

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>

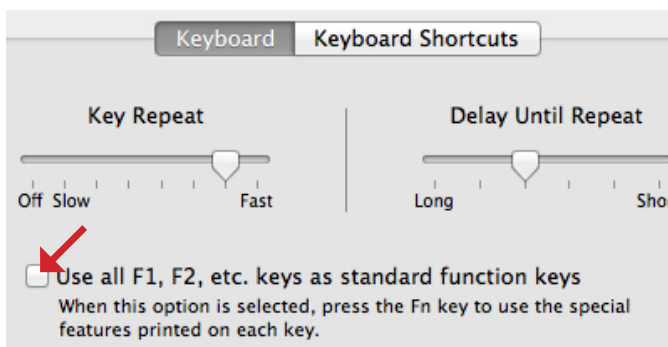
Mac keyboard shortcuts

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 . . .		Mouse Click . . .	

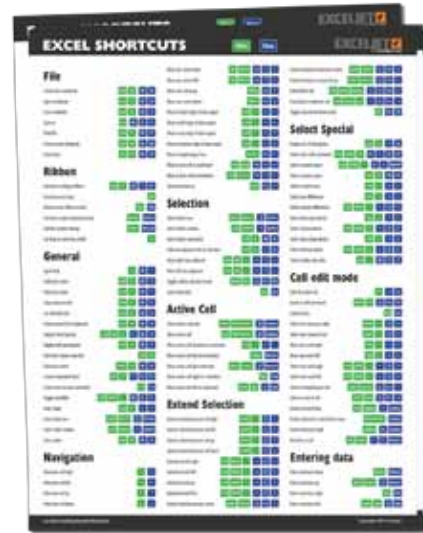
Mac computers have a special preference for function keys in System preferences. This guide assumes your Mac is set at the default, with **Use all F1, F2, etc. keys as standard function keys** *unchecked*. In this state, you generally have to use the function key (Fn) when using function keys (F1, F2,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

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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




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How to create a dynamic named range with a Table: Microsoft Excel

Address	Price	Beds	Bath	Size	Year	Listed	Status
5007 Arthur Avenue		2	1	1,025 SF	1975	2/19/2013	Sold
2479 North Bend River Road	\$ 109,900	1	1	758 SF	1965	10/24/2012	For Sale
4318 D Street	\$ 109,900	2	1	1,010 SF	1959	4/5/2012	Sale Pending
4883 Hartland Avenue	\$ 129,900	1	1	895 SF	1975	9/22/2012	For Sale
4150 Richland Avenue	\$ 149,900	2	1	1,032 SF	1959	9/14/2012	Sold
2659 Crestview Terrace	\$ 189,000	3	2	1,825 SF	1957	10/9/2012	Sold
1233 Green Avenue	\$ 189,900	3	2	1,653 SF	1976	12/5/2012	For Sale
1448 Chenoweth Drive	\$ 229,900	4	2	2,144 SF	1957	5/2/2012	For Sale
1301 Robinson Court	\$ 355,000	3	2	2,000 SF	1953	3/17/2013	Sale Pending
4803 Hoffman Avenue	\$ 385,000	4	2	2,136 SF	1968	1/25/2013	For Sale

Total properties	
Average price	
Sold properties	

Win Mac
Ctrl Shift L Command Shift F
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Sample video image from Core Formula: whenever we use a shortcut, we always show the shortcut for both Windows and Mac clearly on the screen.

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	F1	⌘ /
Undo last action	Ctrl Z	⌘ Z
Redo last action	Ctrl Y	⌘ Y
Copy selected cells	Ctrl C	⌘ C
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
Select table column	Ctrl Space	⌘ Space
Select table	Ctrl A	⌘ A

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	 	 
Select entire column	 	 
Select entire worksheet	 	 
Add adjacent cells to selection	 	 
Add non-adjacent cells to selection	 	 
Same selection in next column		 
Same selection in previous column		  
Move right non-adjacent	  	  
Move left non-adjacent	  	  
Toggle add to selection mode	 	  
Cancel selection		

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 down	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	 	 
Select cells with comments	  	   
Select current region	  	  
Select current region	 	 
Select current array	 	 
Select row differences	 	 
Select column differences	  	  
Select direct precedents	 	 
Select all precedents	  	  
Select direct dependents	 	 
Select all dependents	  	  
Select visible cells only	 	  

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	 	 
Flash fill	 	

Formatting

	Win	Mac
Format (almost) anything	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	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

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	^ L
Define 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

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























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





































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	  	  
Minimize current workbook window	 	 
Maximize current workbook window	 	
Select adjacent worksheets	 	 
Select non-adjacent worksheets	 	 

Dialog Boxes

	Win	Mac
Move to next control		
Move to previous control	 	 
Move to next tab	 	 
Move to previous tab	  	  
Accept and apply		
Check and uncheck box		
Cancel and close the dialog box		

Other

Open Spelling dialog box		
Open Thesaurus dialog box	 	 
Open Macro dialog box	 	  
Open VBA Editor	 	  
Duplicate object	 	 
Snap to grid		
Hide or show objects	 	 
Display Modify Cell Style	 	  
Display shortcut menu	 	  
Display control menu	