

EXCEL SHORTCUTS CHEAT SHEET

Essential keyboard shortcuts for working more efficiently in Microsoft Excel.



Windows

Mac



WORKBOOK & NAVIGATION



EDITING



FORMATTING



DATA & FORMULAS

Windows	Mac
Move to edge of data region	
Ctrl + ↑ Ctrl + ↓ Ctrl + ← Ctrl + →	Command + ↑ Command + ↓ Command + ← Command + →
Go to beginning of worksheet	
Ctrl + Home	Command + Home
Go to last used cell	
Ctrl + End	Command + End
Move one worksheet left	
Ctrl + PgUp	Command + PgUp
Move one worksheet right	
Ctrl + PgDn	Command + PgDn
Open workbook	
Ctrl + O	Command + O
Save workbook	
Ctrl + S	Command + S
Print	
Ctrl + P	Command + P
Find	
Ctrl + F	Command + F

Windows	Mac
Edit active cell	
F2	Control + U
Copy	
Ctrl + C	Command + C
Cut	
Ctrl + X	Command + X
Paste	
Ctrl + V	Command + V
Undo	
Ctrl + Z	Command + Z
Repeat last edit	
Ctrl + Y	Command + Y
Fill down	
Ctrl + D	Command + D
Fill right	
Ctrl + R	Command + R
New line in cell	
Alt + Enter	Option + Return

Windows	Mac
Format Cells dialog box	
Ctrl + 1	Command + 1
Bold	
Ctrl + B	Command + B
Italic	
Ctrl + I	Command + I
Underline	
Ctrl + U	Command + U
Currency format	
Ctrl + Shift + \$	Control + Shift + \$
Percent format	
Ctrl + Shift + %	Control + Shift + %
Number format	
Ctrl + Shift + !	Control + Shift + !
Select entire column	
Ctrl + Space	Control + Space
Select entire row	
Shift + Space	Shift + Space

Windows	Mac
AutoSum	
Alt + =	Command + Shift + T
Calculate active worksheet	
Shift + F9	Fn + Shift + F9
Calculate all open workbooks	
F9	Fn + F9
Toggle filters	
Ctrl + Shift + L	Command + Shift + F
Create table	
Ctrl + T	Command + T
Show or hide formulas	
Ctrl + `	Control + `
Insert current date	
Ctrl + ;	Control + ;
Insert current time	
Ctrl + Shift + ;	Command + ;



Learn the shortcuts you use every day first. Even 10 to 15 common commands can save time and reduce repetitive clicks.



Shortcuts may vary by Excel version and operating system. Windows and Mac keyboard shortcuts are shown above.