

Excel Keyboard Shortcuts Cheat Sheet

simplifylearn.com

57 time-saving shortcuts for Windows and Mac | Excel 365, 2021, 2024

ESSENTIALS

Action	Windows	Mac
Copy / Cut / Paste	Ctrl + C / X / V	Cmd + C / X / V
Undo / Redo	Ctrl + Z / Y	Cmd + Z / Y
Save	Ctrl + S	Cmd + S
Print	Ctrl + P	Cmd + P
Find	Ctrl + F	Cmd + F
Find and replace	Ctrl + H	Ctrl + H
Paste Special	Ctrl + Alt + V	Cmd + Ctrl + V
Paste values (in dialog)	Ctrl + Alt + V, then V	Cmd + Ctrl + V, then V
New workbook	Ctrl + N	Cmd + N
Close workbook	Ctrl + W	Cmd + W

NAVIGATION

Action	Windows	Mac
Jump to edge of data	Ctrl + Arrow	Cmd + Arrow
Go to cell A1	Ctrl + Home	Ctrl + Fn + Left
Go to last used cell	Ctrl + End	Ctrl + Fn + Right
Next worksheet	Ctrl + Page Down	Ctrl + Fn + Down
Previous worksheet	Ctrl + Page Up	Ctrl + Fn + Up
Go To dialog	Ctrl + G or F5	Ctrl + G or F5
Move one screen down / up	Page Down / Up	Fn + Down / Up

SELECTING

Action	Windows	Mac
Select entire column	Ctrl + Space	Ctrl + Space
Select entire row	Shift + Space	Shift + Space
Select all	Ctrl + A	Cmd + A
Extend selection to edge	Ctrl + Shift + Arrow	Cmd + Shift + Arrow
Extend selection one cell	Shift + Arrow	Shift + Arrow
Select visible cells only	Alt + ;	Cmd + Shift + Z

EDITING CELLS

Action	Windows	Mac
Edit active cell	F2	F2
New line in a cell	Alt + Enter	Option + Return
Fill down	Ctrl + D	Ctrl + D
Fill right	Ctrl + R	Ctrl + R
Fill all selected cells	Ctrl + Enter	Ctrl + Return
Flash Fill	Ctrl + E	Ctrl + E
Insert today's date	Ctrl + ;	Ctrl + ;
Insert current time	Ctrl + Shift + ;	Cmd + ;
Cancel entry	Esc	Esc

FORMATTING

Action	Windows	Mac
Format Cells dialog	Ctrl + 1	Cmd + 1
Bold / Italic / Underline	Ctrl + B / I / U	Cmd + B / I / U
Number format (1,234.00)	Ctrl + Shift + !	Ctrl + Shift + !
Currency format	Ctrl + Shift + \$	Ctrl + Shift + \$
Percent format	Ctrl + Shift + %	Ctrl + Shift + %
Date format	Ctrl + Shift + #	Ctrl + Shift + #
General format	Ctrl + Shift + ~	Ctrl + Shift + ~
Outline border	Ctrl + Shift + &	Cmd + Option + 0

ROWS, COLUMNS & SHEETS

Action	Windows	Mac
Insert cells / rows	Ctrl + Shift + =	Ctrl + Shift + =
Delete cells / rows	Ctrl + -	Ctrl + -
Hide rows	Ctrl + 9	Cmd + 9
Hide columns	Ctrl + 0	Cmd + 0
Insert new sheet	Shift + F11	Shift + F11

FORMULAS

Action	Windows	Mac
AutoSum	Alt + =	Cmd + Shift + T
Absolute reference (\$A\$1)	F4	Cmd + T
Show / hide formulas	Ctrl + `	Ctrl + `
Insert Function dialog	Shift + F3	Shift + F3
Recalculate	F9	F9
Accept AutoComplete	Tab	Tab
Array formula (old Excel)	Ctrl + Shift + Enter	Ctrl + Shift + Return

DATA & TABLES

Action	Windows	Mac
Create a Table	Ctrl + T	Cmd + T
Filter on / off	Ctrl + Shift + L	Cmd + Shift + L
Open filter drop-down	Alt + Down	Option + Down
Insert chart (default)	Alt + F1	Fn + Alt + F1
Refresh all data	Ctrl + Alt + F5	Cmd + Option + R

How to learn shortcuts fast

- Start with five: Ctrl + Arrow, Ctrl + Shift + Arrow, Ctrl + 1, Alt + = and F4. You will use them every day.
- Press Alt (Windows) to see letters on the ribbon. Press them in order to reach any command without the mouse.
- Shortcuts may differ slightly between Excel versions and keyboard layouts. Mac laptops may need Fn for function keys (F2, F4, F9).