

# 80 EXCEL SHORTCUTS

## CHEAT SHEET

PC

Mac

### GENERAL EXCEL

Open a spreadsheet	Ctrl + O	⌘ + O
Create new spreadsheet	Ctrl + N	⌘ + N
Save a spreadsheet	Ctrl + S	⌘ + S
Save "as"	F12	⌘ + shift + S
Print a file	Ctrl + P	⌘ + P
Close a workbook	Ctrl + W	⌘ + W
Open print preview	Ctrl + F2	control + P
Open VBA Editor	Alt + F11	alt option + F11

### GENERAL CELL CONTROL

Undo previous action	Ctrl + Z	⌘ + Z
Redo previous action	Ctrl + Y	⌘ + Y
Copy selected cells	Ctrl + C	⌘ + C
Paste clipboard content	Ctrl + V	⌘ + V
Cut cell	Ctrl + X	⌘ + X
Display "paste special" dialog	Ctrl + Alt + V	control + ⌘ + V
Display find and replace dialog	Ctrl + F	⌘ + F
Select entire row	Shift + Space	shift + space
Select entire column	Ctrl + Space	control + space
Toggle the autofilter	Ctrl + Shift + L	⌘ + shift + F

### ADDING DATA TO CELLS

Insert or edit a comment	Shift + F2	shift + F2
Insert new line within cell	Alt + Enter	control + alt option + return
Edit the contents of the active cell	F2	control + U

### NAVIGATING AND SELECTING CELLS

Move to the right edge of data range	Ctrl + →	control + →
Move to the left edge of data range	Ctrl + ←	control + ←
Move to the top edge of data range	Ctrl + ↑	control + ↑
Move to the bottom edge of data range	Ctrl + ↓	control + ↓
Navigate to the beginning of row	Home	home
Move to end cell	Ctrl + End	control + end
Show active cell	Ctrl + Back space	⌘ + delete

### ROW AND COLUMN SELECTION

Select entire spreadsheet	Ctrl + A	⌘ + A
Add nearby cells to selection	Shift + Click	shift + Click
Add any cell to selection	Ctrl + Click	⌘ + Click
Select entire row	Shift + Space	shift + space
Select entire column	Ctrl + Space	control + space
Cancel selection	Esc	esc

### GROUP SELECTION

Extend selection to the right	Shift + →	shift + →
Extend selection to the left	Shift + ←	shift + ←
Extend selection down	Shift + ↓	shift + ↓
Extend selection up	Shift + ↑	shift + ↑
Extend selection to the last right cell	Ctrl + Shift + →	control + shift + →
Extend selection to the last left cell	Ctrl + Shift + ←	control + shift + ←
Extend selection to the last bottom cell	Ctrl + Shift + ↓	control + shift + ↓
Extend selection to the last upper cell	Ctrl + Shift + ↑	control + shift + ↑

## RIBBON CONTROL

Expand / collapse ribbon **Ctrl + F1** **⌘ + shift + R**

## OPERATING WITHIN A CELL

Enter the same data in multiple cells **Ctrl + Enter** **control + return**

Insert current date into a cell **Ctrl + ;** **control + ;**

Insert current time into a cell **Ctrl + Shift + :** **control + shift + :**

Open the 'Insert Hyperlink' dialog box **Ctrl + K** **control + K**

## DIALOG BOXES

Open macro dialog box **Alt + F8** **alt option + F8**

## FORMATTING TEXT AND NUMBERS

Open the 'Format Cells' dialog box **Ctrl + 1** **⌘ + 1**

Toggle bold **Ctrl + B** **⌘ + B**

Toggle italics **Ctrl + I** **⌘ + I**

Toggle underscore **Ctrl + U** **⌘ + U**

Toggle strikethrough **Ctrl + 5** **⌘ + shift + X**

Align content to center **Alt + H + A + C** **⌘ + E**

Align content to left **Alt + H + A + L** **⌘ + L**

Align content to right **Alt + H + A + R** **⌘ + R**

Format value as currency **Ctrl + Shift + \$** **control + shift + \$**

Format value as percentage **Ctrl + Shift + %** **control + shift + %**

Format value as date **Ctrl + Shift + #** **control + shift + #**

Format value as time **Ctrl + Shift + @** **control + shift + @**

Format value as a number **Ctrl + Shift + !** **control + shift + !**

Format value as general **Ctrl + Shift + ~** **control + shift + ~**

## FORMULAS AND FUNCTIONS

Autosum all selected cells **Alt + =** **⌘ + shift + T**

Add function arguments **Ctrl + Shift + A** **control + shift + A**

Toggle formula bar **Ctrl + Shift + U** **control + shift + U**

Open name manager **Ctrl + F3** **⌘ + F3**

Toggle cell formulas **Ctrl + ' (apostrophe)** **control + ' (apostrophe)**

## VIEW

Insert rows **Ctrl + +** **control + I**

Insert columns **Ctrl + +** **control + -**

Delete rows **Ctrl + -** **control + -**

Delete columns **Ctrl + -** **control + -**

Group rows or columns **Alt + Shift + →** **⌘ + shift + K**

Ungroup rows or columns **Alt + Shift + ←** **⌘ + shift + J**

## WORKSHEETS AND WORKBOOKS

Insert new worksheet **Shift + F11** **shift + F11**

Go to next worksheet **Ctrl + PgDn** **control + PgDn**

Go to previous worksheet **Ctrl + PgUp** **control + PgUp**

Navigate forward between workbooks **Ctrl + Tab** **control + tab**

Navigate back between workbooks **Ctrl + Shift + Tab** **control + shift + tab**

## PIVOT TABLES

Add pivot chart to current spreadsheet **Alt + F1** **N/A**

Add pivot chart to new spreadsheet **F11** **F11**