

File Commands

Action	Windows	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
Close current workbook	Ctrl W	⌘ W
Close Excel	Alt F4	⌘ Q

General Commands

Action	Windows	Mac
Open options	Alt F T	⌘ ,
Open help	F1	⌘ /
Undo last action	Ctrl Z	⌘ Z
Redo last action	Ctrl Y	⌘ Y
Copy selected cells	Ctrl C	⌘ C
Repeat last action	F4	⌘ Y
Cut selected cells	Ctrl X	⌘ X
Paste content	Ctrl V	⌘ V
Paste values	Ctrl Shift V	⌘ ↑ V
Display the Paste Special dialog box	Ctrl Alt V	⌘ ^ V
Display find and replace	Ctrl F	⌘ F
Display find and replace, replace selected	Ctrl H	^ H
Create embedded chart	Alt F1	Fn ~ F1
Create chart in new worksheet	F11	Fn F11

Drag and Drop Commands

Action	Windows	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

Table and Filter Commands

Action	Windows	Mac
Insert table	Ctrl T	⌘ T
Toggle Autofilter	Ctrl Shift L	⌘ ↑ F
Activate filter	Alt ↓	⌘ ↓
Select table row	Shift Space	↑ Space
Select table column	Ctrl Space	^ Space
Select table	Ctrl A	⌘ A
Clear slicer filter	Alt C	⌘ C
Toggle table total row	Ctrl Shift T	^ ↑ T

Navigation Commands

Action	Windows	Mac
Move one cell right	→	→
Move one cell left	←	←
Move one cell up	↑	↑
Move one cell down	↓	↓
Move one screen right	Alt Pg Dn	Fn ⌘ ↓
Move one screen left	Alt Pg Up	Fn ⌘ ↑
Move one screen up	Pg Up	Fn ↑
Move one screen down	Pg Dn	Fn ↓
Move to right edge of data region	Ctrl →	⌘ →
Move to left edge of data region	Ctrl ←	⌘ ←
Move to top edge of data region	Ctrl ↑	⌘ ↑
Move to bottom edge of data region	Ctrl ↓	⌘ ↓
Move to beginning of row	Home	Fn ←
Move to last cell in worksheet	Ctrl End	Fn ^ →
Move to first cell in worksheet	Ctrl Home	Fn ^ ←
Turn End mode on	End	Fn →
Go back to hyperlink	Ctrl G Enter	^ G
Return		

Selection Commands

Action	Windows	Mac
Select entire row	Shift Space	↑ Space
Select entire column	Ctrl Space	^ Space

Select entire worksheet	Ctrl A	⌘ A
Add adjacent cells to selection	Shift Click	⇧ Click
Add non-adjacent cells to selection	Ctrl Click	⌘ Click
Move right between non-adjacent selections	Ctrl Alt →	^ ⇧ →
Move left between non-adjacent selections	Ctrl Alt ←	^ ⇧ ←
Toggle add to selection mode	Shift F8	Fn ⇧ F8
Cancel selection	Esc	Esc

Active Cell Commands

Action	Windows	Mac
Select active cell only	Shift Backspace	⇧ Delete
Show the active cell on worksheet	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 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 the selection to the last cell right	Ctrl Shift →	⌘ ⇧ →
Extend the selection to the last cell left	Ctrl Shift ←	⌘ ⇧ ←
Extend the selection to the last cell up	Ctrl Shift ↑	⌘ ⇧ ↑
Extend the selection to the last cell down	Ctrl Shift ↓	⌘ ⇧ ↓
Extend selection up one screen	Shift Pg Up	Fn ⇧ ↑
Extend selection down one screen	Shift Pg Dn	Fn ⇧ ↓
Extend selection right one screen	Alt Shift Pg Dn	Fn ⇧ ⇧ ↓
Extend selection left one screen	AltShift Pg Up	Fn ⇧ ⇧ ↑
Extend selection to start of row	ShiftHome	Fn⇧←
Extend selection to first cell in worksheet	CtrlShiftHome	Fn^⇧←
Extend selection to last cell in worksheet	CtrlShiftEnd	Fn^⇧→
Toggle extend selection mode	F8	Fn F8

Select Special Commands

Action	Windows	Mac
Display 'Go To' dialog box	Ctrl G	^ G
Select cells with comments	Ctrl Shift O	Fn ^ ↑ O
Select current region around active cell	Ctrl Shift *	^ ↑ Space
Select current region	Ctrl A	⌘ A
Select current array	Ctrl /	^ /
Select row differences	Ctrl \	^ \
Select column differences	Ctrl Shift	^ ↑
Select direct precedents	Ctrl [	^ [
Select all precedents	Ctrl Shift {	^ ↑ {
Select direct dependents	Ctrl]	^]
Select all dependents	Ctrl Shift }	^ ↑ }
Select visible cells only	Alt ;	⌘ ↑ Z

Edit Cell Mode Commands

Action	Windows	Mac
Edit the active cell	F2	^ U
Cancel entry	Esc	Esc
Select one character right	Shift →	↑ →
Select one character left	Shift ←	↑ ←
Move one word right	Ctrl →	^ →
Move one word left	Ctrl ←	^ ←
Select one word right	Ctrl Shift →	^ ↑ →
Select one word left	Ctrl Shift ←	^ ↑ ←
Select to beginning of cell	Shift Home	Fn ↑ ←
Select to end of cell	ShiftEnd	Fn ↑ →
Delete to end of line	Ctrl Delete	Fn ^
Delete		
Delete character to the left of cursor	Backspace	Delete
Delete character to the right of cursor	Delete	Fn Delete
Insert line break in cell	Alt Enter	^ ⌵
Return		

Data Entry Commands

Action	Windows	Mac
Enter and move down	Enter	Return
Enter and move up	Shift Enter	⇧ Return
Enter and move right	Tab	Tab
Enter and move left	Shift Tab	⇧ Tab
Complete entry and stay in same cell	Ctrl Enter	^ Return
Enter same data in multiple cells	Ctrl Enter	^ Return
Insert current date	Ctrl ;	^ ;
Insert current time	Ctrl Shift :	⌘ ;
Fill down from cell above	Ctrl D	⌘ D
Fill right from cell left	Ctrl R	⌘ R
Copy formula from cell above	Ctrl '	⌘ '
Copy value from cell above	Ctrl Shift "	^ ⇧ "
Add hyperlink	Ctrl K	⌘ K
Display AutoComplete list	Alt ↓	⌥ ↓
Flash fill	Ctrl E	^ E

Formatting Commands

Action	Windows	Mac
Format Cells	Ctrl 1	⌘ 1
Display Format Cells with Font tab selected	Ctrl Shift F	^ ⇧ F
Toggle bold formatting	Ctrl B	⌘ B
Toggle italic formatting	Ctrl I	⌘ I
Toggle underline formatting	Ctrl U	⌘ U
Toggle strikethrough formatting	Ctrl 5	⌘ ⇧ X
Align center	Alt H AC	⌘ E
Align left	Alt H AL	⌘ L
Align right	Alt H AR	⌘ 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 Commands

Action	Windows	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 !	^ ⌘ !

Border Commands

Action	Windows	Mac
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	⌘ ⇧ ↓
Remove borders	Ctrl Shift _	⌘ ⇧ _

Formula Commands

Action	Windows	Mac
Toggle absolute and relative references	F4	⌘ T
Open the Insert Function Dialog Box	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
Evaluate part of a formula	F9	Fn F9
Expand or collapse the formula bar	Ctrl Shift U	^ ⌘ U
Display function arguments dialog box	Ctrl A	^ A
Open the Name Manager	Ctrl F3	Fn ^ F3

Define name using row and column labels	Ctrl Shift F3	Fn ^ ↑F3
Paste name into formula	F3	F3
Accept function with autocomplete	Tab	Tab

Grid Operation Commands

Action	Windows	Mac
Display Insert Dialog box	Ctrl Shift +	⌘ ↑ +
Insert rows	Ctrl Shift +	⌘ ↑ +
Insert columns	Ctrl Shift +	⌘ ↑ +
Display Delete dialog box	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
Zoom in	Ctrl Alt +	⌘ ⌘ +
Zoom out	Ctrl Alt -	⌘ ⌘ -
Zoom scroll	Ctrl scroll	^ scroll

Pivot Table Commands

Action	Windows	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

Workbook Commands

Action	Windows	Mac
Insert new worksheet	Shift F11	fn ↑ F11
Go to next worksheet	Ctrl Pg Dn	⌘ →
Go to previous worksheet	Ctrl Pg Up	⌘ ←
Move to next pane	F6	Fn F6
Move to previous pane	Shift F6	Fn ↑ F6
Go to next workbook	Ctrl Tab	⌘ `
Go to previous workbook	Ctrl Shift Tab	⌘ ↑ `
Minimize current workbook window	Ctrl F9	⌘ M
Maximize current workbook window	Ctrl F10	fn ^ F10
Select adjacent worksheets	Shift Click	↑ Click
Select non-adjacent worksheets	Ctrl Click	⌘ Click
Toggle scroll lock	ScrLk	Fn ↑ F14
Toggle full screen	Ctrl Shift F1	^ ⌘ F

Dialog Box Commands

Action	Windows	Mac
Move to next control	Tab	Tab
Move to previous control	Shift Tab	↑ Tab
Move to next tab	Ctrl Tab	^ Tab
Move to previous tab	Ctrl Shift Tab	^ ↑ Tab
Accept and apply	Enter	Return
Check and uncheck box	Space	Space
Cancel and close the dialog box	Esc	Esc

Other Commands

Action	Windows	Mac
Check spelling	F7	Fn F7
Open Thesaurus dialog box	Shift F7	Fn ↑ F7
Open Macro dialog box	Alt F8	Fn ⌘ F8
Open VBA Editor	Alt F11	Fn ⌘ F11
Open Power Query Editor	Alt F12	Fn ⌘ F12
Duplicate object	Ctrl D	⌘ D
Snap to grid	Alt	⌘
Hide or show objects	Ctrl 6	^ 6

Display Modify Cell Style dialog box

Display right-click menu

Insert or edit note

Insert threaded comment

F2

Delete comment

Alt'

Shift F10

Shift F2

Ctrl Shift F2

Shift F10 D

⌘ ↑ L

Fn ↑ F10

Fn ↑ F2

Fn ⌘ ↑

FN ↑ F10

*Note: The FN key is found on laptop keyboards.