Advanced Excel for Productivity

Excel 2016 for Mac - Keyboard Shortcuts Reference

The Basics

⌘ + B	Bold
⌘ + U	Underline
⌘ + I	Italics
⌘ + Z	Undo
⌘ + Y	Redo
⌘ + C	Copy
⌘ + X	Cut
⌘ + V	Paste
⌘ + N	New workbook
⌘ + S	Save
F12	Save as
⌘ + O	Open
⌘ + P	Print

Formulas

F2	Edit formula
ESC	Exit formula editing
Option + ⌘ + =	Auto-sum selection
⌘ + D	Fill down
⌘ + R	Fill right
⌘ + [	Go to precedents
⌘ +]	Go to dependents
⌘ + SHIFT + Enter	Enter array formula
F9	Calculate formulas

Paste Special

CTRL + ⌘ + V	Paste special dialog*
V Enter	Paste values
T Enter	Paste formatting
F Enter	Paste formulas

Keyboard Navigation

⌘ + Arrows	Go to end of contiguous range
SHIFT + Arrows	Select cells
⌘ + Tab	Switch through programs
⌘ + ~	Switch through workbooks
CTRL + Pg Down	Next worksheet
CTRL + Pg Up	Previous worksheet
CTRL + F	Find
CTRL + Home	Go to first cell (A1)
CTRL + End	Go to last cell

Formatting

⌘ + 1	Open format cells dialog
CTRL + SHIFT + 1	Number format (2 decimals)
CTRL + SHIFT + 4	Currency format (2 decimals)
CTRL + SHIFT + 5	Percentage format
CTRL + SHIFT + 7	Add outline border
CTRL + SHIFT + _	Clear borders from selection
⌘ + L	Align left
⌘ + E	Align center

Select, Insert, Delete Cells

SHIFT + SPACE	Select row
CTRL + SPACE	Select column
⌘ + A	Select all
CTRL + SHIFT + 8	Select contiguous region
⌘ + SHIFT + 8	Select only visible cells
CTRL + _	Delete selection
CTRL + SHIFT + =	Insert cell(s)

Group and Hide Rows and Columns

⌘ + SHIFT + K	Group rows/columns*
⌘ + SHIFT + J	Ungroup rows/columns*
⌘ + 9	Hide row
⌘ + SHIFT + 9	Unhide row
⌘ + 0	Hide column
⌘ + SHIFT + 0	Unhide column

Within a Dialog Box

ENTER	"OK"
ESC	"Cancel"
TAB	Cycle through items

Within a Cell

F4	Anchor reference
F3	Insert a named reference
Option + Enter	New line within cell
SHIFT + Arrows	Select within cell
⌘ + Arrows	Jump to next word within cell
Home	Go to beginning of cell
End	Go to end of cell

Macros and VBA

Option + F11	Switch between Excel and VBA
Option + F8	Open macros dialog box
In VBA editor:	
F5	Run Macro

Other Excel Shortcuts

SHIFT + F2	Insert comment
F7	Spell check
⌘ + K	Hyperlink
⌘ + T	Create table from selection
CTRL + ~	Toggle show formulas
⌘ + F3	Define cell/range name*
Option + Down	Open dropdown list

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* Requires mouse to make dialog selection