




Excel Keyboard Shortcuts

2016 compatible only

Command - ⌘

Options / Alt - ⌥

Windows 

Navigation and Selection Shortcuts

Windows Action	Mac Action	Function
Ctrl + Page Down / Page Up	Fn + Cmd + Arrow Keys	Move between worksheets
Ctrl + Tab	Ctrl + ~	Move between workbooks
Ctrl + Space	Ctrl + Space	Select Column
Shift + Space	Shift + Space	Select Row
Ctrl + -	Ctrl / Cmd + -	Delete Row / Column / Cell
Ctrl + Shift + =	Ctrl / Cmd + Shift + =	Insert Row / Column / Cell
Ctrl + *	Cmd + A	Selects the entire worksheet.
Ctrl + Shift + 8	Cmd + Shift +	If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the current region and its summary rows. Pressing CTRL+A a third time selects the entire worksheet.
Ctrl + A	Spacebar Cmd + Shift + *	
		When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialogue box.
		CTRL+SHIFT+A inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.
Ctrl + F	Cmd+ F	Find
Ctrl + H	Cmd + Shift + H	Replace
Ctrl + N	Cmd + N	New Document
Ctrl + O	Cmd + O	Open a Document
Ctrl + F12		
Ctrl + F1	Cmd + Option / Alt ⌥ + R	Expand or Collapse Ribbon
Ctrl + P	Cmd + P	Print
Alt + F4	Cmd + Q	Quit Excel
Ctrl + W	Cmd + W	Close current workbook
Ctrl + S	Cmd + S	Save
F12	Cmd + Shift + S	Save As
F1	Cmd + shift + ?	Search Help
	Cmd + Shift + P	Open Start Screen / Backstage
Ctrl + D	Cmd + D	Fill Down
Ctrl + R	Cmd + R	Fill Right
Ctrl + C	Cmd + C	Copy
Ctrl + X	Cmd + X	Cut
Ctrl + V	Cmd + V	Paste
Ctrl + Alt + V	Ctrl + Cmd + V	Paste Special
Ctrl + `		Copies the value from the cell above the active cell into the cell or the Formula Bar without formatting
Ctrl + ~	Ctrl + ~	Show Formulas
F11	Fn + F11	Create Chart in New Worksheet
Alt + F1		Create Chart as object in current sheet



Alt – F11	Option / Alt \square + F11	Open Visual Basic
Windows + D	Cmd + M	Minimize to Desktop
Ctrl + Arrow Keys	Cmd + Arrow Keys	Move to first / last cell with data in either direction
Shift + Arrow Keys	Shift + Arrow Keys	Selects cells in either direction
Ctrl + Shift + Arrow Keys	Cmd + Shift + Arrow Keys	Select database
Ctrl + Z	Cmd + Z	Undo
Ctrl + Y	Cmd + Y	Redo
Ctrl + G	Cmd + S	Go To dialogue box
F5	F5	
Ctrl + Shift + ;	Cmd + ;	Enters the current time
Ctrl + ;	Ctrl + ;	Enters the current date
F3		Displays Paste Name dialogue box
Shift + F3	Shift + F3	Displays the Insert Function or Function dialogue box
F4	Ctrl + Y	Repeats the last action made if not inside a formula
F6		Switches between the worksheet, Ribbon, task pane, and Zoom controls. In a worksheet that has been split (View menu, Manage This Window, Freeze Panes, Split Window command), F6 includes the split panes when switching between panes and the Ribbon area.
Ctrl + F6	Cmd + ~	Switches to the next workbook window when more than one workbook window is open
Shift + F6		Switches between the worksheet, Zoom controls, task pane, and Ribbon
F7	F7	Displays the Spell Check dialogue box
Ctrl + F7		Performs the Move command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press ENTER or ESC to cancel
F8	F8	Turns extend mode on or off. In extend mode, Extended Selection appears in the status line, and the arrow keys extend the selection.
Alt + F8	Option + F8	Displays the Macro dialogue box to create, run, edit, or delete a macro
Ctrl + F8		Performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized
Shift + F8	Shift + F8	Enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys
F9	F9	Calculates all worksheets in all open workbooks
	Cmd + =	
Ctrl + F9	Ctrl + F9	Minimizes a workbook window to an icon
Shift + F9	Shift + F9	Calculates the active sheet
Ctrl + Alt + Shift + F9		Rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated
Ctrl + Alt + F9		Calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation

Formatting Shortcuts

Windows Action	Mac Action	Function
F4	Cmd + T	Absolute Cell Reference when inside a formula
Ctrl + B	Cmd + B	Bold



Ctrl + 2		
Ctrl + U	Cmd + U	Underline
Ctrl + 4		
Ctrl + I	Cmd + I	Italic
Ctrl + 3		
Ctrl + 1	Cmd + 1	Format Cells Dialogue Box
Ctrl + 5	Cmd + Shift + X	Applies or removes strikethrough
Ctrl + 6	Ctrl + 6	Alternates between hiding objects, displaying objects, and displaying placeholders for objects
Ctrl + 8	Ctrl + 8	Displays or hides the outline symbols
Ctrl + Shift + &	Cmd + Option + 0	Applies the outline border to selected cell.
Ctrl + Shift + _	Cmd + Option + -	Removes the outline border from the selected cells
Ctrl + Shift + ~	Ctrl + Shift + ~	Applies the General number format
Ctrl + Shift + \$	Ctrl + Shift + \$	Applies the Currency format with two decimal places
Ctrl + Shift + %	Ctrl + Shift + %	Applies the Percentage format with no decimal places
Ctrl + Shift + ^	Ctrl + Shift + ^	Applies the Exponential number format with two decimal places
Ctrl + Shift + #	Ctrl + Shift + #	Applies the Date format with the day, month, and year
Ctrl + Shift + @	Ctrl + Shift + @	Applies the Time format with the hour and minute, and AM or PM
Ctrl + Shift + !	Ctrl + Shift + !	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values
Ctrl + K	Cmd + K Ctrl + K	Displays the Insert or Edit Hyperlink dialogue box
Ctrl + T	Cmd + T Ctrl + T	Displays the Create Table dialogue box
F2	F2	Edit cell contents
Shift + F2	Shift + F2	Adds or edits cell comments
F10		Turns key tips on or off
Ctrl + F10	Ctrl + F10 Cmd + F10	Maximizes or restores the selected workbook window
Alt + Shift + F10		Displays the menu or message for a smart tag. If more than one smart tag is present, it switches to the next smart tag and displays its menu or message
Shift + F10	Shift + F10	Displays the shortcut menu for a selected item
Shift + F11	Shift + F11	Inserts a new worksheet
Alt + F11	Option + F11	Opens the Microsoft Visual Basic Editor, in which you can create a macro by using Visual Basic for Applications (VBA)
Ctrl + Enter	Cmd + Return Ctrl + Return	Fills the selected cell range with the current entry
Shift + Enter	Shift + Enter	Completes a cell entry and selects the cell above
Alt + Enter	Cmd + Option + Enter Ctrl + Option + Enter	Inserts line break
Home	Home Fn + Left Arrow	Moves to the beginning of a row in a worksheet. Moves to the cell in the upper-left corner of the window when SCROLL LOCK is turned on. Selects the first command on the menu when a menu or submenu is visible
Ctrl + Shift + Home	Shift + Home Shift + Fn + Left Arrow	Extends the selection of cells to the beginning of the worksheet
Ctrl + Home	Ctrl + Home Ctrl + Fn + Left Arrow	Moves to the beginning of a worksheet
Ctrl + Shift + Page Dn	Ctrl + Shift + Page Dn	Selects the current and next sheet in a workbook
Ctrl + Page Down	Ctrl + Page Dn Option + Right Arrow	Moves to the next sheet in a workbook
Alt + Page Down	Option + Page Down	Moves one screen to the right in a worksheet



	Fn + Option + Down Arrow	
Page Down	Page Down Fn + Down Arrow	Moves one screen down in a worksheet
Page Up	Page Up Fn + Up Arrow	Moves one screen up in a worksheet
Ctrl + Shift + Page Up	Ctrl + Shift + Page Up Shift + Option + Left Arrow	Selects the current and previous sheet in a workbook
Ctrl + Page Up	Ctrl + Page Dn Option + Left Arrow	Moves to the previous sheet in a workbook.
Alt + Page Up	Option + Page Up Fn + Option + Up Arrow	Moves one screen to the left in a worksheet
Ctrl + Spacebar	Ctrl + Spacebar	Selects an entire column in a worksheet
Shift + Spacebar	Shift + Spacebar	Selects an entire row in a worksheet
Ctrl + Shift + Spacebar	Ctrl + Shift + Spacebar	Selects the entire worksheet.
Alt + Spacebar Spacebar		Displays the Control menu for the Microsoft Office Excel window In a dialogue box, performs the action for the selected button, or selects or clears a checkbox
Shift + Tab	Shift + Tab	Moves to the previous cell in a worksheet or the previous option in a dialogue box
Ctrl + Tab		Switches to the next tab in the dialogue box
Ctrl + Shift + Tab		Switches to the previous tab in a dialogue box
Tab	Tab	Moves one cell to the right in a worksheet. Moves between unlocked cells in a protected worksheet. Moves to the next option or option group in a dialogue box.
Arrow Keys	Arrow Keys	Move one cell up, down, left, or right in a worksheet.