

# Top 50 Excel Keyboard Shortcuts

Windows and Mac, side by side · Excel for Microsoft 365

FREE CHEAT SHEET

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arumsoft.com

## Navigate

6

| ACTION                       | WINDOWS       | MAC           |
|------------------------------|---------------|---------------|
| Jump to the edge of the data | Ctrl + Arrow  | Cmd + Arrow   |
| Go to cell A1                | Ctrl + Home   | Ctrl + Fn + ← |
| Go to the last used cell     | Ctrl + End    | Ctrl + Fn + → |
| Next sheet                   | Ctrl + PgDn   | Option + →    |
| Previous sheet               | Ctrl + PgUp   | Option + ←    |
| Go To dialog                 | Ctrl + G / F5 | Ctrl + G      |

## Select

5

| ACTION                       | WINDOWS              | MAC                 |
|------------------------------|----------------------|---------------------|
| Select the whole column      | Ctrl + Space         | Ctrl + Space *      |
| Select the whole row         | Shift + Space        | Shift + Space       |
| Select the data region / all | Ctrl + A             | Cmd + A             |
| Extend selection to the edge | Ctrl + Shift + Arrow | Cmd + Shift + Arrow |
| Select visible cells only    | Alt + ;              | —                   |

## Edit

10

| ACTION                 | WINDOWS          | MAC              |
|------------------------|------------------|------------------|
| Edit the active cell   | F2               | Ctrl + U         |
| New line inside a cell | Alt + Enter      | Option + Return  |
| Paste Special          | Ctrl + Alt + V   | Cmd + Ctrl + V   |
| Undo                   | Ctrl + Z         | Cmd + Z          |
| Redo                   | Ctrl + Y         | Cmd + Y          |
| Fill down              | Ctrl + D         | Cmd + D          |
| Fill right             | Ctrl + R         | Cmd + R          |
| Insert cells / rows    | Ctrl + Shift + = | Ctrl + Shift + = |
| Delete cells / rows    | Ctrl + -         | Cmd + -          |
| Find and Replace       | Ctrl + H         | Ctrl + H         |

### How to read this sheet

- Mac: Cmd = ⌘, Option = ⌥, Ctrl = ^ Control. "—" means no matching default Mac shortcut; use the ribbon.
- Laptops: if F1-F12 change volume or brightness, hold Fn too.
- \* On Mac, Ctrl+Space may switch the input language. Change it in System Settings > Keyboard > Keyboard Shortcuts > Input Sources, or click the column letter.
- Ctrl+Shift+= is Ctrl++ (plus). Select whole rows or columns first to skip the dialog.

### Learn these five first

1. F4 · Mac Cmd + T Lock a reference with \$
2. Ctrl + Shift + L · Mac Cmd + Shift + F Turn on filters
3. Alt + = · Mac Cmd + Shift + T AutoSum
4. Ctrl + Arrow · Mac Cmd + Arrow Jump to the end of the data
5. Ctrl + 1 · Mac Cmd + 1 Format Cells

## Format

9

| ACTION                   | WINDOWS           | MAC               |
|--------------------------|-------------------|-------------------|
| Format Cells dialog      | Ctrl + 1          | Cmd + 1           |
| Bold                     | Ctrl + B          | Cmd + B           |
| Strikethrough            | Ctrl + 5          | Cmd + Shift + X   |
| Currency format          | Ctrl + Shift + \$ | Ctrl + Shift + \$ |
| Percent format           | Ctrl + Shift + %  | Ctrl + Shift + %  |
| Number format (1,234.00) | Ctrl + Shift + !  | Ctrl + Shift + !  |
| Outline border           | Ctrl + Shift + &  | Cmd + Option + 0  |
| Hide rows                | Ctrl + 9          | Ctrl + 9          |
| Hide columns             | Ctrl + 0          | Ctrl + 0          |

## Formulas

8

| ACTION                       | WINDOWS          | MAC              |
|------------------------------|------------------|------------------|
| AutoSum                      | Alt + =          | Cmd + Shift + T  |
| Toggle \$ absolute reference | F4               | Cmd + T          |
| Show formulas                | Ctrl + `         | Ctrl + `         |
| Insert Function              | Shift + F3       | Shift + F3       |
| Insert today's date          | Ctrl + ;         | Ctrl + ;         |
| Insert the current time      | Ctrl + Shift + ; | Cmd + ;          |
| Calculate now                | F9               | F9               |
| Expand the formula bar       | Ctrl + Shift + U | Ctrl + Shift + U |

## Data

6

| ACTION                         | WINDOWS          | MAC             |
|--------------------------------|------------------|-----------------|
| Create a table                 | Ctrl + T         | —               |
| Turn filters on / off          | Ctrl + Shift + L | Cmd + Shift + F |
| Open a filter or dropdown list | Alt + ↓          | Option + ↓      |
| Flash Fill                     | Ctrl + E         | —               |
| Group rows or columns          | Alt + Shift + →  | Cmd + Shift + K |
| Ungroup rows or columns        | Alt + Shift + ←  | Cmd + Shift + J |

## Workbook

6

| ACTION                 | WINDOWS     | MAC              |
|------------------------|-------------|------------------|
| New workbook           | Ctrl + N    | Cmd + N          |
| Save                   | Ctrl + S    | Cmd + S          |
| Save As                | F12         | Cmd + Shift + S  |
| Print                  | Ctrl + P    | Cmd + P          |
| Insert a new sheet     | Shift + F11 | Shift + F11      |
| Show / hide the ribbon | Ctrl + F1   | Cmd + Option + R |