

80 Excel Shortcuts

Cheat Sheet

PC

Mac

GENERAL EXCEL

Open a spreadsheet	Ctrl + O	⌘ + O
Create new spreadsheet	Ctrl + N	⌘ + N
Save a spreadsheet	Ctrl + S	⌘ + S
Save "as"	F12	⌘ + shift + S
Print a file	Ctrl + P	⌘ + P
Close a workbook	Ctrl + W	⌘ + W
Open print preview	Ctrl + F2	control + P
Open VBA Editor	Alt + F11	alt option + F11

GENERAL CELL CONTROL

Undo previous action	Ctrl + Z	⌘ + Z
Redo previous action	Ctrl + Y	⌘ + Y
Copy selected cells	Ctrl + C	⌘ + C
Paste clipboard content	Ctrl + V	⌘ + V
Cut cell	Ctrl + X	⌘ + X
Display "paste special" dialog	Ctrl + Alt + V	control + ⌘ + V
Display find and replace dialog	Ctrl + F	⌘ + F
Select entire row	Shift + Space	shift + space
Select entire column	Ctrl + Space	control + space
Toggle the autofilter	Ctrl + Shift + L	⌘ + shift + F

ADDING DATA TO CELLS

Insert or edit a comment	Shift + F2	shift + F2
Insert new line within cell	Alt + Enter	control + alt option + return
Edit the contents of the active cell	F2	control + U

NAVIGATING AND SELECTING CELLS

Move to the right edge of data range	Ctrl + →	control + →
Move to the left edge of data range	Ctrl + ←	control + ←
Move to the top edge of data range	Ctrl + ↑	control + ↑
Move to the bottom edge of data range	Ctrl + ↓	control + ↓
Navigate to the beginning of row	Home	home
Move to end cell	Ctrl + End	control + end
Show active cell	Ctrl + Back space	⌘ + delete

ROW AND COLUMN SELECTION

Select entire spreadsheet	Ctrl + A	⌘ + A
Add nearby cells to selection	Shift + Click	shift + Click
Add any cell to selection	Ctrl + Click	⌘ + Click
Select entire row	Shift + Space	shift + space
Select entire column	Ctrl + Space	control + space
Cancel selection	Esc	esc

GROUP SELECTION

Extend selection to the right	Shift + →	shift + →
Extend selection to the left	Shift + ←	shift + ←
Extend selection down	Shift + ↓	shift + ↓
Extend selection up	Shift + ↑	shift + ↑
Extend selection to the last right cell	Ctrl + Shift + →	control + shift + →
Extend selection to the last left cell	Ctrl + Shift + ←	control + shift + ←
Extend selection to the last bottom cell	Ctrl + Shift + ↓	control + shift + ↓
Extend selection to the last upper cell	Ctrl + Shift + ↑	control + shift + ↑

RIBBON CONTROL

Expand / collapse ribbon **Ctrl** + **F1** **⌘** + **shift** + **R**

OPERATING WITHIN A CELL

Enter the same data in multiple cells **Ctrl** + **Enter** **control** + **return**

Insert current date into a cell **Ctrl** + **;** **control** + **;**

Insert current time into a cell **Ctrl** + **Shift** + **:** **control** + **shift** + **:**

Open the 'Insert Hyperlink' dialog box **Ctrl** + **K** **control** + **K**

DIALOG BOXES

Open macro dialog box **Alt** + **F8** **alt option** + **F8**

FORMATTING TEXT AND NUMBERS

Open the 'Format Cells' dialog box **Ctrl** + **1** **⌘** + **1**

Toggle bold **Ctrl** + **B** **⌘** + **B**

Toggle italics **Ctrl** + **I** **⌘** + **I**

Toggle underline **Ctrl** + **U** **⌘** + **U**

Toggle strikethrough **Ctrl** + **5** **⌘** + **shift** + **X**

Align content to center **Alt** + **H** + **A** + **C** **⌘** + **E**

Align content to left **Alt** + **H** + **A** + **L** **⌘** + **L**

Align content to right **Alt** + **H** + **A** + **R** **⌘** + **R**

Format value as currency **Ctrl** + **Shift** + **\$** **control** + **shift** + **\$**

Format value as percentage **Ctrl** + **Shift** + **%** **control** + **shift** + **%**

Format value as date **Ctrl** + **Shift** + **#** **control** + **shift** + **#**

Format value as time **Ctrl** + **Shift** + **@** **control** + **shift** + **@**

Format value as a number **Ctrl** + **Shift** + **!** **control** + **shift** + **!**

Format value as general **Ctrl** + **Shift** + **~** **control** + **shift** + **~**

FORMULAS AND FUNCTIONS

Autosum all selected cells **Alt** + **=** **⌘** + **shift** + **T**

Add function arguments **Ctrl** + **Shift** + **A** **control** + **shift** + **A**

Toggle formula bar **Ctrl** + **Shift** + **U** **control** + **shift** + **U**

Open name manager **Ctrl** + **F3** **⌘** + **F3**

Toggle cell formulas **Ctrl** + **'** **control** + **'**

VIEW

Insert rows **Ctrl** + **+** **control** + **I**

Insert columns **Ctrl** + **+** **control** + **-**

Delete rows **Ctrl** + **-** **control** + **-**

Delete columns **Ctrl** + **-** **control** + **-**

Group rows or columns **Alt** + **Shift** + **→** **⌘** + **shift** + **K**

Ungroup rows or columns **Alt** + **Shift** + **←** **⌘** + **shift** + **J**

WORKSHEETS AND WORKBOOKS

Insert new worksheet **Shift** + **F11** **shift** + **F11**

Go to next worksheet **Ctrl** + **PgDn** **control** + **PgDn**

Go to previous worksheet **Ctrl** + **PgUp** **control** + **PgUp**

Navigate forward between workbook **Ctrl** + **Tab** **control** + **tab**

Navigate back between workbook **Ctrl** + **Shift** + **Tab** **control** + **shift** + **tab**

PIVOT TABLES

Add pivot chart to current spreadsheet **Alt** + **F1** N/A

Add pivot chart to new spreadsheet **F11** **F11**