**Over**
# 200
**shortcuts**

## PC & Mac
# Excel Shortcuts

**EXCELJET**

## Feedback

Find a problem or have a suggestion? Let us know:

contact@exceljet.net

## Links to online version

Each shortcut is linked to an online version that has more detail. Just click the title of the shortcut to navigate to the same shortcut online. Online shortcuts are here:

https://exceljet.net/keyboard-shortcuts

## For more detailed information, see:

https://exceljet.net/blog/the-54-excel-shortcuts-you-really-should-know

## Mac keyboard shortcuts

Historically, Macintosh computers use special symbols for certain keys, including Alt, Shift, Control, and Command keys. This guide uses these symbols as follows:

| | | | |
|---|---|---|---|
| **Shift** . . . | ⇧ | **Control** . . . | ^ |
| **Alt** . . . | ⌥ | **Command** . . | ⌘ |
| **Function** . | Fn | **Mouse Click** . | 🖱 |

Mac computers have a special preference for function keys in System preferences. This guide assumes your Mac is set at the default, with **Use all F1, F2, etc. keys as standard function keys** *unchecked*. In this state, you generally have to use the function key (Fn) when using function keys (F1, F2, etc.)

Click here for more information.
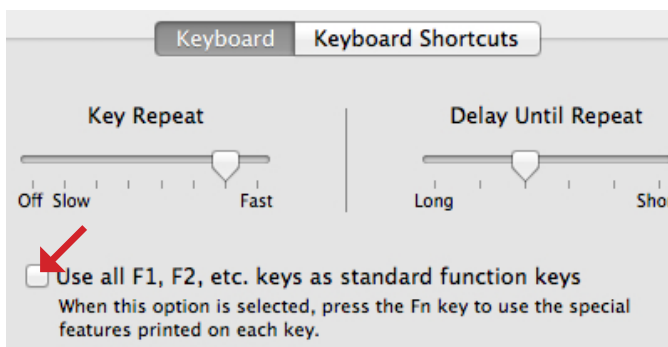


## Printed quick reference card

We also have a laminated quick reference card with a full set of Excel shortcuts for Mac and Windows:
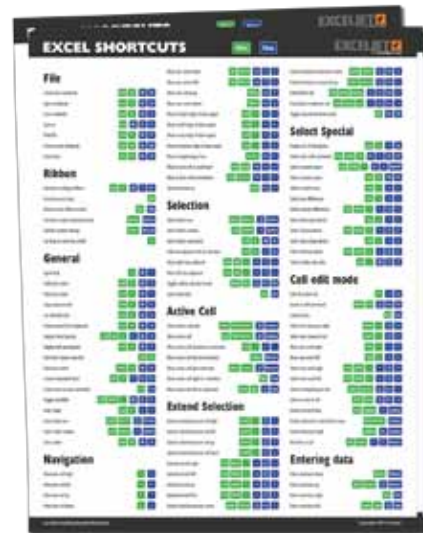


**Click here** to learn more!

## Disclaimer

These shortcuts were tested on Excel 2010 for Windows, and Excel 2011 for the Mac. Most shortcuts will work in earlier versions of Excel. If you have trouble with certain shortcuts, make sure that there is not a conflict with another program/application on your computer.

https://exceljet.net/

Version: 160221

# Table of Contents

# Video Tips

These tips come from our library of bite-sized training videos.

## Productivity

How to move around big lists fast (win)

Use the fill handle to enter data with patterns

How to use drag and drop to move things around

Is the format painter worth your time? Yes.

How to select cells with your keyboard

How to quickly fill in missing data - part 2

## Pivot Tables

How to group a pivot table by day of week

Use a table for your next pivot table

How to sort a pivot table with a custom list

How to make a self-contained pivot table

How to group a pivot table by age range

What is a pivot table?

How to quickly create a pivot table

How to clone a pivot table

## Lists

How to quickly remove blank rows (win)

How to quickly remove blank rows (mac)

How to quickly remove rows with empty values (Mac)

How to quickly remove rows with empty values (Win)

How to display the number of items in a filtered list

How to select visible cells only

## Formulas

How to use concatenation to clarify assumptions

How to use VLOOKUP instead of nested IF statements

How to check and debug a formula with F9

How to evaluate complex formulas

How to make a nested IF formula easier to read

How to pick names out of a hat with Excel

Why VLOOKUP is better than nested IFs

Clever concatenation with line breaks

How to quickly fill in missing data

How to build a complex formula step by step

How to make an exact copy of a formula

How to create a mixed reference

How to create a 3D formula reference

How to change case with formulas

How to use the IF function

IF this OR that

How to clean text with TRIM and CLEAN

How to look things up with INDEX

How to do a two-way lookup with INDEX and MATCH

## Conditional Formatting

How to highlight rows with conditional formatting

How to use conditional formatting to check line length

How to find and highlight formulas

How to build a search box with conditional formatting

# Exceljet Video Training

## Learn 200 Excel Shortcuts with simple bite-sized videos!

Shortcuts turbocharge your productivity in Excel. This step-by-step course teaches you over 200 shortcuts with videos that are quick, clean, and to the point.



Sample video image from **Shortcut Course**: whenever we use a shortcut, we always show the shortcut for both Windows and Mac clearly on the screen.

**See our full list of courses and save 10%**



CORE EXCEL — VIDEO TRAINING — EXCELJET ◤

CORE PIVOT — VIDEO TRAINING — EXCELJET ◤

CORE FORMULA — VIDEO TRAINING — EXCELJET ◤

CONDITIONAL FORMATTING — VIDEO TRAINING — EXCELJET ◤

EXCEL SHORTCUTS — VIDEO TRAINING — EXCELJET ◤

# File

| | Win | Mac |
|---|---|---|
| **Create new workbook** | Ctrl N | ⌘ N |
| **Open workbook** | Ctrl O | ⌘ O |
| **Save workbook** | Ctrl S | ⌘ S |
| **Save as** | F12 | ⌘ ⇧ S |
| **Print file** | Ctrl P | ⌘ P |
| **Open print preview window** | Ctrl F2 | |
| **Close current workbook** | Ctrl F4 | ⌘ W |
| **Close Excel** | Alt F4 | ⌘ Q |

# Ribbon

| | Win | Mac |
|---|---|---|
| **Expand or collapse ribbon** | Ctrl F1 | ⌘ ⌥ R |
| **Activate access keys** | Alt | |
| **Move to next ribbon control** | Tab | Tab |
| **Activate or open selected control** | Space | Space |
| **Confirm control change** | Enter | Return |
| **Get help on selected control** | F1 | |

# Drag and Drop

| | Win | Mac |
|---|---|---|
| **Drag and cut** | Drag | Drag |
| **Drag and copy** | Ctrl Drag | ⌥ Drag |
| **Drag and insert** | Shift Drag | ⇧ Drag |
| **Drag and insert copy** | Ctrl Shift Drag | ⌥ ⇧ Drag |
| **Drag to worksheet** | Alt Drag | ⌘ Drag |
| **Drag to duplicate worksheet** | Ctrl Drag | ⌥ Drag |

# Active Cell

| | Win | Mac |
|---|---|---|
| **Select active cell only** | Shift Backspace | ⇧ Delete |
| **Show active cell** | Ctrl Backspace | ⌘ Delete |
| **Move active cell clockwise in selection** | Ctrl . | ^ . |
| **Move active cell down in selection** | Enter | Return |
| **Move active cell up in selection** | Shift Enter | ⇧ Return |
| **Move active cell right in a selection** | Tab | Tab |
| **Move active cell left in a selection** | Shift Tab | ⇧ Tab |

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| | Win | Mac |
|---|---|---|
| **Open help** | F1 | ⌘ / |
| **Undo last action** | Ctrl Z | ⌘ Z |
| **Redo last action** | Ctrl Y | ⌘ Y |
| **Copy selected cells** | Ctrl C | ⌘ C |
| **Repeat last action** | F4 | ⌘ Y |
| **Cut selected cells** | Ctrl X | ⌘ X |
| **Paste content from clipboard** | Ctrl V | ⌘ V |
| **Display Paste Special** | Ctrl Alt V | ⌃ ⌘ V |
| **Display find and replace** | Ctrl F | ⌘ F |
| **Find with replace selected** | Ctrl H | ⌃ H |
| **Find previous match** | Ctrl Shift F4 | ⌘ ⇧ G |
| **Find next match** | Shift F4 | ⌘ G |
| **Create embedded chart** | Alt F1 | Fn ⌥ F1 |
| **Create chart in new worksheet** | F11 | Fn F11 |
| **Toggle Autofilter** | Ctrl Shift L | ⌘ ⇧ F |
| **Activate filter** | Alt ↓ | ⌥ ↓ |
| **Insert table** | Ctrl T | ⌃ T |
| **Select table row** | Shift Space | ⇧ Space |

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|  | Win | Mac |
|---|---|---|
| **Select table column** | Ctrl Space | ^ Space |
| **Select table** | Ctrl A | ⌘ A |

# Selection

|  | Win | Mac |
|---|---|---|
| **Select entire row** | Shift Space | ⇧ Space |
| **Select entire column** | Ctrl Space | ^ Space |
| **Select entire worksheet** | Ctrl A | ⌘ A |
| **Add adjacent cells to selection** | Shift 🖱 | ⇧ 🖱 |
| **Add non-adjacent cells to selection** | Ctrl 🖱 | ⌘ 🖱 |
| **Same selection in next column** |  | ⌥ Tab |
| **Same selection in previous column** |  | ⌥ ⇧ Tab |
| **Move right non-adjacent** | Ctrl Alt → | ^ ⌥ → |
| **Move left non-adjacent** | Ctrl Alt ← | ^ ⌥ ← |
| **Toggle add to selection mode** | Shift F8 | Fn ⇧ F8 |
| **Cancel selection** | Esc | Esc |

# Navigation

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| | Win | Mac |
|---|---|---|
| **Move one cell right** | → | → |
| **Move one cell left** | ← | ← |
| **Move one cell up** | ↑ | ↑ |
| **Move one cell down** | ↓ | ↓ |
| **Move one screen right** | Alt PgDn | Fn ⌥ ↓ |
| **Move one screen left** | Alt PgUp | Fn ⌥ ↑ |
| **Move one screen up** | PgUp | Fn ↑ |
| **Move one screen down** | PgDn | Fn ↓ |
| **Move to right edge of data region** | Ctrl → | ⌃ → |
| **Move to left edge of data region** | Ctrl ← | ⌃ ← |
| **Move to top edge of data region** | Ctrl ↑ | ⌃ ↑ |
| **Move to bottom edge of data region** | Ctrl ↓ | ⌃ ↓ |
| **Move to beginning of row** | Home | Fn ← |
| **Move to last cell in worksheet** | Ctrl End | Fn ⌃ → |
| **Move to first cell in worksheet** | Ctrl Home | Fn ⌃ ← |
| **Turn End mode on** | End | Fn → |

# Extend Selection

| | Win | Mac |
|---|---|---|
| **Extend selection by one cell right** | Shift → | ⇧ → |
| **Extend selection by one cell left** | Shift ← | ⇧ ← |
| **Extend selection by one cell up** | Shift ↑ | ⇧ ↑ |
| **Extend selection by one cell down** | Shift ↓ | ⇧ ↓ |
| **Extend last cell right** | Ctrl Shift → | ^ ⇧ → |
| **Extend last cell left** | Ctrl Shift ← | ^ ⇧ ← |
| **Extend last cell up** | Ctrl Shift ↑ | ^ ⇧ ↑ |
| **Extend last cell down** | Ctrl Shift ↓ | ^ ⇧ ↓ |
| **Extend selection up one screen** | Shift PgUp | Fn ⇧ ↑ |
| **Extend selection down one screen** | Shift PgDn | Fn ⇧ ↓ |
| **Extend selection right one screen** | Alt Shift PgDn | Fn ⇧ ⌘ ↓ |
| **Extend selection left one screen** | Alt Shift PgUp | Fn ⇧ ⌘ ↑ |
| **Extend selection to start of row** | Shift Home | Fn ⇧ ← |
| **Extend first cell** | Ctrl Shift Home | Fn ^ ⇧ ← |
| **Extend last worksheet cell** | Ctrl Shift End | Fn ^ ⇧ → |
| **Toggle extend selection mode** | F8 | Fn F8 |

# Select Special

| | Win | Mac |
|---|---|---|
| **Display 'Go To' dialog box** | `Ctrl` `G` | `^` `G` |
| **Select cells with comments** | `Ctrl` `Shift` `O` | `Fn` `^` `⇧` `O` |
| **Select current region** | `Ctrl` `Shift` `*` | `⇧` `^` `Space` |
| **Select current region** | `Ctrl` `A` | `⌘` `A` |
| **Select current array** | `Ctrl` `/` | `^` `/` |
| **Select row differences** | `Ctrl` `\` | `^` `\` |
| **Select column differences** | `Ctrl` `Shift` `|` | `^` `⇧` `|` |
| **Select direct precedents** | `Ctrl` `[` | `^` `[` |
| **Select all precedents** | `Ctrl` `Shift` `{` | `^` `⇧` `{` |
| **Select direct dependents** | `Ctrl` `]` | `^` `]` |
| **Select all dependents** | `Ctrl` `Shift` `}` | `^` `⇧` `}` |
| **Select visible cells only** | `Alt` `;` | `⌘` `⇧` `Z` |

# Cell Edit Mode

| | Win | Mac |
|---|---|---|
| Edit the active cell | F2 | ^ U |
| Insert or edit comment | Shift F2 | Fn ⇧ F2 |
| Cancel entry | Esc | Esc |
| Select one character right | Shift → | ⇧ → |
| Select one character left | Shift ← | ⇧ ← |
| Move one word right | Ctrl → | ^ → |
| Move one word left | Ctrl ← | ^ ← |
| Select one word right | Ctrl Shift → | ^ ⇧ → |
| Select one word left | Ctrl Shift ← | ^ ⇧ ← |
| Select to beginning of cell | Shift Home | Fn ⇧ ← |
| Select to end of cell | Shift End | Fn ⇧ → |
| Delete to end of line | Ctrl Delete | ^ Delete |
| Delete character to the left of cursor | Backspace | Delete |
| Delete character right | Delete | Fn Delete |
| New line in cell | Alt Enter | ^ ⌥ Return |

# Entering data

|  | Win | Mac |
|---|---|---|
| **Enter and move down** | Enter | Return |
| **Enter and move up** | Shift Enter | ⇧ Return |
| **Enter and move right** | Tab | Tab |
| **Enter and move left** | Shift Tab | ⇧ Tab |
| **Enter and stay in cell** | Ctrl Enter | ⌃ Return |
| **Enter same data in multiple cells** | Ctrl Enter | ⌃ Return |
| **Insert current date** | Ctrl ; | ⌃ ; |
| **Insert current time** | Ctrl Shift : | ⌃ ⇧ : |
| **Fill down from cell above** | Ctrl D | ⌃ D |
| **Fill right from cell left** | Ctrl R | ⌃ R |
| **Copy formula from cell above** | Ctrl | ⌃ |
| **Copy value from cell above** | Ctrl Shift | ⌃ ⇧ |
| **Add hyperlink** | Ctrl K | ⌘ K |
| **Display AutoComplete list** | Alt ↓ | ⌥ ↓ |
| **Flash fill** | Ctrl E | |

# Formatting

| | Win | Mac |
|---|---|---|
| Format (almost) anything | Ctrl 1 | ⌘ 1 |
| Display Format Cells Font tab | Ctrl Shift F | ⌃ ⇧ F |
| Apply or remove bold formatting | Ctrl B | ⌘ B |
| Apply or remove italic formatting | Ctrl I | ⌘ I |
| Apply or remove underscoring | Ctrl U | ⌘ U |
| Toggle strikethrough formatting | Ctrl 5 | ⌘ ⇧ X |
| Toggle shadow font style | | ⌘ ⇧ W |
| Toggle outline font style | | ⌘ ⇧ D |
| Align center | Alt H A C | ⌘ E |
| Align left | Alt H A L | ⌘ L |
| Align right | Alt H A R | ⌘ R |
| Indent | Alt H 6 | ⌃ ⌥ Tab |
| Remove indent | Alt H 5 | ⌃ ⌥ ⇧ Tab |
| Increase font size one step | Alt H F G | ⌘ ⇧ > |
| Decrease font size one step | Alt H F K | ⌘ ⇧ < |

# Number Formatting

| | Win | Mac |
|---|---|---|
| Apply general format | Ctrl Shift ~ | ^ ⇧ ~ |
| Apply currency format | Ctrl Shift $ | ^ ⇧ $ |
| Apply percentage format | Ctrl Shift % | ^ ⇧ % |
| Apply scientific format | Ctrl Shift ^ | ^ ⇧ ^ |
| Apply date format | Ctrl Shift # | ^ ⇧ # |
| Apply time format | Ctrl Shift @ | ^ ⇧ @ |
| Apply number format | Ctrl Shift ! | ^ ⇧ ! |

# Borders

| | Win | Mac |
|---|---|---|
| Add border outline | Ctrl Shift & | ⌘ ⌥ 0 |
| Add or remove border right | Alt R | ⌘ ⌥ → |
| Add or remove border left | Alt L | ⌘ ⌥ ← |
| Add or remove border top | Alt T | ⌘ ⌥ ↑ |
| Add or remove border bottom | Alt B | ⌘ ⌥ ↓ |
| Add or remove border upward diagonal | Alt D | |
| Add or remove border horizontal interior | Alt H | |
| Add or remove border vertical interior | Alt V | |
| Remove borders | Ctrl Shift _ | ⌘ ⌥ _ |

# Formulas

|  | Win | Mac |
|---|---|---|
| **Toggle absolute and relative references** | F4 | ⌘ T |
| **Open Insert Function Dialog** | Shift F3 | Fn ⇧ F3 |
| **Autosum selected cells** | Alt = | ⌘ ⇧ T |
| **Toggle formulas on and off** | Ctrl ` | ^ ` |
| **Insert function arguments** | Ctrl Shift A | ^ ⇧ A |
| **Enter array formula** | Ctrl Shift Enter | ^ ⇧ Return |
| **Calculate worksheets** | F9 | Fn F9 |
| **Calculate active worksheet** | Shift F9 | Fn ⇧ F9 |
| **Force calculate all worksheets** | Ctrl Alt F9 | |
| **Evaluate part of a formula** | F9 | Fn F9 |
| **Expand/collapse formula bar** | Ctrl Shift U | ^ ⇧ U |
| **Display function arguments dialog box** | Ctrl A | ^ A |
| **Define name** | Ctrl F3 | Fn ^ F3 |
| **Define names from labels** | Ctrl Shift F3 | Fn ^ Shift F3 |
| **Paste name into formula** | F3 | |
| **Accept function with autocomplete** | Tab | ↓ Tab |

# Grid Operations

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| | Win | Mac |
|---|---|---|
| **Display Insert Dialog box** | Ctrl Shift + | ⌃ I |
| **Insert rows** | Ctrl Shift + | ⌃ I |
| **Insert columns** | Ctrl Shift + | ⌃ I |
| **Display Delete dialog box** | Ctrl - | ⌃ - |
| **Delete rows** | Ctrl - | ⌃ - |
| **Delete columns** | Ctrl - | ⌃ - |
| **Delete cells** | Ctrl - | ⌃ - |
| **Delete contents of selected cells** | Delete | Fn Delete |
| **Hide columns** | Ctrl 0 | ⌃ 0 |
| **Hide rows** | Ctrl 9 | ⌃ 9 |
| **Unhide rows** | Ctrl Shift 9 | ⌃ ⇧ 9 |
| **Unhide columns** | Ctrl Shift 0 | ⌃ ⇧ 0 |
| **Group rows or columns** | Alt Shift → | ⌘ ⇧ K |
| **Ungroup rows or columns** | Alt Shift ← | ⌘ ⇧ J |
| **Open Group Dialog Box** | Alt Shift → | ⌘ ⇧ K |
| **Open Ungroup Dialog Box** | Alt Shift ← | ⌘ ⇧ J |
| **Hide or show outline symbols** | Ctrl 8 | ⌃ 8 |

# Pivot Tables

| | Win | Mac |
|---|---|---|
| **Select entire pivot table** | Ctrl A | ⌘ A |
| **Toggle pivot table field checkbox** | Space | Space |
| **Group pivot table items** | Alt Shift → | ⌘ ⇧ K |
| **Ungroup pivot table items** | Alt Shift ← | ⌘ ⇧ J |
| **Hide pivot table item** | Ctrl - | Ctrl - |
| **Create pivot chart on same worksheet** | Alt F1 | |
| **Create pivot chart on new worksheet** | F11 | Fn F11 |
| **Open pivot table wizard** | Alt D P | ⌘ ⌥ P |

# Dialog Boxes

| | Win | Mac |
|---|---|---|
| **Move to next control** | Tab | Tab |
| **Move to previous control** | Shift Tab | ⇧ Tab |
| **Move to next tab** | Ctrl Tab | ⌃ Tab |
| **Move to previous tab** | Ctrl Shift Tab | ⌃ ⇧ Tab |
| **Accept and apply** | Enter | Return |
| **Check and uncheck box** | Space | Space |
| **Cancel and close the dialog box** | Esc | Esc |

# Workbook

|  | Win | Mac |
|---|---|---|
| Insert new worksheet | Shift F11 | Fn ⇧ F11 |
| Go to next worksheet | Ctrl PgDn | Fn ^ ↓ |
| Go to previous worksheet | Ctrl PgUp | Fn ^ ↑ |
| Move to next pane | F6 | Fn F6 |
| Move to previous pane | Shift F6 | Fn ⇧ F6 |
| Go to next workbook | Ctrl Tab | ^ Tab |
| Go to previous workbook | Ctrl Shift Tab | ^ ⇧ Tab |
| Minimize current workbook window | Ctrl F9 | ⌘ M |
| Maximize current workbook window | Ctrl F10 | Fn ^ F10 |
| Select adjacent worksheets | Shift 🖱 | ⇧ 🖱 |
| Select non-adjacent worksheets | Ctrl 🖱 | ⌘ 🖱 |
| Toggle scroll lock | ScrLk | Fn ⇧ F14 |

# Other

| | Win | Mac |
|---|---|---|
| **Open Spelling dialog box** | F7 | Fn F7 |
| **Open Thesaurus dialog box** | Shift F7 | Fn ⇧ F7 |
| **Open Macro dialog box** | Alt F8 | Fn ⌥ F8 |
| **Open VBA Editor** | Alt F11 | Fn ⌥ F11 |
| **Duplicate object** | Ctrl D | ⌘ D |
| **Snap to grid** | Alt | ⌘ |
| **Hide or show objects** | Ctrl 6 | ^ 6 |
| **Display Modify Cell Style** | Alt | ⌘ ⇧ L |
| **Display shortcut menu** | Shift F10 | Fn ⇧ F10 |
| **Display control menu** | Alt Space | |