

200 Excel Shortcuts for Windows and Mac

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Workbook Shortcuts

Excel Windows Shortcut	Mac Shortcut	Purpose
Ctrl + N	Command + N	Create a new workbook
Ctrl + O	Command + O	Open an existing workbook
Ctrl + S	Command + S	Save the current workbook
Ctrl + W	Command + W	Close the current workbook
Ctrl + Tab	Control + Tab	Switch between open workbooks
Ctrl + F4	Command + W	Close the active window
Ctrl + F6	Control + Tab	Switch to the next workbook window

Ctrl + Shift + N	Command + Shift + N	Create a new worksheet
Alt + E + L	Option + E + L	Autofit column width
Ctrl + Page Up	Control + Option + Left Arrow	Move to the previous worksheet
Ctrl + Page Down	Control + Option + Right Arrow	Move to the next worksheet
Ctrl + Shift + Tab	Control + Shift + Tab	Switch to the previous workbook window
VBA Shortcuts:		
Excel Windows Shortcut	Mac Shortcut	Purpose
Alt + F11	Option + F11	Open the VBA editor
F5	F5	Run VBA code
Ctrl + Break	Command + Break	Stop VBA code execution
Ctrl + G	Command + G	Open the Immediate window
Ctrl + Space	Control + Space	Select the entire column in VBA editor
Shift + F2	Shift + F2	Insert or edit a comment in VBA editor
Ctrl + Shift + A	Command + Option + A	Add a procedure to a module

Ctrl + Shift + L	Command + Option + L	Open the Call Stack dialog box
Pivot Table Shortcuts:		
Excel Windows Shortcut	Mac Shortcut	Purpose
Alt + D + P	Option + Command + P	Create a pivot table
Alt + Shift + ↓	Option + Shift + ↓	Expand/Collapse pivot field
Alt + Shift + →	Option + Shift + →	Group selected items in a pivot field
Alt + Shift + ←	Option + Shift + ←	Ungroup selected items in a pivot field
Alt + Shift + –	Option + Shift + –	Hide selected pivot items
Alt + Shift + +	Option + Shift + +	Show hidden pivot items
Alt + Enter	Option + Return	Open the PivotTable Field dialog
Ctrl + Drag	Command + Drag	Copy cell value while dragging
Alt + ↓	Option + ↓	Open drop-down menu in pivot table
Insert Shortcuts:		

Excel Windows Shortcut	Mac Shortcut	Purpose
Ctrl + Shift + +	Command + Shift + +	Insert a new row or column
Ctrl + Shift + =	Command + Shift + =	Insert a new worksheet
Alt + Shift + F1	Option + Shift + F1	Insert a new worksheet with a chart
Ctrl + Shift + T	Command + Shift + T	Insert a new table
Ctrl + Space	Control + Space	Insert entire column in a table
Ctrl + Shift + Space	Command + Shift + Space	Insert entire row in a table
Ctrl + K	Command + K	Insert a hyperlink
Shift + F11	Shift + F11	Insert a new worksheet
Data Entry Shortcuts:		
Excel Windows Shortcut	Mac Shortcut	Purpose
Ctrl + Enter	Command + Return	Enter data in the selected cell and stay
Ctrl + ;	Command + ;	Enter the current date
Ctrl + Shift + :	Command + Shift + :	Enter the current time

Ctrl + Shift + ;	Command + Shift + ;	Enter the current date and time
Alt + Enter	Option + Return	Start a new line within a cell
Ctrl + `	Command + `	Copy the formula from the cell above
Ctrl + Shift + “	Command + Shift + “	Copy the value from the cell above
Ctrl + Shift + :	Command + Shift + :	Enter the current time
Ctrl + 1	Command + 1	Open the Format Cells dialog box
Ctrl + J	Command + J	Fill down from cell above
Formula Related Shortcuts:		
Excel Windows Shortcut	Mac Shortcut	Purpose
Ctrl + `	Command + `	Toggle formula view
F2	F2	Edit active cell's formula
Ctrl + Enter	Command + Return	Enter a formula as an array
Shift + F3	Shift + F3	Open the Insert Function dialog box
Ctrl + Shift + A	Command + Option + A	Insert function arguments
Ctrl + Shift + F3	Command + Option + F3	Create a name using the formula

Ctrl + Shift + R	Command + Option + R	Fill right from the cell above
Ctrl + Shift + D	Command + Option + D	Fill down from the cell above
Ctrl + `	Command + `	Show or hide formulas
Ctrl + Shift + \$	Command + Shift + \$	Apply currency format with two decimal places
Ctrl + Shift + %	Command + Shift + %	Apply percentage format
Cell Editing Shortcuts:		
Excel Windows Shortcut	Mac Shortcut	Purpose
F2	F2	Edit the active cell
Ctrl + X	Command + X	Cut selected cells' contents
Ctrl + C	Command + C	Copy selected cells' contents
Ctrl + V	Command + V	Paste copied or cut cells' contents
Ctrl + Z	Command + Z	Undo the last action
Ctrl + Y	Command + Y	Redo the last undone action
Ctrl + D	Command + D	Fill down from the cell above
Ctrl + R	Command + R	Fill right from the cell left
Ctrl + Shift + +	Command + Shift + +	Insert blank cells
Ctrl + -	Command + -	Delete selected cells

F4	F4	Repeat the last action
Ctrl + ;	Command + ;	Insert current date
Ctrl + :	Command + :	Insert current time
Alt + Enter	Option + Return	Start a new line within a cell
F7	F7	Spell check selected cells
Shift + F2	Shift + F2	Add or edit a comment
Navigation Shortcuts:		
Excel Windows Shortcut	Mac Shortcut	Purpose
Ctrl + Arrow Key	Command + Arrow Key	Move to the edge of data region
Ctrl + Home	Command + Home	Go to cell A1
Ctrl + End	Command + End	Go to the last cell with data
Ctrl + Page Up	Control + Option + Left Arrow	Move to the previous worksheet
Ctrl + Page Down	Control + Option + Right Arrow	Move to the next worksheet
Ctrl + Tab	Control + Tab	Switch between open workbooks
Ctrl + Shift + Tab	Control + Shift + Tab	Switch to the previous workbook window

Ctrl + F6	Control + Tab	Switch to the next workbook window
Ctrl + Backspace	Command + Delete	Go to the active cell
Ctrl + F	Command + F	Open the Find and Replace dialog box
F5	F5	Go to a specific cell
Ctrl + G	Command + G	Go to a specific cell
Ctrl +]	Command +]	Go to the next sheet tab
Ctrl + [Command + [Go to the previous sheet tab
<p>Copying, Cutting, and Pasting Actions:</p>		
Action	Excel Windows Shortcut	Mac Shortcut
Copy Value	Ctrl + C	Command + C
Cut Value	Ctrl + X	Command + X
Paste Value	Ctrl + V	Command + V
Copy Formatting	Ctrl + Shift + C	Command + Option + C
Cut Formatting	Ctrl + Shift + X	Command + Option + X
Paste Formatting	Ctrl + Shift + V	Command + Option + V
Paste Special	Ctrl + Alt + V	Command + Control + V
Copy Formula from Cell Above	Ctrl + ‘	Command + ‘

Copy Value from Cell Above	Ctrl + Shift + “	Command + Shift + “
Copy Formula and Number Formats	Ctrl + D	Command + D
Copy Column Widths	Ctrl + Shift + =	Command + Shift + =
Copy Visible Cells Only	Alt + ;	Option + “
Selection Shortcuts:		
Excel Windows Shortcut	Mac Shortcut	Purpose
Shift + Arrow Keys	Shift + Arrow Keys	Extend selection by one cell
Ctrl + Shift + Arrow Keys	Command + Shift + Arrow Keys	Extend selection to the edge of data region
Shift + Space	Shift + Space	Select entire row
Ctrl + Space	Control + Space	Select entire column
Ctrl + A	Command + A	Select entire worksheet
Ctrl + Shift + *	Command + Shift + 8	Select current region
Ctrl + Space, Shift + Space	Control + Space, Shift + Space	Select entire sheet
Ctrl + .	Command + .	Select next corner of selection

Ctrl + /	Command + /	Select current array
Shift + Backspace	Shift + Delete	Select current region
Find and Replace Shortcuts:		
Excel Windows Shortcut	Mac Shortcut	Purpose
Ctrl + F	Command + F	Open the Find and Replace dialog box
Ctrl + H	Command + Option + F	Open the Find and Replace dialog box (Replace tab)
F3	F3	Find next occurrence
Shift + F4	Shift + F4	Find previous occurrence
Alt + M, R	Option + Command + F	Replace the selected occurrence
Alt + A, T	Option + A, T	Replace all occurrences in the worksheet
Alt + A, A	Option + A, A	Replace all occurrences in the selection
Alt + M, A, A	Option + Command + A, A	Replace all occurrences in the workbook
Ctrl + Alt + Enter	Command + Option + Enter	Replace and Find Next
Ctrl + Shift + L	Command + Option + L	Open the Find and Replace dialog box with the "Look in" list preselected
Ctrl + *	Command + *	Select the current region around the active cell

Ctrl + Shift + H	Command + Option + H	Replace all in the active worksheet without opening the dialog box
Conditional Formatting Shortcuts:		
Excel Windows Shortcut	Mac Shortcut	Purpose
Alt + H, L, N	Option + H, L, N	New Rule: Format Cells that
Alt + H, L, R	Option + H, L, R	Manage Rules
Alt + H, L, V	Option + H, L, V	Clear Rules
Alt + H, L, C	Option + H, L, C	Clear Rules from Selected Cells
Alt + H, L, E	Option + H, L, E	Edit Rule
Alt + H, L, D	Option + H, L, D	Delete Rule
Alt + H, L, A	Option + H, L, A	New Rule: Above Average
Alt + H, L, B	Option + H, L, B	New Rule: Below Average
Alt + H, L, I	Option + H, L, I	New Rule: Top/Bottom Rules
Alt + H, L, G	Option + H, L, G	New Rule: Color Scales
Alt + H, L, J	Option + H, L, J	New Rule: Icon Sets

Alt + H, L, K	Option + H, L, K	New Rule: Data Bars
Alt + H, L, M	Option + H, L, M	New Rule: Format only cells that contain
Alt + H, L, P	Option + H, L, P	New Rule: Use a formula to determine which cells to format
Alt + H, L, S	Option + H, L, S	New Rule: Format only top or bottom ranked values
Alt + H, L, T	Option + H, L, T	New Rule: Duplicate Values
Alt + H, L, U	Option + H, L, U	New Rule: Unique Values
Chart Shortcuts:		
Excel Windows Shortcut	Mac Shortcut	Purpose
F11	F11	Create a chart on a new sheet
Alt + F1	Option + F1	Create a chart using data in current range
F3	F3	Open the Insert Function dialog box
Alt + Shift + F1	Option + Shift + F1	Create an embedded chart
F6	F6	Switch between the chart and the worksheet
Ctrl + Arrow Keys	Command + Arrow Keys	Navigate between chart elements

Ctrl + Space, Arrow Keys	Control + Space, Arrow Keys	Select chart elements
Ctrl + C	Command + C	Copy the selected chart
Ctrl + V	Command + V	Paste the copied chart
Ctrl + X	Command + X	Cut the selected chart
Ctrl + D	Command + D	Duplicate the selected chart
Ctrl + W	Command + W	Close the active chart sheet
Ctrl + Shift + P	Command + Option + P	Print the active chart
Ctrl + Shift + F10	Command + Shift + F10	Show the context menu for the selected chart
Alt + Shift + F2	Option + Shift + F2	Save the active chart as a template
Alt + F4	Option + F4	Close the active chart and its source data
General Excel Shortcuts		
Excel Windows Shortcut	Mac Shortcut	Purpose
Ctrl + N	Command + N	Create a new workbook
Ctrl + O	Command + O	Open an existing workbook
Ctrl + S	Command + S	Save the current workbook
Ctrl + P	Command + P	Print the current workbook
Ctrl + F	Command + F	Open the Find and Replace dialog box

F12	F12	Save As
Ctrl + Z	Command + Z	Undo the last action
Ctrl + Y	Command + Y	Redo the last undone action
Ctrl + C	Command + C	Copy selected content
Ctrl + X	Command + X	Cut selected content
Ctrl + V	Command + V	Paste copied or cut content
Ctrl + A	Command + A	Select all content
Ctrl + F1	Command + F1	Expand or collapse the ribbon
F10	F10	Activate the ribbon shortcuts
Shift + F10	Shift + F10	Display the right-click menu
Ctrl + Home	Command + Home	Go to cell A1
Ctrl + End	Command + End	Go to the last cell with data
Ctrl + Backspace	Command + Delete	Go to the active cell
Ctrl + ;	Command + ;	Insert current date
Ctrl + :	Command + :	Insert current time
Ctrl + Arrow Keys	Command + Arrow Keys	Navigate between cells
Ctrl + Shift + Arrow Keys	Command + Shift + Arrow Keys	Extend selection by one cell

