












































































































# PC shortcuts & Mac shortcuts

## Editing shortcuts

		
Edit active cell		 
Cut	 	 
Copy	 	 
Paste	 	 
Paste Special	  	  
Paste name into formula		
Toggle references		 
Start a new line within the same cell	 	  
Insert or edit cell comment	 	 
Display shortcut menu (i.e. same as right click)	 	 
Insert worksheet	 	 
Define a name for a cell	 	 



		
Fill down (e.g. copy formula down in selected cells)	 	 
Fill right	 	 
Insert argument names and parentheses for a function after typing a function name in a formula	  	  
Insert row	  	 
Insert column	  	 

## Formatting Shortcuts

		
Brings up format cells menu	 	 
Bold	 	 
Italic	 	 
Undo	 	 
Repeat last action	 	 
Select all used cells (select entire worksheet if command is repeated)	 	 
Number format	  	  

		
Date format	Ctrl Shift #	Ctrl Shift #
Percent format	Ctrl Shift %	Ctrl Shift %
Increase font size	Alt h fg	⌘ Shift >
Decrease font size	Alt h fk	⌘ Shift <
Increase decimal	Alt h o	□
Decrease decimal	Alt h 9	□
Increase indent	Alt h 6	Ctrl M
Decrease indent	Alt h 5	⌘ Shift m

## Navigation Shortcuts

		
Move from cell to cell	Arrows	Arrows
Go to	F5	F5
Go to cell A1	Ctrl Home	Fn Ctrl Left
Go to beginning of row	Home	Fn Left
Select the adjacent cell	Shift Arrow	Shift Arrow
Select entire row	Shift Spacebar	Shift Spacebar



Select entire column

Ctrl

Spacebar

Ctrl

Spacebar

Select all to the start of the sheet

Ctrl

Shift

Ctrl

Shift

Home

Home

Select all to the last used cell of the sheet

Ctrl

Shift

End

Ctrl

Shift

End

Select to the end of the last used cell in row/column

Ctrl

Shift

Ctrl

Shift

Arrow

Arrow

Select the last used cell in row/column

Ctrl

Arrow

Ctrl

Arrow

Move one screen up

PageUp

Fn

Up

Move one screen down

PageDown

Fn

Down

Move one screen left

Alt

PageUp

Fn

Option

Up

Move one screen right

Alt

PageDown

Fn

Option

Down









Move to the next or previous worksheet (Move between tabs if you are in a menu window)

Ctrl






































PageUp/Down

Ctrl



PageUp/Down

		
Move to next workbook (while in spreadsheet) Move to next divider (when in menu options)	 	 
Move to the next cell (Move between items within a menu window)		



## File Shortcuts

		
New	 	 
Open	 	 
Save workbook	 	
Save As		   
Print	 	 
Open print preview window	 	
Go to next workbook	 	 
Close file	 	 
Close all open Excel files	 	 



# Ribbon Shortcuts

		
Show ribbon accelerator keys	<div>Alt</div>	<div></div>
Show/hide ribbon	<div>Ctrl</div> <div>F1</div>	<div>⌘</div> <div>⇧</div> <div>R</div>

# Paste Special Shortcuts

		
Paste Special formats	<div>Ctrl</div> <div>Alt</div> <div>V</div> <div>t</div>	<div>Ctrl</div> <div>⌘</div> <div>V</div> <div>t</div>
Paste Special values	<div>Ctrl</div> <div>Alt</div> <div>V</div> <div>v</div>	<div>Ctrl</div> <div>⌘</div> <div>V</div> <div>v</div>
Paste Special formulas	<div>Ctrl</div> <div>Alt</div> <div>V</div> <div>f</div>	<div>Ctrl</div> <div>⌘</div> <div>V</div> <div>f</div>
Paste Special comments	<div>Ctrl</div> <div>Alt</div> <div>V</div> <div>c</div>	<div>Ctrl</div> <div>⌘</div> <div>V</div> <div>c</div>

# Clear Shortcuts

























		
Clear cell data	<div>Delete</div>	<div>Delete</div>
Clear cell formats	<div>Alt</div> <div>h</div> <div>e</div> <div>f</div>	<div></div>

	Windows	Mac
Clear cell comments	Alt h e m	<input type="checkbox"/>
Clear all (data, formats, comments)	Alt h e a	<input type="checkbox"/>



















## Selection Shortcuts

	Windows	Mac
Select a cell range	Shift Arrows	Shift Arrows
Highlight a contiguous range	Ctrl Shift Arrows	Ctrl Shift Arrows
Extend selection up one screen	Shift PageUp	Fn Shift Up
Extend selection down one screen	Shift PageDown	Fn Shift Down
Extend selection left one screen	Alt shift PageUp	Fn Shift ⌘ Up
Extend selection right one screen	Alt shift PageDown	Fn Shift ⌘ Down
Select all	Ctrl A	⌘ A



## Data Editing Shortcuts

		
Fill down from cell above	 	 
Fill right from cell left	 	 
Find and replace	 	 
Show all constants	   	
Highlight cells with comments	   	



## Data Editing (inside cell) Shortcuts

		
Edit the active cell (edit mode)		
While editing cell, allow use of arrow keys to create reference		
Confirm change and get out of cell		
Cancel a cell entry and get out of cell		
Insert line break within cell	 	 
Highlight within a cell	 	 



		
Highlight contiguous items	<div>Ctrl Shift</div> <div>Left/Right</div>	<div>Ctrl Shift</div> <div>Left/Right</div>
Jump to beginning of cell contents	Home	Fn Left
Jump to end of cell contents	End	Fn Right
Delete character to left	Backspace	Delete
Delete character to right	Delete	Fn Delete
Accept autocomplete suggestion	Tab	Tab
Referencing a cell from another worksheet	<div>Ctrl</div> <div>PageUp/Down</div> <div>Arrows</div>	<div>Ctrl Fn</div> <div>Down/Up</div> <div>Arrows</div>

## Other Shortcuts

		
Enter date	Ctrl ;	Ctrl ;
Enter time	Ctrl :	Ctrl :
Show formula/show values (key to the left of 1)	Ctrl `	Ctrl `



Select cells which refer to the active cell (useful before deleting a cell in a worksheet)

Ctrl I

Ctrl I

Drives menu bar

Alt



Next open program

Alt Tab

⌘ Tab

Autosum

Alt =

⌘ T