

# Microsoft Excel – Keyboard Shortcuts For Mac



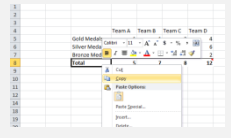
# Excel's keyboard shortcuts

*Learn some of the most useful keyboard combinations in Excel, and navigate through your worksheets with ease*

# Basic shortcuts

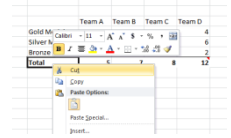
Copy a cell

**Command & C**  
**Hold** **Press**



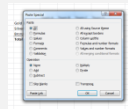
Cut a cell

**Command & X**  
**Hold** **Press**



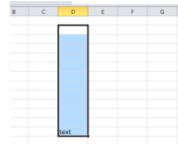
Paste Special

**Command & Option & V**  
**Press** **Press** **Press**



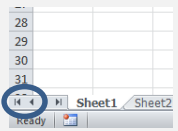
Extend the selection to the last non-blank cell

**Command & Shift & Arrow**  
**Hold** **Hold** **Press**



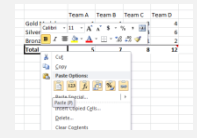
Move through sheets (downwards)

**Option & Left Arrow**  
**Hold** **Press**



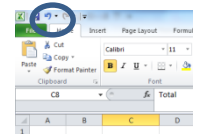
Paste a copied cell

**Command & V**  
**Hold** **Press**



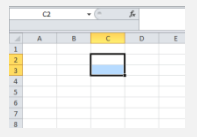
Undo

**Command & Z**  
**Hold** **Press**



Extend current cell selection by one

**Shift & Arrow**  
**Hold** **Press**



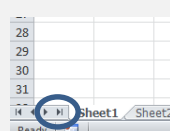
Switch the window

**Command & Tab**  
**Press** **Press**



Move through sheets (upwards)

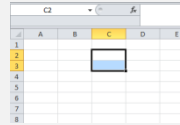
**Option & Right Arrow**  
**Hold** **Press**



# Select an area of cells

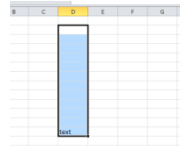
Extend the selection by one cell

**Shift** & **Arrow**  
**Hold** **Press**



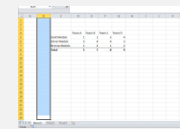
Extend the selection to the last non-blank cell

**Command** & **Shift** & **Arrow**  
**Hold** **Hold** **Press**



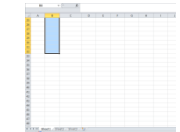
Extend the selection upwards (one screen)

**Shift** & **PgUp**  
**Hold** **Press**



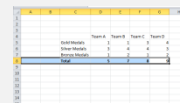
Extend the selection downwards (one screen)

**Shift** & **PgDn**  
**Hold** **Press**



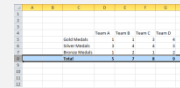
Extend the selection to the beginning of the row

**Shift** & **Home**  
**Hold** **Press**



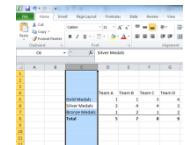
Select a row

**Shift** & **Spacebar**  
**Hold** **Press**



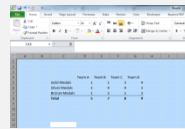
Select a column

**Command** & **Spacebar**  
**Hold** **Press**



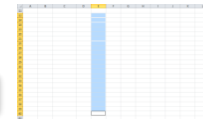
Select the entire sheet

**Command** & **A**  
**Hold** **Press**



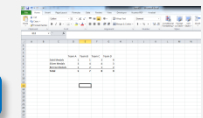
Select visible cells only

**Command** & **Shift** & **\***  
**Hold** **Hold** **Press**

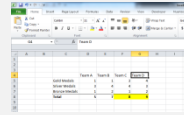


Select cells with comments

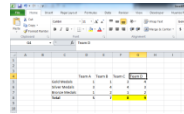
**Command** & **Shift** & **O**  
**Hold** **Hold** **Press**



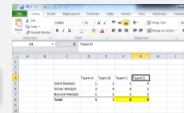
Edit cell  
**F2**  
**Press**



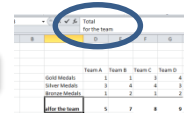
Repeat  
last operation  
**F4**  
**Press**



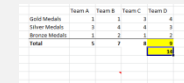
Repeat  
last operation  
(Redo)  
**Command** **Hold** & **Shift** **Hold** & **Y** **Press**



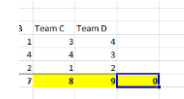
Start a new  
Line in the  
same cell  
**Control** **Hold** & **Option** **Hold** & **Return** **Press**



Obtain the same  
cell as above  
(fill down)  
**Command** **Hold** & **D** **Press**



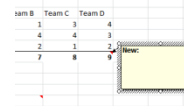
Obtain the same  
cell as the one  
to the left  
(fill right)  
**Command** **Hold** & **R** **Press**



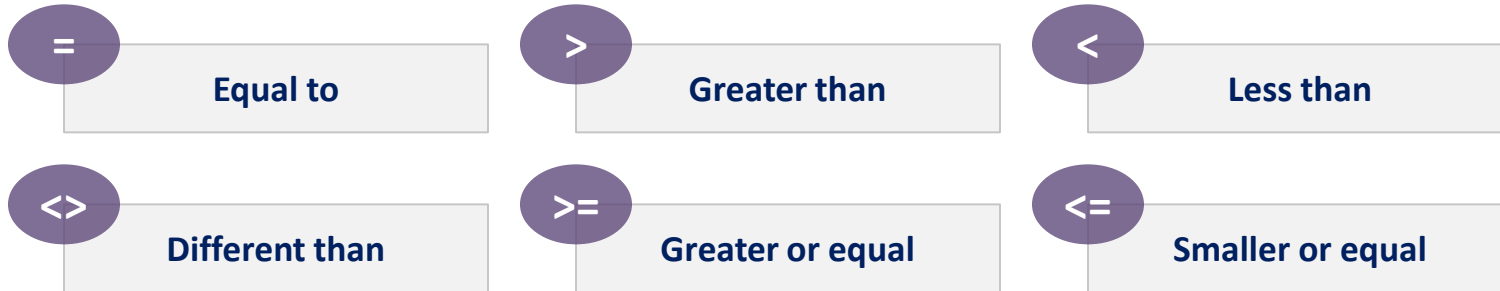
Delete text in  
the formula bar  
(until the end of  
the line)  
**Control** **Hold** & **Del** **Press**



Create/Edit a  
comment  
**Shift** **Hold** & **F2** **Press**



## Logical operators



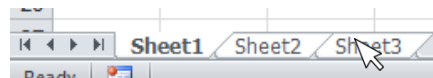
## Grouping of sheets

You can group worksheets, if you would like to edit multiple worksheets at the same time. When two or more sheets are grouped, every action that is carried on one of them is carried out at the other as well

**Shift** & **Left-click on a sheet**

**Hold**

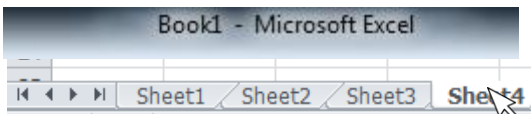
**Press**



*Hold the Shift button and click on the sheets that you would like to be grouped*

Book1 [Group] - Microsoft Excel

*Once you have grouped the sheets, the title of the workbook would indicate that you are operating in "Group" mode*



*In order to exit Group mode, you need to go to a sheet which was not included in the Grouping. The "[Group]" sign at the top of the workbook will immediately disappear*

**! Please, use this functionality very carefully! It is possible to forget that you are still operating under "Group" mode. Be careful not to do that. !**