



MS Excel Shortcuts for MAC users

Create new workbook	Command + N
Open workbook	Command + O
Save workbook	Command + S
Save as	Command + Shift+ S
Print file	Command + P
Close current workbook	Command + W
Close Excel	Command + Q
Expand or collapse ribbon	Command + Option + R
Move to next ribbon control	Tab
Activate or open selected control	Space
Confirm control change	Return
Open help	Command + /
Undo last action	Command + Z
Redo last action	Command + Y
Copy selected cells	Command + C
Cut selected cells	Command + X
Paste content from clipboard	Command + V
Display Paste Special	Control + Command + V
Display find and replace	Command + F
Find with replace selected	Control + H
Find previous match	Command + Arrow up + G
Find next match	Command + G
Create embedded chart	Fn + Option + F1
Create chart in new worksheet	Fn + F11
Toggle Autofilter	Command + Arrow up + F
Activate filter	Option + arrow down
Insert table	Control + T

Select table row	Arrow up + Space
Select table column	Control + Space
Select table	Command + A
Move one cell right	Right Arrow
Move one cell left	Left Arrow
Move one cell up	Arrow up
Move one cell down	Arrow down
Move one screen right	Fn + Option + Arrow up
Move one screen left	Fn + Option + Arrow down
Move one screen up	Fn + Arrow up
Move one screen down	Fn + Arrow down
Move to right edge of data region	Control + Right Arrow
Move to left edge of data region	Control + Left Arrow
Move to top edge of data region	Control + Arrowup
Move to bottom edge of data region	Control + Arrowdown
Move to beginning of row	Fn + Left Arrow
Move to last cell in worksheet	Fn + control + Right Arrow
Move to first cell in worksheet	Fn + control + Left Arrow
Turn End mode on	Fn + Right Arrow
Select entire row	Arrow up + Space
Select entire column	Control + Space
Select entire worksheet	Command + A
Add adjacent cells to selection	Arrow up + Click
Add non-adjacent cells to selection	Command + Click
Same selection in next column	Option + Tab
Same selection in previous column	Option +Arrow up + Tab
Move right non-adjacent	Control + Option + Right Arrow

Move left non-adjacent	Control + Option + Left Arrow
Toggle add to selection mode	Fn + Arrow up + F8
Cancel selection	Esc
Select active cell only	Arrow up + Delete
Show active cell	Command + Delete
Move active cell clockwise in selection	Control + Point
Move active cell down in selection	Return
Move active cell up in selection	Shift + Return
Move active cell right in a selection	Tab
Move active cell left in a selection	Shift + Tab
Extend selection by one cell right	Shift + Right Arrow
Extend selection by one cell left	Shift + Left Arrow
Extend selection by one cell up	Shift + Arrow up
Extend selection by one cell down	Shift + Arrow down
Extend last cell right	Control + Shift + Right Arrow
Extend last cell left	Control + Shift + Left Arrow
Extend last cell up	Control + Shift + Arrow up
Extend last cell down	Control + Shift + Down Arrow
Extend selection up one screen	Fn + Shift + Arrow up
Extend selection down one screen	Fn + Shift + Down Arrow
Extend selection to start of row	Fn + Shift + Left Arrow
Extend first cell	Fn + Control + Shift + Left Arrow
Extend last worksheet cell	Fn + Control + Shift + Right Arrow
Toggle extend selection mode	Fn + F8
Display 'Go To' dialog box	Control + G
Select cells with comments	Fn + Control + Shift + O
Select current region	Shift + Control + Space



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Select current region	Command + A
Select current array	Control + /
Select row differences	Control + \
Select column differences	Control + Shift + I
Select direct precedents	Control + [
Select all precedents	Control + Shift + {
Select direct dependents	Control +]
Select all dependents	Control + Shift + }
Select visible cells only	Command + Shift + Z
Edit the active cell	Control + U
Insert or edit comment	Fn + Shift + F2
Cancel entry	Esc
Select one character right	Shift + Right Arrow
Select one character left	Shift + Left Arrow
Move one word right	Control + Right Arrow
Move one word left	Control + Left Arrow
Select one word right	Control + Shift + Right Arrow
Select one word left	Control + Shift + Left Arrow
Select to beginning of cell	Fn + Shift + Left Arrow
Select to end of cell	Fn + Shift + Right Arrow
Delete to end of line	Control + Delete
Delete character to the left of cursor	Delete
Delete character right	Fn + Delete
New line in cell	Control + Shift + Return
Enter and move down	Return
Enter and move up	Shift + Return
Enter and move right	Tab

Enter and move left	Shift + Tab
Enter and stay in cell	Control + Return
Enter same data in multiple cells	Control + Return
Insert current date	Control + ;
Insert current time	Control + Shift + :
Fill down from cell above	Control + D
Fill right from cell left	Control + R
Copy formula from cell above	Control + '
Copy value from cell above	Control + Shift + "
Add hyperlink	Command + K
Display AutoComplete list	Option + Down Arrow
Format (almost) anything	Command + I
Apply format again	Control + Y
Apply or remove bold formatting	Command + B
Apply or remove italic formatting	Command + I
Apply or remove underscoring	Command + U
Toggle strikethrough formatting	Command + Shift + X
Toggle shadow font style	Command + Shift + W
Toggle outline font style	Command + Shift + D
Align center	Command + E
Align left	Command + L
Align right	Command + R
Indent	Command + M
Remove indent	Command + Shift + M
Increase font size one step	Command + Shift + >
Decrease font size one step	Command + Shift + <
Apply general format	Control + Shift + ~

Apply currency format	Control + Shift + \$
Apply percentage format	Control + Shift + %
Apply scientific format	Control + Shift + ^
Apply date format	Control + Shift + #
Apply time format	Control + Shift + @
Apply number format	Control + Shift + !
Add border outline	Command + Option + O
Add or remove border right	Command + Option + Right Arrow
Add or remove border left	Command + Option + Left Arrow
Add or remove border top	Command + Option + Arrow up
Add or remove border bottom	Command + Option + Arrow down
Remove borders	Command + Option + _
Toggle absolute and relative references	Command + T
Open Insert Function Dialog	Fn + Shift + F3
Autosum selected cells	Command + Shift + T
Toggle formulas on and off	Control + '
Insert function arguments	Control + Shift + A
Enter array formula	Control + Shift + Return
Calculate worksheets	Fn + F9
Calculate active worksheet	Fn + Shift + F9
Evaluate part of a formula	Fn + F9
Expand/collapse formula bar	Control + Shift + U
Display function arguments dialog box	Control + A
Define name	Control + L
Define names from labels	Control + Shift + F3
Accept function with autocomplete	Arrow down + Tab
Display Insert Dialog box	Control + I



MS Excel Shortcuts

for MAC users

Insert rows	Control + I
Insert columns	Control + I
Display Delete dialog box	Control + -
Delete rows	Control + -
Delete columns	Control + -
Delete cells	Control + -
Delete contents of selected cells	Fn + Delete
Hide columns	Control + O
Hide rows	Control + 9
Unhide rows	Control + Shift + 9
Unhide columns	Control + Shift + O
Group rows or columns	Command + Shift + K
Ungroup rows or columns	Command + Shift + J
Open Group Dialog Box	Command + Shift + K
Open Ungroup Dialog Box	Command + Shift + J
Hide or show outline symbols	Control + 8
Select entire pivot table	Command + A
Toggle pivot table field checkbox	Space
Group pivot table items	Command + Shift + K
Ungroup pivot table items	Command + Shift + J
Hide pivot table item	Control + -
Create pivot chart on new worksheet	Fn + F11
Open pivot table wizard	Command + Option + P
Drag and cut	Drag
Drag and copy	Option + Drag
Drag and insert	Shift + Drag
Drag and insert copy	Option + Shift + Drag

Drag to worksheet	Command + Drag
Drag to duplicate worksheet	Option + Drag
Insert new worksheet	Shift + F11
Go to next worksheet	Fn + Control + Down Arrow
Go to previous worksheet	Fn + Control + Arrow up
Move to next pane	F6
Move to previous pane	Shift + F6
Go to next workbook	Control + Tab
Go to previous workbook	Control + Shift + Tab
Minimize current workbook window	Command + M
Select adjacent worksheets	Shift + Click
Select non-adjacent worksheets	Command + Click
Move to next control	Tab
Move to previous control	Shift + Tab
Move to next tab	Control + Tab
Move to previous tab	Control + Shift + Tab
Accept and apply	Return
Check and uncheck box	Space
Cancel and close the dialog box	Esc
Open Spelling dialog box	F7
Open Thesaurus dialog box	Shift + F7
Open Macro dialog box	Fn + Option + F9
Open VBA Editor	Fn + Option + F11
Duplicate object	Command + D
Snap to grid	Command
Hide or show objects	Control + 6
Display Modify Cell Style	Command + Shift + L