

Excel for Microsoft 365 Shortcuts

Edit			Ribbon		
	Windows	Mac		Windows	Mac
Copy	Ctrl + C	Ctrl + C	Show ribbon accelerator keys	Alt	
Paste	Ctrl + V	Ctrl + V	Show/hide ribbon	Ctrl + F1	⌘ + Opt + R
Undo	Ctrl + Z	Ctrl + Z			
Redo	Ctrl + Y	Ctrl + Y			
File			Getting around a worksheet		
Open	Ctrl + O	Ctrl + O	Move from cell to cell	Arrows	Arrows
New	Ctrl + N	Ctrl + N	Go to end of contiguous range	Ctrl + Arrows	⌘ + Arrows
Print	Ctrl + P	Ctrl + P	Move one screen up	PgUp	Fn + ↑
Save	Ctrl + S	Ctrl + S	Move one screen down	PgDn	Fn + ↓
Save as	F12	⌘ + ⌥ + S	Move one screen left	Alt + PgUp	Fn + Opt + ↑
Go to next workbook	Ctrl + Tab	⌘ + ~	Move one screen right	Alt + PgDn	Fn + Opt + ↓
Close file	Ctrl + F4	Ctrl + W	Go to cell A1	Ctrl + Home	Fn + Ctrl + ←
			Go to beginning of row	Home	Fn + ←
			Go to last cell in worksheet	Ctrl + End	Fn + Ctrl + →
			Open the Go To dialog box	F5	F5
Formatting			Selecting data in a worksheet		
Open Format Cells dialog	Ctrl + 1	⌘ + 1	Select a cell range	↑ + Arrows	⌥ + Arrows
Bold	Ctrl + B	⌘ + B	Highlight a contiguous range	Ctrl + ↑ + Arrows	⌘ + ⌥ + Arrows
Italic	Ctrl + I	⌘ + I	Extend selection up a screen	PgUp	Fn + ↑ + ↑
Underline	Ctrl + U	⌘ + U	Extend selection down a screen	PgDn	Fn + ↑ + ↓
Number format	Ctrl + ↑ + !	Ctrl + ↑ + !	Extend selection left a screen	Alt + ↑ + PgUp	Fn + ↑ + ⌘ + ↑
Percent format	Ctrl + ↑ + %	Ctrl + ↑ + %	Extend selection right a screen	Alt + ↑ + PgDn	Fn + ↑ + ⌘ + ↓
Date format	Ctrl + ↑ + #	Ctrl + ↑ + #	Select all	Ctrl + A	⌘ + A
Increase font size	Alt H FG	⌘ + ↑ + >			
Decrease font size	Alt H FK	⌘ + ↑ + <			
Insert/edit comment	↑ + F2	⌥ + F2			
Increase decimal	Alt H 0				
Decrease decimal	Alt H 9				
Increase indent	Alt H 6	Ctrl + M			
Decrease indent	Alt H 5	⌘ + ↑ + M			
Clear cell data	Delete	Delete			
Clear cell formats	Alt H E F				
Clear cell comments	Alt H E M				
Clear all	Alt H E A				
Borders			Data editing		
Outline border	Ctrl + ↑ + &	Ctrl + ↑ + &	Fill down from cell above	Ctrl + D	Ctrl + D
Remove border	Ctrl + ↑ + -	Ctrl + ↑ + -	Fill right from cell left	Ctrl + R	Ctrl + R
Left border	Alt H B L	⌘ + Opt + ←	Find and replace	Ctrl + F	Ctrl + F
Right border	Alt H B R	⌘ + Opt + →	Show all constants	F5 Alt + S O	
Top border	Alt H B T	⌘ + Opt + ↑	Highlight cells with comments	F5 Alt S C	
Bottom border	Alt H B O	⌘ + Opt + ↓	Flash Fill	Ctrl + E	Ctrl + E
Paste Special			Data editing when inside cell		
Paste special formats	Ctrl + Alt + V T	Ctrl + ⌘ + V T	Edit the active cell (Edit mode)	F2	F2
Paste special values	Ctrl + Alt + V V	Ctrl + ⌘ + V V	While editing cell, allow use of arrow keys to create reference	F2	F2
Paste special formulas	Ctrl + Alt + V F	Ctrl + ⌘ + V F	Confirm change and leave cell	Enter	Return
Paste special comments	Ctrl + Alt + V C	Ctrl + ⌘ + V C	Cancel cell entry and leave cell	Esc	Esc
			Insert line break within cell	Alt + Enter	Opt + Enter
			Highlight within a cell	↑ + ← or →	⌥ + ← or →
			Highlight contiguous items	Ctrl + ↑ + ← or →	Ctrl + ↑ + ← or →
			Jump to beginning of cell	Home	
			Jump to end of cell	End	
			Delete character to left	Backspace	Delete
			Delete character to right	Delete	Fn + Delete
			Accept AutoComplete suggestion	Tab	Tab
			Reference a cell from another worksheet	Ctrl + PgUp Arrows	Ctrl + Fn + ↑ Arrows

Excel for Microsoft 365 Shortcuts

Calculations

Windows

Mac

Start a formula	=	=
Insert autosum formula	Alt + =	⌘ + ⌵ + T
Recalculate all worksheets	F9	F9
Anchor cells (A\$1\$), toggle anchors (edit mode)	F4	F4
Open Insert Formula dialog	⇧ + F3	⇧ + F3
Enter array formula (edit mode)	⇧ + Ctrl + Enter	⇧ + Ctrl + Enter

Auditing formulas

Inspect cell values (edit mode)	F9	F9
Switch to formula view	Ctrl + ~	Ctrl + ~
Select direct precedents	Ctrl + I	Ctrl + I
Select direct dependents	Ctrl + J	Ctrl + J
Trace immediate precedents	Alt + M + P	
Trace immediate dependents	Alt + M + D	
Remove tracing arrows	Alt + M + A + A	
Go to last cell	F5 + Enter	F5 + Enter

Excel Utilities

Open Excel Options dialog box	Alt + F + O	⌘ + ,
Accessing data validation	Alt + A + V + V	
Get inside a drop-down list	Alt + ↑ or ↓	Opt + ↑ or ↓
Insert data table	Alt + A + W + T	
Open Sort dialog	Alt + A + S + S	⌘ + ⇧ + R
Autofilter selection	Alt + A + T	
Insert a pivot table	Alt + N + V + T	
Insert a chart	Alt + N + R	
Zoom	Alt + W + Q	Ctrl + Mouse scroll
Name a cell or cell range	Ctrl + F3	Ctrl + L

Rows and Columns

Select column	Ctrl + Space	Ctrl + Space
Select row	⇧ + Space	⇧ + Space
Delete row(s)/column(s)	Ctrl + -	Ctrl + -
Add row(s)/column(s)	Ctrl + ⇧ + +	Ctrl + ⇧ + +

Rows and Columns (cont.)

Windows

Mac

Set column width	Alt + H + O + W	
Autofit column width	Alt + H + O + I	
Fit to specific row height	Alt + H + O + H	
Group rows/columns	Alt + ⇧ + →	Opt + ⇧ + →
Ungroup rows/columns	Alt + ⇧ + ←	Opt + ⇧ + ←

Navigating across worksheets and panes

Jump to next worksheet	Ctrl + PgDn	Opt + →
Jump to previous worksheet	Ctrl + PgUp	Opt + ←
Change worksheet name	Alt + H + O + R	
Rearrange tab order	Alt + H + O + M	
Freeze pane	Alt + W + F + F	
Split screen	Alt + W + S	
Toggle from tab, ribbon, task pane, status bar	F6	
Close help (and other panes)	Ctrl + Space + C	

Moving inside Excel forms (format dialog, page setup, etc.)

Move to next control	Tab	Tab
Move from tab to tab	Ctrl + Tab	Ctrl + Tab
Move to previous control	⇧ + Tab	⇧ + Tab
Move within a list	Arrows	Arrows
Activate control	Alt + Underlined Ltr	
Toggle checkboxes	Spacebar	Spacebar
Close a dialog	Esc	Esc
Apply change	Enter	Enter

Threaded Comments

Insert new threaded comment	Ctrl + Alt + M	
Post a comment / reply	Ctrl + Enter	
New comment (ribbon)	Alt + R + C	
Show / hide Comments pane	Alt + Z + C	
Move between comments	Alt + R + N or Alt + R + V	

Optimal Excel settings (PC and Mac)

1. Calculation options: Open Excel settings/preferences (Alt T O on Windows, Ctrl + , on Mac). Under "Calculation options," (under the "Formulas" tab in Windows), chose "Automatic except for data tables" and click on "Enable iterative calculation."

2. Disable Autocomplete: Open Excel settings/preferences. Click off "Enable AutoComplete for cell values. In Windows, this can be found under Options > Advanced > Editing Options.

3. Disable Error Checking: Open Excel settings/preferences. Click off "background error checking." (Found under the "Formulas" tab in Windows.)

Disabling conflicting Mac OS shortcuts

Enable Ctrl + Arrows by disabling Mission Control settings

1. Go to System Settings > Keyboard; 2. Go to "Keyboard shortcuts" tab; 3. Click "Mission Control" in the left window; 4. Expand the "Mission Control" tab in the right window and click off "Move left a space" and "Move right a space"

Enable Ctrl+Spacebar for highlighting columns by disabling Spotlight Search

1. System Preferences > Keyboard; 2. Go to "Keyboard shortcuts"s" tab; 3. Click "Spotlight" in the left window; 4. Disable "Show Spotlight Search."