	F6	
30	Previous Pane	Shift + F6	
31	Full Screen Mode	ALT > V > U	⌘ + ⌘ + F
32	Exit Full Screen	Esc	Esc
33	Rotate or Flip Screen	Ctrl + ALT + ↓	n/a
34	Take Screenshot	Print	⌘ + ↑ + 3
View Mode Shortcuts			
35	Toggle Formula View Mode	Ctrl + `	⌘ + `
36	Open Print Preview	Ctrl + F2	⌘ + P

37	Expand Or Collapse Ribbon	Ctrl + F1	⌘ + ⇧ + R
38	Expand Or Collapse The Formula Bar	Ctrl + Shift + U	⌘ + ⇧ + U
Copy, Cut, and Paste Shortcuts			
39	Copy	Ctrl + C	⌘ + C
40	Cut	Ctrl + X	⌘ + X
41	Paste	Ctrl + V	⌘ + V
42	Open Paste Special Dialog Box	Ctrl + ALT + V	Ctrl + ⌘ + V
43	Paste Value	Ctrl + ALT + V > V > Enter	Ctrl + ⌘ + V > ⌘ + V > Return
44	Paste Format	Ctrl + ALT + V > T > Enter	Ctrl + ⌘ + V > ⌘ + T > Return
45	Paste & Transpose	Ctrl + ALT + V > E > Enter	Ctrl + ⌘ + V > ⌘ + E > Return
46	Paste & Skip Blanks	Ctrl + ALT + V > B > Enter	Ctrl + ⌘ + V > ⌘ + B > Return
Borders Shortcuts			
47	Add Outline Border	Ctrl + Shift + &	⌘ + ⇧ + 0
48	Add Or Remove Top Border	ALT > H > B > T	⌘ + ⇧ + ↑
49	Add Or Remove Bottom Border	ALT > H > B > B	⌘ + ⇧ + ↓
50	Add Or Remove Right Border	ALT > H > B > R	⌘ + ⇧ + →

51	Add Or Remove Left Border	ALT > H > B > L	⌘ + ⇧ + ⬅
52	Remove Borders	Ctrl + Shift + _	⌘ + ⇧ + _
Formatting Shortcuts			
53	Open Format Cells Dialog Box	Ctrl + 1	⌘ + 1
54	Repeat Previous Format	F4	^ + Y
55	Toggle Bold Formatting	Ctrl + B	⌘ + B
56	Toggle Italic Formatting	Ctrl + I	⌘ + I
57	Toggle Underline	Ctrl + U	⌘ + U
58	Toggle Strikethrough	Ctrl + 5	⌘ + ⬆ + X
59	Apply Superscript Formatting	Ctrl + Shift + F > ALT + E	
60	Apply Subscript Formatting	Ctrl + Shift + F > ALT + B	
61	Wrap Text	ALT > H > W	
62	Merge Cells	ALT > H > M	
63	Align Center	ALT > H > A > C	⌘ + E
64	Align Left	ALT > H > A > L	⌘ + L
65	Align Right	ALT > H > A > R	⌘ + R
66	Indent	ALT > H > 6	^ + ⇧ > Tab

67	Remove Indent	ALT > H > 5	^ + ⇐ > ↑ + Tab
68	Increase Font Size	ALT > H > F > G	⌘ + ↑ + >
69	Decrease Font Size	ALT > H > F > K	⌘ + ↑ + <
70	Apply Conditional Formatting	ALT > H > L	
71	Format Painter	Ctrl + ALT + V	
72	Highlight Cell	ALT > H > H	
73	Fill Color	ALT > H > H	
Pivot Table Shortcuts			
74	Open Pivot Table Wizard	ALT > N > V	⌘ + ⇐ > P
75	Create Pivot Chart On Same Worksheet	ALT + F1	
76	Create Pivot Chart On New Worksheet	F11	fn + F11
77	Select Entire Pivot Table	Ctrl + A	⌘ + A
78	Group Pivot Table Items	ALT + Shift + →	⌘ + ↑ + K
79	Ungroup Pivot Table Items	ALT + Shift + ←	⌘ + ↑ + J
80	Hide Pivot Table Item	Ctrl + -	Ctrl + -
81	Toggle Pivot Table Field Checkbox	Space	Space
Entering Data Shortcuts			

82	Enter Text And Move Down		
83	Enter Text And Move Right		
84	Enter Text And Move Up	 + 	 + 
85	Enter Text And Move Left	 + 	 + 
86	Complete Entry And Stay In Same Cell	 + 	 + 
87	Enter Same Data In Multiple Cells	 + 	 + 
88	Copy Formula From Cell Above	 + 	 + 
89	Copy Value From Cell Above	 +  + 	 +  + 
90	Add Hyperlink	 + 	 + 
91	Insert Current Date	 + 	 + 
92	Insert Current Time	 +  + 	 +  + 
93	Display Autocomplete List	 + 	 + 
94	Flash Fill	 + 	
95	Fill Down	 + 	 + 
96	Fill Right	 + 	 + 
Navigation Shortcuts			
97	Move One Cell		

98	Move to Edge of Data Region	Ctrl + →	⌘ + →
99	Move One Screen Up	PgUp	fn + ↑
100	Move One Screen Down	PgDn	fn + ↓
101	Move One Screen Right	ALT + PgDn	fn + ⇧ > ↑
102	Move One Screen Left	ALT + PgUp	fn + ⇧ > ↓
103	Move To Beginning Of Row	Home	fn + ←
104	Move To First Cell In Worksheet	Ctrl + Home	fn + ^ + ←
105	Move To Last Used Cell In Worksheet	Ctrl + End	fn + ^ + →
106	Turn End Mode On	End	fn + →
Creating Formulas Shortcuts			
107	Open The Insert Function Dialog Box	Shift + F3	fn + ↑ + F3
108	Cycles Through Absolute And Relative References	F4	⌘ + T
109	Insert Function Arguments into Cell	Ctrl + Shift + A	^ + ↑ + A
110	Open The Insert Function Dialog Box From Within Cell	Ctrl + A	^ + A
111	Sum Selected Cells	ALT + =	⌘ + ↑ + T
112	Calculate Part of a Formula	F9	fn + F9

113	Create Array Formula	Ctrl + Shift + Enter	^ + ↑ + Return
Named Range Shortcuts			
114	Open Name Manager Dialog Box	Ctrl + F3	^ + L
115	Insert Named Range Into Formula	F3	n/a
116	Create Name Based on Row and Column Headings	Ctrl + Shift + F3	^ + ↑ + F3
Calculation Shortcuts			
117	Calculate Now	F9	fn + F9
118	Calculate Active Sheet	Shift + F9	fn + ↑ + F9
119	Force Calculate	Ctrl + ALT + F9	n/a
120	Manual Calculation	ALT > M > X > M	n/a
121	Turn on Automatic Calculation	ALT > M > X > A	n/a
122	Refresh	F9	fn + F9
123	Autosum Selected Cells	ALT + =	⌘ + ↑ + T
Dialog Box Navigation Shortcuts			
124	Toggle Checkbox	Space	Space
125	Apply Changes and Close the Dialog Box	Enter	Return

126	Cancel Changes and Close the Dialog Box	Esc	Esc
127	Next Control	Tab	Tab
128	Previous Control	Shift + Tab	⇧ + Tab
129	Next Tab	Ctrl + Tab	⌘ + Tab
130	Previous Tab	Ctrl + Shift + Tab	⌘ + ⇧ + Tab
Spreadsheet Review Shortcuts			
131	Toggle Formula View Mode	Ctrl + `	⌘ + `
132	trace precedents	ALT > M > P	n/a
133	trace dependents	ALT > M > D	n/a
Cell Editing Shortcuts			
134	Edit The Active Cell	F2	⌘ + U
135	Toggle Between Cell Edit Mode and Cell Enter Mode	F2	⌘ + U
136	Save Changes and Exit Cell Edit Mode	Enter	
137	Cancel Entry and Exit Cell Edit Mode	Esc	Esc
138	Go to Beginning of Cell	Home	fn + ←
139	Go to End of Cell	End	fn + →
140	Select Character	Shift + →	⇧ + →

141	Move One Word to Right or Left	Ctrl + →	⌘ + →
142	Select One Word to Right or Left	Ctrl + Shift + →	⌘ + ⬆ + →
143	Delete Character to Right of Cursor	Delete	fn + Delete
144	Delete Character to the Left of Cursor	Backspace	Delete
145	Insert New Line Break Within Cell	ALT + Enter	⌘ + ⌘ + Return
146	Insert Or Edit Comment	Shift + F2	fn + ⬆ + F2
Ribbon Shortcuts			
147	Expand Or Collapse Ribbon	Ctrl + F1	⌘ + ⌘ + R
148	Activate Ribbon Shortcut Keys	ALT	⌘ + F2
149	Move To Next Ribbon Control	Tab	Tab
150	Activate Selected Control	Space	Space
151	Confirm Control Change	Enter	Return
152	Cancel Control Change	Esc	Esc
153	Get Help On Selected Control	F1	
Workbook Shortcuts			
154	Insert New Worksheet	Shift + F11	⬆ + F11

155	Go To Next Worksheet (Tab)	Ctrl + PgDn	fn + ^ + ↓
156	Go To Previous Worksheet (Tab)	Ctrl + PgUp	fn + ^ + ↑
157	Move To Next Pane	F6	F6
158	Move To Previous Pane	Shift + F6	↑ + F6
159	Go To Next Workbook	Ctrl + Tab	^ + Tab
160	Go To Previous Workbook	Ctrl + Shift + Tab	^ + ↑ + Tab
161	Minimize Current Workbook Window	Ctrl + F9	⌘ + M
162	Maximize Current Workbook Window	Ctrl + F10	n/a
163	Switch Tabs	Ctrl + PgUp PgDn	fn + ^ + ↑or ↓
Selection Shortcuts			
164	Select Current Region (Possibly Entire Worksheet)	Ctrl + A	⌘ + A
165	Select Visible Cells Only	ALT + ;	⌘ + ↑ + Z
166	Select Cells With Comments	Ctrl + Shift + O	fn + ^ + ↑ + O
167	Display 'Go To' Dialog Box	Ctrl + G	^ + G
168	Select Region Directly Around Active Cell	Ctrl + Shift + 0	↑ + ^ + Space
169	Select Current Array	Ctrl + /	^ + /
170	Select Row Differences	Ctrl + \	^ + \

171	Select Column Differences	Ctrl + Shift + I	^ + ↑ + I
172	Select All Precedents	Ctrl + Shift + {	^ + ↑ + {
173	Select All Dependents	Ctrl + Shift + }	^ + ↑ + }
174	Select Direct Precedents	Ctrl + [^ + [
175	Select Direct Dependents	Ctrl +]	^ +]
Misc. Shortcuts			
176	Find	Ctrl + F	⌘ + F
177	Find and Replace	Ctrl + H	^ + H
178	Find Previous Match	Ctrl + Shift + F4	⌘ + fn + F
179	Find Next Match	Shift + F4	⌘ + F
180	Insert Chart	ALT + F1	fn + ⌥ + F1
181	Insert Chart in New Worksheet	F11	F11
182	Toggle Autofilter	Ctrl + Shift + L	⌘ + ↑ + F
183	Activate Filter	ALT + ↓	⌥ + ↓
184	Create Table	Ctrl + T	^ + T
185	Open Visual Basic (VBA) Editor	ALT + F11	⌥ + fn + F11
186	Open Macros	ALT + F8	⌥ + fn + F8

187	Stop Running Macro	Ctrl + Pause	⌘ + .
Worksheet Shortcuts			
188	Insert Row	Ctrl + I	⌘ + I
189	Insert Column	Ctrl + I	⌘ + I
190	Delete Row	Ctrl + -	⌘ + -
191	Delete Column	Ctrl + -	⌘ + -
192	Delete Cell	Ctrl + -	⌘ + -
193	Hide Column	Ctrl + 0	⌘ + 0
194	Hide Row	Ctrl + 9	⌘ + 9
195	Unhide Row	Ctrl + Shift + 9	⌘ + ⬆ + 9
196	Unhide Column	Ctrl + Shift + 0	⌘ + ⬆ + 0
197	Display Insert Dialog Box	Ctrl + I	⌘ + I
198	Display Delete Dialog Box	Ctrl + -	⌘ + -
199	Group Rows Or Columns	ALT + Shift + →	⌘ + ⬆ + K
200	Ungroup Rows Or Columns	ALT + Shift + ←	⌘ + ⬆ + J
201	Select Entire Row	Shift + Space	⬆ + Space
202	Select Entire Column	Ctrl + Space	⌘ + Space