

Basic Shortcuts

Action	Windows	Mac
New workbook	Ctrl + N	Cmd + N
Open workbook	Ctrl + O	Cmd + O
Save workbook	Ctrl + S	Cmd + S
Print	Ctrl + P	Cmd + P
Close workbook	Ctrl + W	Cmd + W
Undo	Ctrl + Z	Cmd + Z
Redo	Ctrl + Y	Cmd + Y
Copy	Ctrl + C	Cmd + C
Cut	Ctrl + X	Cmd + X
Paste	Ctrl + V	Cmd + V
Find	Ctrl + F	Cmd + F
Replace	Ctrl + H	Ctrl + H

Navigation

Action	Windows	Mac
Move to next cell	Tab	Tab
Move to previous cell	Shift + Tab	Shift + Tab
Go to beginning of row	Home	Fn + Left Arrow
Go to last cell	Ctrl + End	Cmd + Fn + Right Arrow
Go to first cell	Ctrl + Home	Cmd + Fn + Left Arrow
Move to next worksheet	Ctrl + Page Down	Fn + Cmd + Down Arrow
Move to previous worksheet	Ctrl + Page Up	Fn + Cmd + Up Arrow

Formatting

Action	Windows	Mac
Bold	Ctrl + B	Cmd + B
Italic	Ctrl + I	Cmd + I
Underline	Ctrl + U	Cmd + U
Open Format Cells	Ctrl + 1	Cmd + 1
Add border	Ctrl + Shift + &	Cmd + Option + 0
Remove border	Ctrl + Shift + _	Cmd + Option + -
Format as currency	Ctrl + Shift + \$	Cmd + Shift + \$
Format as percent	Ctrl + Shift + %	Cmd + Shift + %
Format as number	Ctrl + Shift + !	Cmd + Shift + !

Selecting Data

Action	Windows	Mac
Select entire column	Ctrl + Space	Ctrl + Space
Select all non empty cells	Ctrl+shift+down arrow	
Select entire row	Shift + Space	Shift + Space
Select all cells	Ctrl + A	Cmd + A
Extend selection by one cell	Shift + Arrow keys	Shift + Arrow keys

Working with Cells

Action	Windows	Mac
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Insert new row	Ctrl + Shift + +	Ctrl + Shift + +
Delete row	Ctrl + -	Cmd + -
Add hyperlink	Ctrl + K	Cmd + K
Start new line in cell	Alt + Enter	Control + Option + Return
Fill down	Ctrl + D	Cmd + D
Fill right	Ctrl + R	Cmd + R

Formulas

Action	Windows	Mac
Start formula	=	=
Insert AutoSum	Alt + =	Cmd + Shift + T
Toggle absolute/relative reference	F4	Cmd + T

Data Tools

Action	Windows	Mac
Open PivotTable Wizard	Alt + D + P	Not available
Group rows or columns	Alt + Shift + Right Arrow	Cmd + Shift + K
Ungroup rows or columns	Alt + Shift + Left Arrow	Cmd + Shift + J
Filter	Ctrl + Shift + L	Cmd + Shift + F

Miscellaneous

Action	Windows	Mac
Display help	F1	Fn + F1

Recalculate formulas	F9	Cmd + =
Open context menu	Shift + F10	Shift + Fn + F10
Add comment	Shift + F2	Cmd + Shift + F2

Advanced & Lesser-Known Excel Shortcuts

Navigation & Selection

Action	Windows	Mac
Select entire worksheet	Ctrl + A (twice)	Cmd + A (twice)
Jump to edge of data region	Ctrl + Arrow key	Cmd + Arrow key
Select to edge of data region	Ctrl + Shift + Arrow key	Cmd + Shift + Arrow key
Extend selection to entire worksheet	Ctrl + Shift + Space	Cmd + Shift + Space
Select visible cells only	Alt + ;	Cmd + Shift + Z (use Go To Special)
Show Go To dialog	Ctrl + G or F5	Cmd + G

Working with Rows & Columns

Action	Windows	Mac
Hide selected rows	Ctrl + 9	Cmd + 9
Hide selected columns	Ctrl + 0	Cmd + 0
Unhide rows	Ctrl + Shift + 9	Cmd + Shift + 9
Unhide columns	Ctrl + Shift + 0	Cmd + Shift + 0
Insert current date	Ctrl + ;	Ctrl + ;

Insert current time Ctrl + Shift + ; Cmd + Shift + ;

Formulas & Auditing

Action	Windows	Mac
Show all formulas	Ctrl + ~	Cmd + ~
Display Formula Auditing	Ctrl + [or Ctrl +]	Cmd + [or Cmd +]
Calculate active worksheet	Shift + F9	Shift + Fn + F9
Insert function dialog	Shift + F3	Fn + Shift + F3

Working with Names

Action	Windows	Mac
Define name	Ctrl + F3	Cmd + Fn + F3
Create names from selection	Ctrl + Shift + F3	Cmd + Shift + F3

Power User Data Tricks

Action	Windows	Mac
Flash Fill	Ctrl + E	Cmd + E
Open Data Validation	Alt + D + L	Cmd + Shift + L
Group selected cells	Alt + Shift + Right Arrow	Cmd + Shift + K
Ungroup	Alt + Shift + Left Arrow	Cmd + Shift + J

Tables & PivotTables

Action	Windows	Mac
Create table	Ctrl + T	Cmd + T

Refresh PivotTable	Alt + F5	Cmd + Fn + F5
Refresh all	Ctrl + Alt + F5	Cmd + Fn + Alt + F5

Windows & Workbook Management

Action	Windows	Mac
Switch between open workbooks	Ctrl + Tab	Cmd + ~
Minimize workbook window	Ctrl + F9	Cmd + M
Close Excel window	Alt + F4	Cmd + Q

Bonus Tip

Combine these with **Excel's Quick Access Toolbar (QAT)** shortcuts (Alt + number keys) or create your own custom macros for next-level efficiency!