

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>

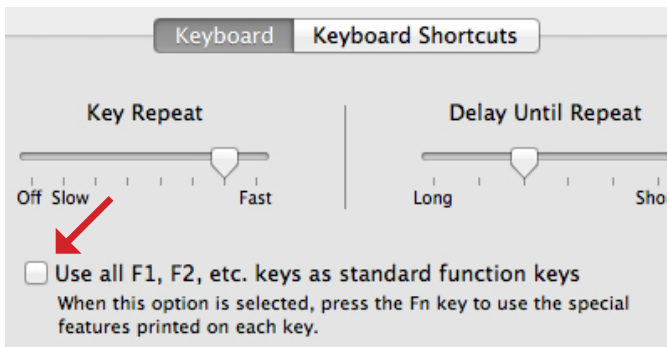
Mac keyboard shortcuts

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 .		Mouse Click .	

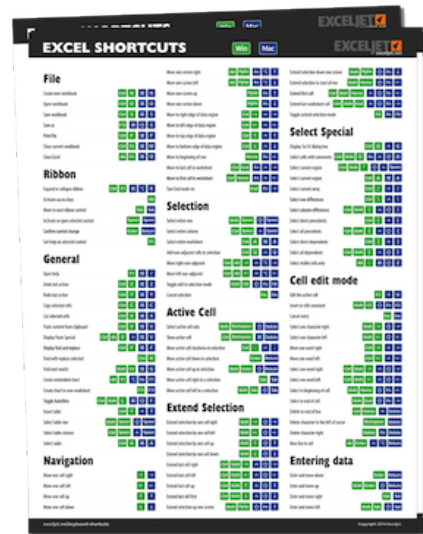
Mac computers have a special preference for function keys in System preferences. This guide assumes your Mac is set at the default, with **Use all F1, F2, etc. keys as standard function keys unchecked**. In this state, you generally have to use the function key (Fn) when using function keys (F1, F2,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

[Click here](#) for more information.



Printed quick reference cards

We also have printed quick reference cards (both laminated and plain card stock) with the full set of Excel shortcuts for Mac and Windows:



[Click here to learn more!](#)

Disclaimer

These shortcuts were tested with Excel 2010 for Windows, and Excel 2011 for Macintosh. Many shortcuts should work with earlier versions of Excel, but not all. Shortcuts often do not work on a particular computer because other programs, or the operating system itself, has reserved some key combinations for another purpose.

No part of this publication shall be reproduced, transmitted, or sold in whole or in part in any form, without the prior written consent of the author. All trademarks and registered trademarks appearing in this guide are the property of their respective owners.

Copyright 2014 Exceljet. All rights reserved.

<https://exceljet.net/>

Version: 140219

Table of Contents

File	2
Ribbon	2
General	3
Navigation	4
Selection	5
Active Cell	5
Extend Selection	6
Select Special	7
Cell edit mode	8
Entering data	9
Formatting	10
Number Formatting	11
Borders	11
Formulas	12
Grid Operations	13
Workbook	14
Other	14
Dialog boxes	15
Pivot Tables	15
Exceljet Video Courses	16
Printed quick reference cards	16

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

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	



General

	Win	Mac
Open help		 
Undo last action	 	 
Redo last action	 	 
Copy selected cells	 	 
Cut selected cells	 	 
Paste content from clipboard	 	 
Display Paste Special	  	  
Display find and replace	 	 
Find with replace selected	 	
Find next match	 	 
Create embedded chart	 	  
Create chart in new worksheet		
Toggle Autofilter	  	  
Insert table	 	 
Select table row	 	 
Select table column	 	 
Select table	 	 

Navigation

	Win	Mac
Move one cell right		
Move one cell left		
Move one cell up		
Move one cell down		
Move one screen right	 	  
Move one screen left	 	  
Move one screen up		 
Move one screen down		 
Move to right edge of data region	 	 
Move to left edge of data region	 	 
Move to top edge of data region	 	 
Move to bottom edge of data region	 	 
Move to beginning of row		 
Move to last cell in worksheet	 	  
Move to first cell in worksheet	 	  
Turn End mode on		 

Selection

	Win	Mac
Select entire row	Shift Space	↑ Space
Select entire column	Ctrl Space	^ Space
Select entire worksheet	Ctrl A	⌘ A
Add non-adjacent cells to selection	Ctrl 	^ 
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

Active Cell

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

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 first	Ctrl Shift ↓	⇧ ⇧ ↓
Extend selection up one screen	Shift PgUp	⇧ Fn ↑
Extend selection down one screen	Shift PgDn	⇧ 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		 
Insert or edit comment	 	  
Cancel entry		
Select one character right	 	 
Select one character left	 	 
Move one word right	 	 
Move one word left	 	 
Select one word right	  	  
Select one word left	  	  
Select to beginning of cell	 	  
Select to end of cell	 	  
Delete to end of line	 	 
Delete character to the left of cursor		
Delete character right		 
New line in cell	 	  

Entering data

	Win	Mac
Enter and move down		
Enter and move up	 	 
Enter and move right		
Enter and move left	 	 
Enter and stay in cell	 	 
Enter same data in multiple cells	 	 
Insert current date	 	 
Insert current time	  	  
Fill down from cell above	 	 
Fill right from cell left	 	 
Copy formula from cell above	 	 
Copy value from cell above	 	 
Add hyperlink	 	 
Display AutoComplete list	 	 

Formatting

	Win	Mac
Display the Format Cells dialog box	Ctrl 1	⌘ 1
Display Format Cells Font tab	Ctrl Shift F	
Apply format again	F4	^ Y
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		⌘ M
Remove indent		⌘ ↑ M
Increase font size one step		⌘ ↑ >
Decrease font size one step		⌘ ↑ <

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

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	F9
Calculate active worksheet	Shift F9	⇧ F9
Calculate all worksheets	Ctrl Alt F9	⇧ ⌘ F9
Expand/collapse formula bar	Ctrl Shift U	⇧ ⇧ U
Display function arguments dialog box	Ctrl A	⇧ A
Define name	Ctrl F3	⇧ L
Create names from labels	Ctrl Shift F3	⇧ Shift F3
Paste name into formula	F3	
Accept function with autocomplete	Tab	⇩ Tab


























Grid Operations

	Win	Mac
Display Insert Dialog box	Ctrl Shift +	^
Insert rows	Ctrl Shift +	^
Insert columns	Ctrl Shift +	^
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

Workbook

	Win	Mac
Insert new worksheet	 	 
Go to next worksheet	 	  
Go to previous worksheet	 	  
Move to next pane		
Move to previous pane	 	 
Go to next workbook	 	 
Go to previous workbook	  	  
Display control menu	 	
Minimize current workbook window	 	 
Maximize current workbook window	 	

Other

Open Spelling dialog box		
Open Thesaurus dialog box.	 	 
Open Macro dialog box	 	  
Open VBA Editor	 	  
Hide or show objects	 	 
Display Modify Cell Style	 	  

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

Pivot Tables

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

Exceljet Video Courses



Video courses

CORE EXCEL
Be fluent in Excel with just one course. Core Excel is a step-by-step video course that will teach you how to use Excel with ease and confidence. When you complete this course, you will be recognized as someone who really knows Excel well. Support your career with strong Excel skills, and get the job, promotion, or assignment you want.
129 bite-sized videos
[Learn more](#)

CORE PIVOT
Transform your raw data into relevant and useful information effortlessly. Core Pivot is a step-by-step video course that will teach you how to use what is arguably the most powerful tool in Excel: Pivot Tables. Discover advanced pivot tables - which don't require any formulas - it will forever change the way you use Excel. They are a huge upgrade to your Excel skill set.
44 bite-sized videos
[Learn more](#)

CONDITIONAL FORMATTING
Visualize your data in seconds. Conditional formatting is one of the most powerful tools in Excel. With simple rules, you can instantly highlight critical information. Which salespeople are above or below quota? Which orders are above \$500? Which tasks are overdue? This course will show you how to take the drudgery out of data analysis by using conditional formatting to make Excel do the hard work for you.
18 bite-sized videos
[Learn more](#)

[Click here](#) to learn more!

Printed quick reference cards



EXCEL SHORTCUTS

Category	Shortcut	Function
File	Ctrl+N	New workbook
	Ctrl+O	Open workbook
	Ctrl+S	Save workbook
	Ctrl+P	Print workbook
	Ctrl+W	Close workbook
	Ctrl+F4	Close all workbooks
	Ctrl+A	Select all
	Ctrl+Z	Undo
	Ctrl+Y	Redo
	Ctrl+H	Find and replace
Ribbon	Ctrl+Q	Quick launch ribbon
	Ctrl+R	Reset ribbon
	Ctrl+M	Move ribbon
	Ctrl+D	Default ribbon
	Ctrl+I	Insert ribbon
	Ctrl+L	Layout ribbon
	Ctrl+U	Update ribbon
	Ctrl+V	View ribbon
	Ctrl+B	Back ribbon
	Ctrl+F	Find ribbon
General	Ctrl+G	Go to
	Ctrl+H	Home
	Ctrl+I	Insert
	Ctrl+J	Justify
	Ctrl+K	Insert link
	Ctrl+L	List
	Ctrl+M	Move
	Ctrl+N	New
	Ctrl+O	Open
	Ctrl+P	Print
Selection	Ctrl+A	Select all
	Ctrl+Z	Undo
	Ctrl+Y	Redo
	Ctrl+H	Find and replace
	Ctrl+W	Close
	Ctrl+F4	Close all
	Ctrl+D	Default
	Ctrl+I	Insert
	Ctrl+L	Layout
	Ctrl+U	Update
Active Cell	Ctrl+G	Go to
	Ctrl+H	Home
	Ctrl+I	Insert
	Ctrl+J	Justify
	Ctrl+K	Insert link
	Ctrl+L	List
	Ctrl+M	Move
	Ctrl+N	New
	Ctrl+O	Open
	Ctrl+P	Print
Extend Selection	Ctrl+Shift+Down	Extend selection down
	Ctrl+Shift+Up	Extend selection up
	Ctrl+Shift+Right	Extend selection right
	Ctrl+Shift+Left	Extend selection left
	Ctrl+Shift+Home	Extend selection to start
	Ctrl+Shift+End	Extend selection to end
	Ctrl+Shift+F2	Extend selection to previous cell
	Ctrl+Shift+F3	Extend selection to next cell
	Ctrl+Shift+F4	Extend selection to previous cell
	Ctrl+Shift+F5	Extend selection to next cell
Navigation	Ctrl+Home	Go to start
	Ctrl+End	Go to end
	Ctrl+PageUp	Go to previous sheet
	Ctrl+PageDown	Go to next sheet
	Ctrl+Home	Go to start
	Ctrl+End	Go to end
	Ctrl+PageUp	Go to previous sheet
	Ctrl+PageDown	Go to next sheet
	Ctrl+Home	Go to start
	Ctrl+End	Go to end
Entering data	Ctrl+Enter	Enter and move to next cell
	Ctrl+Shift+Enter	Enter and move to next cell
	Ctrl+Enter	Enter and move to next cell
	Ctrl+Shift+Enter	Enter and move to next cell
	Ctrl+Enter	Enter and move to next cell
	Ctrl+Shift+Enter	Enter and move to next cell
	Ctrl+Enter	Enter and move to next cell
	Ctrl+Shift+Enter	Enter and move to next cell
	Ctrl+Enter	Enter and move to next cell
	Ctrl+Shift+Enter	Enter and move to next cell

[Click here](#) to learn more!