



Excel Shortcut keys for Windows & Mac

No.	Action	Mac Shortcuts	Windows Shortcuts	Section
1	Copy selected cells	Command + C	Ctrl + C	Most used Excel Shortcut keys
2	Paste content from clipboard	Command + V	Ctrl + V	Most used Excel Shortcut keys
3	Cut selected cells	Command + X	Ctrl + X	Most used Excel Shortcut keys
4	Undo last action	Command + Z	Ctrl + Z	Most used Excel Shortcut keys
5	Redo last action	Command + Y	Ctrl + Y	Most used Excel Shortcut keys
6	Repeat last action	F4	F4	Most used Excel Shortcut keys
7	Paste Special dialog box	Command + Option + V	Ctrl + Alt + V	Most used Excel Shortcut keys
8	Find and Replace	Command + F	Ctrl + F	Most used Excel Shortcut keys
9	Replace selected	Command + H	Ctrl + H	Most used Excel Shortcut keys
10	Find previous match	Command + Shift + F4	Ctrl + Shift + F4	Most used Excel Shortcut keys
11	Find next match	Shift + F4	Shift + F4	Most used Excel Shortcut keys
12	Create embedded chart	Option + F1	Alt + F1	Most used Excel Shortcut keys
13	Create chart in new worksheet	F11	F11	Most used Excel Shortcut keys
14	Open Options	Option, F, T	Alt, F, T	Most used Excel Shortcut keys
15	Open help	F1	F1	Most used Excel Shortcut keys
16	Expand or collapse ribbon	Command + F1	Ctrl + F1	Most used Excel Shortcut keys
17	Activate access keys	Option	Alt	Most used Excel Shortcut keys
18	Move to next ribbon control	Tab	Tab	Most used Excel Shortcut keys
19	Activate or open selected control	Spacebar	Spacebar	Most used Excel Shortcut keys
20	Confirm control change	Return	Enter	Most used Excel Shortcut keys
21	Get help on selected control	F1	F1	Most used Excel Shortcut keys
22	Open spelling dialog box	F7	F7	Most used Excel Shortcut keys
23	Open Thesaurus dialog box	Shift + F7	Shift + F7	Most used Excel Shortcut keys
24	Open Macro dialog box	Option + F8	Alt + F8	Most used Excel Shortcut keys
25	Open VBA Editor	Option + F11	Alt + F11	Most used Excel Shortcut keys
26	Duplicate object	Command + D	Ctrl + D	Most used Excel Shortcut keys
27	Snap to grid	Option	Alt	Most used Excel Shortcut keys
28	Hide or show objects	Command + F6	Ctrl + F6	Most used Excel Shortcut keys
29	Display modify cell style dialog box	Option + '	Alt + '	Most used Excel Shortcut keys
30	Display right click menu	Shift + F10	Shift + F10	Most used Excel Shortcut keys
31	Delete comment	Shift + F10, D	Shift + F10, D	Most used Excel Shortcut keys
32	Display control menu	Option + Spacebar	Alt + Spacebar	Most used Excel Shortcut keys
33	Create new Workbook	Command + N	Ctrl + N	File Shortcuts
34	Open workbook	Command + O	Ctrl + O	File Shortcuts
35	Save workbook	Command + S	Ctrl + S	File Shortcuts
36	Save as	F12	F12	File Shortcuts
37	Print file	Command + P	Ctrl + P	File Shortcuts
38	Open print preview window	Command + F2	Ctrl + F2	File Shortcuts
39	Close current workbook	Command + F4	Ctrl + F4	File Shortcuts
40	Close Excel	Option + F4	Alt + F4	File Shortcuts
41	Apply or remove bold formatting	Command + B	Ctrl + B	Text Formatting Shortcuts
42	Apply or remove italic formatting	Command + I	Ctrl + I	Text Formatting Shortcuts
43	Apply or Remove underscoring	Command + U	Ctrl + U	Text Formatting Shortcuts
44	Apply or remove strike-through formatting	Command + 5	Ctrl + 5	Text Formatting Shortcuts
45	Align center	Option, H, A, C	Alt, H, A, C	Text Formatting Shortcuts
46	Align left	Option, H, A, L	Alt, H, A, L	Text Formatting Shortcuts
47	Align right	Option, H, A, R	Alt, H, A, R	Text Formatting Shortcuts
48	Indent	Option, H, 6	Alt, H, 6	Text Formatting Shortcuts
49	Remove indent	Option, H, 5	Alt, H, 5	Text Formatting Shortcuts
50	Increase font size one step	Option, F, FG	Alt, F, FG	Text Formatting Shortcuts
51	Decrease font size one step	Option, H, FK	Alt, H, FK	Text Formatting Shortcuts
52	Format Cells	Command + 1	Ctrl + 1	Text Formatting Shortcuts
53	Display Format cells with font tab selected	Command + Shift + F	Ctrl + Shift + F	Text Formatting Shortcuts
54	Apply general format	Command + Shift + ~	Ctrl + Shift + ~	Number Formatting Shortcuts
55	Apply currency format	Command + Shift + \$	Ctrl + Shift + \$	Number Formatting Shortcuts
56	Apply percentage format	Command + Shift + %	Ctrl + Shift + %	Number Formatting Shortcuts
57	Apply scientific format	Command + Shift + ^	Ctrl + Shift + ^	Number Formatting Shortcuts
58	Apply date format	Command + Shift + #	Ctrl + Shift + #	Number Formatting Shortcuts
59	Apply time format	Command + Shift + @	Ctrl + Shift + @	Number Formatting Shortcuts
60	Apply number format	Command + Shift + !	Ctrl + Shift + !	Number Formatting Shortcuts
61	Activate filter	Option + Down Arrow key	Alt + Down Arrow key	Filter Shortcuts
62	Toggle Autofilter	Command + Shift + L	Ctrl + Shift + L	Filter Shortcuts
63	Clear slicer filter	Option + C	Alt + C	Filter Shortcuts
64	Select the next item in the AutoFilter list	Down Arrow key	Down Arrow key	Filter Shortcuts
65	Select the previous item in the AutoFilter list	Up Arrow key	Up Arrow key	Filter Shortcuts
66	Close the AutoFilter list for the current column	Option + Up Arrow key	Alt + Up Arrow key	Filter Shortcuts
67	Select the first item in the AutoFilter list	Home key	Home key	Filter Shortcuts
68	Select the last item in the AutoFilter list	End key	End key	Filter Shortcuts
69	Select active cell only	Shift + Backspace	Shift + Backspace	Active Cell Shortcuts
70	Show the active cell on worksheet	Command + Backspace	Ctrl + Backspace	Active Cell Shortcuts
71	Move active cell clockwise in selection	Command + .	Ctrl + .	Active Cell Shortcuts
72	Move active cell down in selection	Return	Enter	Active Cell Shortcuts
73	Move active cell up in selection	Shift + Return	Shift + Enter	Active Cell Shortcuts
74	Move active cell right in a selection	Tab	Tab	Active Cell Shortcuts
75	Move active cell left in a selection	Shift + Tab	Shift + Tab	Active Cell Shortcuts
76	Drag and cut	Drag	Drag	Drag and Drop Shortcuts
77	Drag and Copy	Command + Drag	Ctrl + Drag	Drag and Drop Shortcuts
78	Drag and insert	Shift + Drag	Shift + Drag	Drag and Drop Shortcuts
79	Drag and insert copy	Command + Shift + Drag	Ctrl + Shift + Drag	Drag and Drop Shortcuts



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80	Drag to worksheet	Option + Drag	Alt + Drag	Drag and Drop Shortcuts
81	Drag to duplicate worksheet	Command + Drag	Ctrl + Drag	Drag and Drop Shortcuts
82	Add or remove border right	Option, H, B, R	Alt, H, B, R	Cell Borders Shortcuts
83	Add or remove border left	Option, H, B, L	Alt, H, B, L	Cell Borders Shortcuts
84	Add or remove border top	Option, H, B, T	Alt, H, B, T	Cell Borders Shortcuts
85	Add or remove border bottom	Option, H, B, B	Alt, H, B, B	Cell Borders Shortcuts
86	Add or remove border upward diagonal	Option, H, B, D	Alt, H, B, D	Cell Borders Shortcuts
87	Add or remove border horizontal interior	Option, H, B, H	Alt, H, B, H	Cell Borders Shortcuts
88	Add or remove border vertical interior	Option, H, B, V	Alt, H, B, V	Cell Borders Shortcuts
89	Add border outline	Command + Shift + &	Ctrl + Shift + &	Cell Borders Shortcuts
90	Remove borders	Command + Shift + _	Ctrl + Shift + _	Cell Borders Shortcuts
91	Enter and move down	Return	Enter	Data Entering Shortcuts
92	Enter and move up	Shift + Return	Shift + Enter	Data Entering Shortcuts
93	Enter and move right	Tab	Tab	Data Entering Shortcuts
94	Enter and move left	Shift + Tab	Shift + Tab	Data Entering Shortcuts
95	Complete entry and stay in same cell	Command + Return	Ctrl + Enter	Data Entering Shortcuts
96	Enter same data in multiple cells	Command + Return	Ctrl + Enter	Data Entering Shortcuts
97	Insert current date	Command + ;	Ctrl + ;	Data Entering Shortcuts
98	Insert current time	Command + Shift + :	Ctrl + Shift + :	Data Entering Shortcuts
99	Fill down from cell above	Command + D	Ctrl + D	Data Entering Shortcuts
100	Fill right from cell left	Command + R	Ctrl + R	Data Entering Shortcuts
101	Copy formula from cell above	Command + ^	Ctrl + ^	Data Entering Shortcuts
102	Copy value from cell above	Command + Shift + "	Ctrl + Shift + "	Data Entering Shortcuts
103	Add hyperlink	Command + K	Ctrl + K	Data Entering Shortcuts
104	Display AutoComplete list	Option + Down Arrow key	Alt + Down Arrow key	Data Entering Shortcuts
105	Flash Fill	Command + E	Ctrl + E	Data Entering Shortcuts
106	Edit the active cell	F2	F2	Cell Edit Mode Shortcuts
107	Insert or edit comment	Shift + F2	Shift + F2	Cell Edit Mode Shortcuts
108	Cancel entry	Esc	Esc	Cell Edit Mode Shortcuts
109	Select one character right	Shift + Right Arrow key	Shift + Right Arrow key	Cell Edit Mode Shortcuts
110	Select one character left	Shift + Left Arrow key	Shift + Left Arrow key	Cell Edit Mode Shortcuts
111	Move one word right	Command + Right Arrow key	Ctrl + Right Arrow key	Cell Edit Mode Shortcuts
112	Move one word left	Command + Left Arrow key	Ctrl + Left Arrow key	Cell Edit Mode Shortcuts
113	Select one word right	Command + Shift + Right Arrow key	Ctrl + Shift + Right Arrow key	Cell Edit Mode Shortcuts
114	Select one word left	Command + Shift + Left Arrow key	Ctrl + Shift + Left Arrow key	Cell Edit Mode Shortcuts
115	Select to beginning of cell	Shift + Home	Shift + Home	Cell Edit Mode Shortcuts
116	Select to end of cell	Shift + End	Shift + End	Cell Edit Mode Shortcuts
117	Delete to end of line	Command + Delete	Ctrl + Delete	Cell Edit Mode Shortcuts
118	Delete character to the left of cursor	Backspace	Backspace	Cell Edit Mode Shortcuts
119	Delete character to the right of cursor	Delete	Delete	Cell Edit Mode Shortcuts
120	Start a new line in the same cell	Option + Return	Alt + Enter	Cell Edit Mode Shortcuts
121	Move to next control	Tab	Tab	Dialog boxes Shortcuts
122	Move to previous control	Shift + Tab	Shift + Tab	Dialog boxes Shortcuts
123	Move to next tab	Command + Tab	Ctrl + Tab	Dialog boxes Shortcuts
124	Move to previous tab	Command + Shift + Tab	Ctrl + Shift + Tab	Dialog boxes Shortcuts
125	Accept and apply	Return	Enter	Dialog boxes Shortcuts
126	Check and uncheck box	Spacebar	Spacebar	Dialog boxes Shortcuts
127	Cancel and close the dialog box	Esc	Esc	Dialog boxes Shortcuts
128	Move one cell right	Right Arrow key	Right Arrow key	Navigation Shortcuts
129	Move one cell left	Left Arrow key	Left Arrow key	Navigation Shortcuts
130	Move one cell up	Up Arrow key	Up Arrow key	Navigation Shortcuts
131	Move one cell down	Down Arrow key	Down Arrow key	Navigation Shortcuts
132	Move one screen right	Option + Page Down key	Alt + Page Down key	Navigation Shortcuts
133	Move one screen left	Option + Page Up key	Alt + Page Up key	Navigation Shortcuts
134	Move one screen up	Page Up key	Page Up key	Navigation Shortcuts
135	Move one screen down	Page Down key	Page Down key	Navigation Shortcuts
136	Move to right edge of data region	Command + Right Arrow key	Ctrl + Right Arrow key	Navigation Shortcuts
137	Move to left edge of data region	Command + Left Arrow key	Ctrl + Left Arrow key	Navigation Shortcuts
138	Move to top edge of data region	Command + Up Arrow key	Ctrl + Up Arrow key	Navigation Shortcuts
139	Move to bottom edge of data region	Command + Down Arrow key	Ctrl + Down Arrow key	Navigation Shortcuts
140	Move to beginning of row	Home key	Home key	Navigation Shortcuts
141	Move to last cell in worksheet	Command + End key	Ctrl + End key	Navigation Shortcuts
142	Move to first cell in worksheet	Command + Home key	Ctrl + Home key	Navigation Shortcuts
143	Turn End Mode on	End key	End key	Navigation Shortcuts
144	Select entire row	Shift + Spacebar	Shift + Spacebar	Selection Shortcuts
145	Select entire column	Command + Spacebar	Ctrl + Spacebar	Selection Shortcuts
146	Select entire worksheet	Command + A	Ctrl + A	Selection Shortcuts
147	Add adjacent cells to selection	Shift + Click	Shift + Click	Selection Shortcuts
148	Add non-adjacent cells to selection	Command + Click	Ctrl + Click	Selection Shortcuts
149	Move right between non-adjacent selections	Command + Option + Right Arrow key	Ctrl + Alt + Right Arrow key	Selection Shortcuts
150	Move left between non-adjacent selections	Command + Option + Left Arrow key	Ctrl + Alt + Left Arrow key	Selection Shortcuts
151	Toggle add to selection mode	Shift + F8	Shift + F8	Selection Shortcuts
152	Cancel selection	Esc	Esc	Selection Shortcuts
153	Extend selection by one cell right	Shift + Right Arrow key	Shift + Right Arrow key	Extend Selection Shortcuts
154	Extend selection by one cell left	Shift + Left Arrow key	Shift + Left Arrow key	Extend Selection Shortcuts
155	Extend selection by one cell up	Shift + Up Arrow key	Shift + Up Arrow key	Extend Selection Shortcuts
156	Extend selection by one cell down	Shift + Down Arrow key	Shift + Down Arrow key	Extend Selection Shortcuts
157	Extend the selection to the last cell right	Command + Shift + Right Arrow key	Ctrl + Shift + Right Arrow key	Extend Selection Shortcuts
158	Extend the selection to the last cell left	Command + Shift + Left Arrow key	Ctrl + Shift + Left Arrow key	Extend Selection Shortcuts
159	Extend the selection to the last cell up	Command + Shift + Up Arrow key	Ctrl + Shift + Up Arrow key	Extend Selection Shortcuts
160	Extend the selection to the last cell down	Command + Shift + Down Arrow key	Ctrl + Shift + Down Arrow key	Extend Selection Shortcuts



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161	Extend selection up one screen	Shift + Page Up key	Shift + Page Up key	Extend Selection Shortcuts
162	Extend selection down one screen	Shift + Page Down key	Shift + Page Down key	Extend Selection Shortcuts
163	Extend selection right one screen	Option + Shift + Page Down key	Alt + Shift + Page Down key	Extend Selection Shortcuts
164	Extend selection left one screen	Option + Shift + Page Up key	Alt + Shift + Page Up key	Extend Selection Shortcuts
165	Extend selection to start of row	Shift + Home	Shift + Home	Extend Selection Shortcuts
166	Extend selection to End of row	Shift + End	Shift + End	Extend Selection Shortcuts
167	Extend selection to first cell in worksheet	Command + Shift + Home	Ctrl + Shift + Home	Extend Selection Shortcuts
168	Extend selection to last cell in worksheet	Command + Shift + End	Ctrl + Shift + End	Extend Selection Shortcuts
169	Toggle extend selection mode	F8	F8	Extend Selection Shortcuts
170	Insert rows	Command + +	Ctrl + +	Grid Operations Shortcuts
171	Delete rows	Command + -	Ctrl + -	Grid Operations Shortcuts
172	Insert columns	Command + +	Ctrl + +	Grid Operations Shortcuts
173	Delete columns	Command + -	Ctrl + -	Grid Operations Shortcuts
174	Display Insert dialog box	Command + Shift + +	Ctrl + Shift + +	Grid Operations Shortcuts
175	Display Delete dialog box	Command + -	Ctrl + -	Grid Operations Shortcuts
176	Hide columns	Command + 0	Ctrl + 0	Grid Operations Shortcuts
177	Unhide columns	Command + Shift + 0	Ctrl + Shift + 0	Grid Operations Shortcuts
178	Hide rows	Command + 9	Ctrl + 9	Grid Operations Shortcuts
179	Unhide rows	Command + Shift + 9	Ctrl + Shift + 9	Grid Operations Shortcuts
180	Group rows or columns	Option + Shift + Right Arrow key	Alt + Shift + Right Arrow key	Grid Operations Shortcuts
181	Ungroup rows or columns	Option + Shift + Left Arrow key	Alt + Shift + Left Arrow key	Grid Operations Shortcuts
182	Zoom in	Command + Option + +	Ctrl + Alt + +	Grid Operations Shortcuts
183	Zoom out	Command + Option + -	Ctrl + Alt + -	Grid Operations Shortcuts
184	Open group dialog box	Option + Shift + Right Arrow key	Alt + Shift + Right Arrow key	Grid Operations Shortcuts
185	Open Ungroup dialog box	Option + Shift + Left Arrow key	Alt + Shift + Left Arrow key	Grid Operations Shortcuts
186	Hide or show outline symbols	Command + 8	Ctrl + 8	Grid Operations Shortcuts
187	Delete cells	Command + -	Ctrl + -	Grid Operations Shortcuts
188	Delete contents of selected cells	Delete	Delete	Grid Operations Shortcuts
189	Insert new worksheet	Shift + F11	Shift + F11	Workbook Shortcuts
190	Go to next worksheet	Command + Page Down key	Ctrl + Page Down key	Workbook Shortcuts
191	Go to previous worksheet	Command + Page Up key	Ctrl + Page Up key	Workbook Shortcuts
192	Move to next pane	F6	F6	Workbook Shortcuts
193	Move to previous pane	Shift + F6	Shift + F6	Workbook Shortcuts
194	Go to next workbook	Command + Tab	Ctrl + Tab	Workbook Shortcuts
195	Go to previous workbook	Command + Shift + Tab	Ctrl + Shift + Tab	Workbook Shortcuts
196	Minimize current workbook window	Command + F9	Ctrl + F9	Workbook Shortcuts
197	Maximize current workbook window	Command + F10	Ctrl + F10	Workbook Shortcuts
198	Select adjacent worksheets	Shift + Click	Shift + Click	Workbook Shortcuts
199	Select non-adjacent worksheets	Command + Click	Ctrl + Click	Workbook Shortcuts
200	Toggle scroll lock	Scr Lk	Scr Lk	Workbook Shortcuts
201	Toggle full screen	Command + Shift + F1	Ctrl + Shift + F1	Workbook Shortcuts
202	Select entire pivot tables	Command + A	Ctrl + A	Pivot Table Shortcuts
203	Toggle pivot table field checkbox	Spacebar	Spacebar	Pivot Table Shortcuts
204	Group pivot table items	Option + Shift + Right Arrow key	Alt + Shift + Right Arrow key	Pivot Table Shortcuts
205	Ungroup pivot table items	Option + Shift + Left Arrow key	Alt + Shift + Left Arrow key	Pivot Table Shortcuts
206	Hide pivot table item	Command + -	Ctrl + -	Pivot Table Shortcuts
207	Create pivot chart on same worksheet	Option + F1	Alt + F1	Pivot Table Shortcuts
208	Create pivot chart on new worksheet	F11	F11	Pivot Table Shortcuts
209	Open pivot table wizard	Option, D, P	Alt, D, P	Pivot Table Shortcuts
210	Autosum selected cells	Option + =	Alt + =	Excel Formulas Shortcuts
211	Toggle formulas on and off	Command + `	Ctrl + `	Excel Formulas Shortcuts
212	Insert function arguments	Command + Shift + A	Ctrl + Shift + A	Excel Formulas Shortcuts
213	Enter array formula	Command + Shift + Return	Ctrl + Shift + Enter	Excel Formulas Shortcuts
214	Calculate worksheets	F9	F9	Excel Formulas Shortcuts
215	Calculate active worksheet	Shift + F9	Shift + F9	Excel Formulas Shortcuts
216	Force calculate all worksheets	Command + Option + F9	Ctrl + Alt + F9	Excel Formulas Shortcuts
217	Evaluate part of a formula	F9	F9	Excel Formulas Shortcuts
218	Expand or collapse the formula bar	Command + Shift + U	Ctrl + Shift + U	Excel Formulas Shortcuts
219	Display function arguments dialog box	Command + A	Ctrl + A	Excel Formulas Shortcuts
220	Define name	Command + F3	Ctrl + F3	Excel Formulas Shortcuts
221	Define name using row and column labels	Command + Shift + F3	Ctrl + Shift + F3	Excel Formulas Shortcuts
222	Paste name into formula	F3	F3	Excel Formulas Shortcuts
223	Accept function with autocomplete	Tab	Tab	Excel Formulas Shortcuts
224	Toggle absolute and relative references	F4	F4	Excel Formulas Shortcuts
225	Open the Insert function dialog box	Shift + F3	Shift + F3	Excel Formulas Shortcuts
226	Display Go To dialog box	Command + G	Ctrl + G	Excel Select Special Shortcuts
227	Select cells with comments	Command + Shift + O	Ctrl + Shift + O	Excel Select Special Shortcuts
228	Select current region around active cell	Command + Shift + *	Ctrl + Shift + *	Excel Select Special Shortcuts
229	Select current region	Command + A	Ctrl + A	Excel Select Special Shortcuts
230	Select current array	Command + /	Ctrl + /	Excel Select Special Shortcuts
231	Select row differences	Command + \	Ctrl + \	Excel Select Special Shortcuts
232	Select column difference	Command + Shift +	Ctrl + Shift +	Excel Select Special Shortcuts
233	Select direct precedents	Command + [Ctrl + [Excel Select Special Shortcuts
234	Select direct dependents	Command +]	Ctrl +]	Excel Select Special Shortcuts
235	Select all precedents	Command + Shift + {	Ctrl + Shift + {	Excel Select Special Shortcuts
236	Select all dependents	Command + Shift + }	Ctrl + Shift + }	Excel Select Special Shortcuts
237	Select visible cells only	Option + ;	Alt + ;	Excel Select Special Shortcuts
238	Insert table	Command + T	Ctrl + T	Table Shortcuts
239	Select table row	Shift + Spacebar	Shift + Spacebar	Table Shortcuts
240	Select table column	Command + Spacebar	Ctrl + Spacebar	Table Shortcuts
241	Select table	Command + A	Ctrl + A	Table Shortcuts



No.	Action	Mac Shortcuts	Windows Shortcuts	Section
242	Toggle table total row	Command + Shift + T	Ctrl + Shift + T	Table Shortcuts
243	Move to the next field which can be edited	Tab	Tab	Table Shortcuts
244	Move to the previous field which can be edited	Shift + Tab	Shift + Tab	Table Shortcuts
245	Move to the first field in the next record	Return	Enter	Table Shortcuts
246	Move to the first field in the previous record	Shift + Return	Shift + Enter	Table Shortcuts
247	Move to the same field 10 records forward	Page Down key	Page Down key	Table Shortcuts
248	Move to the same field 10 records back	Page Up key	Page Up key	Table Shortcuts
249	Move to a new record	Command + Page Down key	Ctrl + Page Down key	Table Shortcuts
250	Move to a first record	Command + Page Up key	Ctrl + Page Up key	Table Shortcuts
251	Move to the beginning of a field	Home key	Home key	Table Shortcuts
252	Move to the end of a field	End key	End key	Table Shortcuts

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