



90 + Excel Keyboard Shortcuts

for Mac users 

How to master key board shortcuts

1. Take down a handful (may be 5 or 10) shortcuts that you think you'll use the most often and pin them to your desk. Make a conscious effort every time to use them
2. As you become a more avid user of Excel keep adding more keyboard shortcuts to your kitty. Also knowing how to [type faster](#) really helps to get your hands on the keyboard, so learn typing
3. Remembering keyboard shortcuts is all about using them over and over again till the time they come intuitively to you



Navigating inside excel forms

Move forward from control to control	Tab
Moving from tab to tab	Ctrl + Tab
Move backward from control to control	Shift + Tab
Move within a list	Arrows
Toggle checkboxes	Spacebar
Close a dialog	Esc
Apply change	Enter

Navigation Shortcuts

Jump to next worksheet	Fn + Ctrl + Down
Jump to previous worksheet	Fn + Ctrl + Up



Auditing Formulas

Inspect cell values (edit mode)	F9
Switch to formula view	Ctrl + ~
Select direct precedents	Ctrl + [
Select direct dependents	Ctrl +]
Go to last cell	F5 Enter

Calculations

Start a formula	=
Insert autosum formula	⌘ + Shift + T
Recalculate all worksheets	F9
Anchor cells (A\$1\$), toggle anchors (edit mode)	F4
Insert a function	Shift + F3
Enter array formula (edit mode)	Shift + Ctrl + Enter



Editing Shortcuts (Cell edit mode)

Edit the active cell (edit mode)	F2
While editing cell, allow use of arrow keys to create reference	F2
Confirm change and get out of cell	Enter
Cancel a cell entry and get out of cell	Esc
Insert line break within cell	Option + Enter
Highlight within a cell	Shift + Left/Right
Highlight contiguous items	Ctrl + Shift + Left/Right
Jump to beginning of cell contents	Fn + Left
Jump to end of cell contents	Fn + Right
Delete character to left	Delete
Delete character to right	Fn Delete
Accept autocomplete suggestion	Tab
Referencing a cell from another worksheet	Ctrl + Fn + Down/Up Arrows



Selecting Data in a worksheet

Select a cell range	Shift + Arrows
Highlight a contiguous range	⌘ + Shift + Arrows
Extend selection up one screen	Fn + Shift + Up
Extend selection down one screen	Fn + Shift + Down
Extend selection left one screen	Fn + Shift + ⌘ + Up
Extend selection right one screen	Fn + Shift + ⌘ + Down
Select all	⌘ + A

Border Shortcuts

Outline Border	Ctrl + Shift + &
Remove border	Ctrl + Shift + -
Left border	⌘ + Option + Left
Right border	⌘ + Option + Right
Top border	⌘ + Option + Top
Bottom border	⌘ + Option + Bottom



Navigating in the Worksheet

Move from cell to cell	Arrows
Go to end of contiguous range	⌘ + Arrows
Move one screen up	Fn + Up
Move one screen down	Fn + Down
Move one screen left	Fn + Option + Up
Move one screen right	Fn + Option + Down
Go to cell A1	Fn + Ctrl + Left
Go to beginning of row	Fn + Left
Go to last cell in worksheet	Fn + Ctrl + Right
Display the Go To dialog box	F5



Formatting Shortcuts

Format Box	⌘ + 1
Bold	Ctrl + B
Italic	Ctrl + I
Underline	⌘ + U
Number format	Ctrl + Shift + !
Percent format	Ctrl + Shift + %
Date format	Ctrl + Shift + #
Insert/edit comment	Shift + F2
Increase font size	⌘ + Shift + >
Decrease font size	⌘ + Shift + <
Increase indent	Ctrl + M
Decrease indent	⌘ + Shift M



Paste Special

Paste Special formats	Ctrl + ⌘ + VT
Paste Special values	Ctrl + ⌘ + VV
Paste Special formulas	Ctrl + ⌘ + VF
Paste Special comments	Ctrl + ⌘ + VC

Editing

Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y



File

Open	Ctrl + O
New	Ctrl + N
Print	Ctrl + P
Save	Ctrl + S
Save as	⌘ + Shift + S
Go to next workbook	⌘ + ~
Close file	Ctrl + W
Close all open Excel files	Ctrl + Q

Data editing

Fill down from cell above	Ctrl + D
Fill right from cell left	Ctrl + R
Find and replace	Ctrl + F



Row and Column Shortcuts

Select column	Ctrl + Spacebar
Select row	Shift + Spacebar
Delete row(s)/column(s)	Ctrl + –
Add row(s)/column(s)	Ctrl + Shift + +
Group rows/columns	Alt + Shift + Right
Ungroup rows/columns	Alt + Shift + Left

Misc Shortcuts

Recalculate all worksheets	F9
Excel Options Dialog	⌘ + ,
Get inside a drop-down list	Option + Up/Down
Sort a data range	Shift + ⌘ + R
Zoom	Ctrl + Mouse Scroll
Clear cell data	Delete