

F10	HOME	CTRL SHIFT \$	CTRL SHIFT B	CTRL	SHIFT CTRL =	END ←
ESC	ALT SHIFT F10	DRAG	CTRL K C	CTRL SHIFT 9	CTRL DELETE	CTRL SHIFT T
F8	CTRL -	CTRL SHIFT ;	CTRL ALT -	CTRL G	CTRL SHIFT #	ALT ↓
333 EXCEL [®] SHORTCUTS FOR WINDOWS & MAC			SHIFT F6	ALT DRAG	CTRL K U	ALT W L
			ALT H A L	CTRL SHIFT HOME	CTRL SHIFT O	CTRL \
			CTRL SHIFT ^	ALT SHIFT →	CTRL SHIFT DRAG	CTRL ALT 5
				ALT H A R	END ↓	
				CTRL SHIFT +	CTRL DRAG	
				ALT SHIFT ←	CTRL SHIFT TAB	
				CTRL SHIFT ~	CTRL SHIFT F	
					CTRL [	
					ALT	
					ALT W I	
					CTRL SHIFT U	
					CTRL SPACE	
END	PgDn	CTRL W	ALT ;	CTRL SHIFT @	CTRL Z	END →
↓	CTRL R	CTRL SHIFT 9	SHIFT ↓	CTRL F	CTRL SHIFT !	F9
F3	SHIFT ↓	HOME	CTRL ALT F9	CTRL ↓	CTRL PgUp	ALT SHIFT F10
PgDn	ALT =	F7	CTRL /	SHIFT F2	CTRL SHIFT &	SHIFT F9
↑	CTRL G	ALT Q	F4	ALT ↓	ALT P	SHIFT SPACE
TAB	CTRL SHIFT PgUp	CTRL 9	CTRL ↓	ALT W P	CTRL SHIFT SPACE	CTRL B
CTRL C	CTRL D	ALT H A L	CTRL '	SHIFT F3	SHIFT F10	CTRL ALT +
SHIFT ↓	CTRL X	CTRL SHIFT PgDn	CTRL S	ALT W	ALT W L	F2
ALT H H	CTRL ESC	F5	SHIFT ↓	CTRL SHIFT "	ALT F11	CTRL ALT -
CTRL ;	DELETE	CTRL SHIFT +	CTRL SPACE	SHIFT F4	CTRL SHIFT \$	SHIFT TAB

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333 EXCEL SHORTCUTS

Frequent Keyboard Shortcuts

Add borders	Ctrl Shift &	⌘ ⇧ O
Add or remove filter	Ctrl Shift L	⌘ ↑ F
Bold	Ctrl B	⌘ B
Center align cell contents	Alt H A C	⌘ E
Choose a fill color	Alt H H	
Close workbook	Ctrl W	⌘ W
Copy	Ctrl C	⌘ C
Cut	Ctrl X	⌘ X
Delete column	Ctrl -	⌘ -
Display find and replace (find)	Ctrl F	⌘ F
Display find and replace (replace)	Ctrl H	⌘ H
Find next match	Shift F4	⌘ G
Find previous match	Ctrl Shift F4	⌘ ↑ G
Hide selected columns	Ctrl 0	⌘ 0
Hide selected rows	Ctrl 9	⌘ 9
Left align cell contents	Alt H A L	⌘ L
New workbook	Ctrl N	⌘ N
Open context menu	Shift F10	Fn ↑ F10
Open workbook	Ctrl O	⌘ O
Paste	Ctrl V	⌘ V

Print	Ctrl P	⌘ P
Remove cell contents	Delete	Fn Delete
Right align cell contents	Alt H A R	⌘ R
Save workbook	Ctrl S	⌘ S
Undo	Ctrl Z	⌘ Z
Unhide columns	Ctrl Shift 0	^ ↑ 0
Unhide rows	Ctrl Shift 9	^ ↑ 9
Zoom in	Ctrl Alt +	⌘ ⌘ +
Zoom out	Ctrl Alt -	⌘ ⌘ -

Inside the Ribbon Shortcuts

Activate selected button	Space	Space
Expand / collapse the ribbon	Ctrl F1	⌘ ⌥ R
Move to left command	Shift Tab	⇧ Tab
Move to right command	Tab	Tab
Move to submenu when a main menu is open	←	←
Move to the next command in open menu	↓	↓
Open a context menu	Shift F10	Fn ⇧ F10
Open the list for selected command	↓	↓
Open the menu for selected button	Alt ↓	⌥ ↓
Select active tab and activate access keys	Alt	
Select active tab and activate access keys	F10	

Cell Navigation Shortcuts

Cycle through text boxes / images	Ctrl Alt 5	
Enter the End mode	End	Fn →
Exit navigation of text boxes / images	Esc	Esc
Extend selection of cells to last used cell	Ctrl Shift End	Fn ^ ↑ →
Move one cell down	↓	↓
Move one cell left	←	←
Move one cell right	→	→
Move one cell up	↑	↑
Move one screen down in worksheet	PgDn	Fn ↓
Move one screen left in worksheet	Alt PgUp	Fn ← ↑
Move one screen right in worksheet	Alt PgDn	Fn → ↓
Move one screen up in a worksheet	PgUp	Fn ↑
Move to beginning of a worksheet	Ctrl Home	Fn ^ ←
Move to bottom edge of data region	Ctrl ↓	^ ↓
Move to cell in the upper left corner	Home ScrLk	Fn ^ ←
Move to last cell on a worksheet	Ctrl End	Fn ^ →
Move to left edge of data region	Ctrl ←	^ ←
Move to next cell to the right	Tab	Tab
Move to next sheet in workbook	Ctrl PgDn	Fn ^ ↓
Move to previous sheet in workbook	Ctrl PgUp	Fn ^ ↑

Move to right edge of data region	Ctrl →	^ →
Move to the previous cell	Shift Tab	↑ Tab
Move to top edge of data region	Ctrl ↑	^ ↑
Open list of choices on a cell	Alt ↓	⌵ ↓
Show Go To Dialog	Ctrl G	^ G

Formatting Cell Shortcuts

Apply Currency format	Ctrl Shift \$	^ ↑ \$
Apply Date format	Ctrl Shift #	^ ↑ #
Apply General format	Ctrl Shift ~	^ ↑ ~
Apply Number format	Ctrl Shift !	^ ↑ !
Apply or remove bold formatting	Ctrl B	⌘ B
Apply or remove italic formatting	Ctrl I	⌘ I
Apply or remove strikethrough formatting	Ctrl 5	⌘ ↑ X
Apply or remove underline	Ctrl U	⌘ U
Apply outline border to cells	Ctrl Shift &	⌘ ~ 0
Apply Percentage format	Ctrl Shift %	^ ↑ %
Apply Scientific format	Ctrl Shift ^	^ ↑ ^
Apply Time format	Ctrl Shift @	^ ↑ @
Check spelling	F7	Fn F7
Copy formula from above cell	Ctrl '	^ '
Copy selected cells	Ctrl C	⌘ C
Cut selected cells	Ctrl X	⌘ X
Display the Quick Analysis options	Ctrl Q	
Edit active cell	F2	^ U
Enter current date	Ctrl ;	^ ;
Enter current time	Ctrl Shift ;	⌘ ;
Fill down from cell above	Ctrl D	^ D
Fill right from cell left	Ctrl R	^ R

Format fonts in Format Cells dialog	Ctrl Shift F	^ ↑ F
Insert a note	Shift F2	Fn ↑ F2
Insert Table	Ctrl T	^ T
Insert threaded comment	Ctrl Shift F2	
Open and edit a note	Shift F2	Fn ↑ F2
Open and reply to threaded comment	Ctrl Shift F2	
Open Delete dialog to delete cells	Ctrl -	⌘ -
Open Format Cells dialog	Ctrl 1	⌘ 1
Open Insert dialog to insert cells	Ctrl Shift +	⌘ ↑ +
Open Paste Special dialog	Ctrl Alt V	^ ⌘ V
Open the Insert hyperlink dialog	Ctrl K	⌘ K
Paste selected cells	Ctrl V	⌘ V
Remove outline border to selected cells	Ctrl Shift _	⌘ ~ _
Show or hide objects	Ctrl 6	^ 6
Show or hide outline symbols	Ctrl 8	^ 8
Toggle formulas on and off	Ctrl `	^ `

Making Selection Shortcuts

Complete cell entry and select above cell	Shift Enter	↑ Return
Extend cell selection downwards	Shift ↓	↑ ↓
Extend cell selection to the left	Shift ←	↑ ←
Extend cell selection to the right	Shift →	↑ →
Extend cell selection to top	Ctrl Shift Home	Fn ^ ↑ ←
Extend cell selection upwards	Shift ↑	↑ ↑
Extend selection to last bottom cell	Ctrl Shift ↓	^ ↑ ↓
Extend selection to last left cell	Ctrl Shift ←	^ ↑ ←
Extend selection to last right cell	Ctrl Shift →	^ ↑ →
Extend selection to last top cell	Ctrl Shift ↑	^ ↑ ↑
Fill selected cell range with the current entry	Ctrl Enter	^ Return
Repeat last action	Ctrl Y	⌘ Y
Select all objects when an object is selected	Ctrl Shift Space	
Select current and next worksheet	Ctrl Shift PgDn	
Select current and previous worksheet	Ctrl Shift PgUp	
Select current array	Ctrl /	^ /
Select current region around the cell	Ctrl Shift *	↑ ^ Space
Select differences in column	Ctrl Shift	^ ↑
Select differences in row	Ctrl \	^ \
Select entire column	Ctrl Space	^ Space
Select entire row	Shift Space	↑ Space

Select entire worksheet	Ctrl A	 A
Select first command on menu	Home	Fn 
Select only visible cells	Alt ;	  Z
Start a new line	Alt Enter	  Return
Toggle add to selection mode	Shift F8	Fn  F8
Toggle extend mode	F8	Fn F8
Undo last action	Ctrl Z	 Z

Working with Formula Shortcuts

Autosum selection of cells	Alt =	  
Calculate active worksheet	Shift F9	  
Calculate all worksheets	F9	 
Cancel entry in formula bar	Esc	
Complete entry in formula bar	Enter	
Copy the value from the cell above	Ctrl Shift "	  
Create chart in a new sheet	F11	 
Create embedded chart	Alt F1	  
Define name for references	Ctrl F3	  
Display function arguments dialog	Ctrl A	 
Display message for error checking button	Alt Shift F10	
Edit active cell	F2	 
Expand or collapse formula bar	Ctrl Shift U	  
Force Calculate all worksheets	Ctrl Alt F9	
Input array formula	Ctrl Shift Enter	  
Insert a function	Shift F3	  
Insert function arguments	Ctrl Shift A	  
Invoke Flash Fill	Ctrl E	
Move to end of text when in the formula bar	Ctrl End	  
Move to next record of data form	Enter	
Open macro dialog	Alt F8	  
Open Visual Basic For Applications (VBA) Editor	Alt F11	  
Paste a name	F3	
Select text in formula bar to end	Ctrl Shift End	   
Toggle absolute or relative references	F4	 

Ribbon Tab Shortcuts

Go to Search field	Alt	Q
Open Data tab	Alt	A
Open File page	Alt	F
Open Formulas tab	Alt	M
Open Home tab	Alt	H
Open Insert tab	Alt	N
Open Page Layout tab	Alt	P
Open Review tab	Alt	R
Open View tab	Alt	W

Power Pivot Shortcuts

Cancel process or close dialog	Ctrl	Esc	
Copy selected data	Ctrl	C	⌘ C
Delete table	Ctrl	D	⌘ D
Move table	Ctrl	M	
Move to first cell in table	Ctrl	Home	Fn ⌘ ←
Move to first cell of row	Ctrl	←	⌘ ←
Move to last cell in table	Ctrl	End	Fn ⌘ →
Move to last cell of row	Ctrl	→	⌘ →
Move to next table	Ctrl	PgDn	Fn ⌘ ↓
Move to previous table	Ctrl	PgUp	Fn ⌘ ↑
Move to the first cell of column	Ctrl	↑	⌘ ↑
Move to the last cell of column	Ctrl	↓	⌘ ↓
Open AutoFilter Menu dialog	Alt	↓	⌘ ↓
Open Go To dialog	F5		Fn F5
Recalculate all formulas	F9		Fn F9
Redo last action	Ctrl	Y	⌘ Y
Rename table	Ctrl	R	⌘ R
Save file	Ctrl	S	⌘ S
Select cells to first column cell	Shift	PgDn	Fn ⌘ ↓
Select cells to first row cell	Shift	Home	Fn ⌘ ←
Select cells to last column cell	Shift	PgUp	Fn ⌘ ↑

Select cells to last row cell	Shift	End	Fn	↑	→
Select current column	Ctrl	Space	^	Space	
Select current row	Shift	Space	↑	Space	
Select entire table	Ctrl	A	⌘	A	
Undo last action	Ctrl	Z	⌘	Z	

Function Key Shortcuts

Add non-adjacent cell to a selection	Shift F8	Fn ↑ F8
Add or update cell note	Shift F2	Fn ↑ F2
Calculate all worksheets	F9	Fn F9
Calculates active worksheet	Shift F9	Fn ↑ F9
Close Excel	Alt F4	⌘ Q
Close workbook window	Ctrl F4	⌘ W
Create chart of the selected range	F11	Fn F11
Display message for error checking button	Alt Shift F10	
Display shortcut menu	Shift F10	Fn ↑ F10
Edit the active cell	F2	^ U
Force calculate all worksheets	Ctrl Alt F9	
Insert new worksheet	Alt Shift F1	Fn ↑ F11
Insert new worksheet	Shift F11	Fn ↑ F11
Maximize workbook	Ctrl F10	Fn ^ F10
Minimize workbook	Ctrl F9	⌘ M
Open Excel Help	F1	⌘ /
Open Go To dialog	F5	Fn F5
Open Insert Function dialog	Shift F3	Fn ↑ F3
Open Macro dialog	Alt F8	Fn ⌥ F8
Open Paste Name dialog	F3	
Open print preview	Ctrl F2	⌘ P

Open Save As dialog	F12	  
Open Spelling dialog	F7	 
Open Thesaurus	Shift F7	  
Open VBA Editor	Alt F11	  
Perform moving of window	Ctrl F7	
Perform resizing of window	Ctrl F8	
Repeat last action	F4	 
Restore window size of workbook	Ctrl F5	
Show or hide ribbon	Ctrl F1	  
Switch panes	F6	 
Switch panes in reverse	Shift F6	  
Switch to next workbook	Ctrl F6	 
Toggle extend mode	F8	 
Toggle key tips	F10	

Drag and Drop Shortcuts

Drag and copy	Ctrl Drag	⇧ Drag
Drag and cut	Drag	Drag
Drag and insert	Shift Drag	⇧ Drag
Drag and insert copy	Ctrl Shift Drag	⇧ ⇧ Drag
Drag selection to worksheet	Alt Drag	⌘ Drag
Drag to duplicate the worksheet	Ctrl Drag	⇧ Drag

Macros and VBA Shortcuts

Autocomplete code	Ctrl	Space	
Delete line of code	Ctrl	Y	
Open Intellisense Dropdown	Ctrl	J	
Open Visual Basic For Applications (VBA) Editor	Alt	F11	Fn ⌘ F11
Redo last action	Alt	E	R
Show quick info	Ctrl	I	
Step through code	F8		⌘ ↑ I

Pivot Table Shortcuts

Group selected items	Alt Shift →
Hide selected item or field	Ctrl -
Open Calculated Field dialog	Shift Ctrl =
Open field list for cell	Alt ↓
Select entire table	Ctrl Shift *
Select first item in Field List	Home
Select last item in Field List	End
Select next item in Field List	↓
Select or clear a check box	Space
Select previous item in Field List	↑
Ungroup selected items	Alt Shift ←

Power BI Shortcuts

Activate Selection pane	F6
Collapse a table	←
Comment lines in DAX	Ctrl /
Comment multiple lines in DAX	Ctrl K C
Copy	Ctrl C
Copy line down in DAX	Alt Shift ↓
Copy line up in DAX	Alt Shift ↑
Create line break with auto-indent	Shift Enter
Delete a word in DAX	Ctrl Delete
Delete multiple lines in DAX	Ctrl Shift K
Enter lines of code in DAX	Ctrl Alt ↓
Enter lines of code in DAX	Ctrl Alt ↑
Expand a table	→
Find the highlighted word	Ctrl D
Go to line number in DAX	Ctrl G
Indent line in DAX	Ctrl J
Insert cursor in DAX	Alt Click
Insert line above in DAX	Ctrl Shift Enter
Insert line below in DAX	Ctrl Enter
Interact with a Slicer	Ctrl →

Jump to matching bracket in DAX	Ctrl Shift \
Move an object down in layering	Ctrl Shift B
Move an object up in layering	Ctrl Shift F
Move focus backward in section	Shift Tab
Move focus between sections	Ctrl F6
Move focus forward in section	Tab
Move focus to Visual menu	Alt Shift F10
Move line down in DAX	Alt ↓
Move line up in DAX	Alt ↑
Multi-select	Ctrl Shift
Multi-select objects	Ctrl Space
New line in DAX	Alt Enter
Open context menu	Shift F10
Outdent line in DAX	Ctrl [
Paste	Ctrl V
Restart Intellisense	Alt I
Select all occurrences of current selection	Ctrl Shift L
Select all occurrences of current word	Ctrl F2
Select an object	Space
Select current line in DAX	Ctrl I
Select nearest word in DAX	Alt Shift →
Select object	Enter
Show data	Alt Shift F11
Show keyboard shortcuts	Shift ?
Toggle commenting of code	Alt Shift A
Toggle commenting of lines that has a word	Ctrl +
Toggle object visibility	Ctrl Shift S
Uncomment lines in DAX	Ctrl \
Uncomment multiple lines in DAX	Ctrl K U

Other Shortcuts

Add border bottom in Format Cells	Alt B	  
Add border downward diagonal in Format Cells	Alt D	
Add border horizontal interior in Format Cells	Alt H	
Add border left in Format Cells	Alt L	  
Add border right in Format Cells	Alt R	  
Add border top in Format Cells	Alt T	  
Add border upward diagonal in Format Cells	Alt U	
Add border vertical interior in Format Cells	Alt V	
Clear cell content	Backspace	
Clear cell content while keeping cell format	Delete	 
Clear slicer filter	Alt C	 
Close an open menu or dialog	Esc	
Delete one character to the left	Backspace	
Delete one character to the right	Delete	 
Delete to the end of line	Ctrl Delete	 
Display control menu for Excel window	Alt Space	
In End Mode, move to bottom cell in column	End 	
In End Mode, move to left cell in row	End 	
In End Mode, move to right cell in row	End 	
In End Mode, move to top cell in column	End 	
Insert new line in cell	Alt Enter	  
Move to start of row	Home	 

Move to unlocked cells in protected worksheet	Tab	Tab
Open dropdown list	Alt ↓	~ ↓
Select or clear a check box	Space	Space
Selects the entire worksheet	Ctrl Shift Space	⌘ A
Switch to next tab in dialog	Ctrl Tab	^ Tab
Switch to Normal view	Alt W L	
Switch to Page Break Preview view	Alt W I	
Switch to Page Layout view	Alt W P	
Switch to previous tab in dialog	Ctrl Shift Tab	^ ↑ Tab
Toggle End mode	End	Fn →
Toggle full screen	Ctrl Shift F1	^ ⌘ F
Toggle total row of table	Ctrl Shift T	⌘ ↑ T

WINDOWS KEYBOARD SHORTCUTS CHEAT SHEET

Microsoft Excel



Keyboard Shortcuts

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Cancel (X) ESC	Hide/Show Menu F1	Insert Chart F1	Excel Help F1	Edit Cell F2	Insert Comment F2	Insert Function F3	Repeat Last Action F4	Refresh Pivot Table F5	F6	F7	Open Macros F8	Check Your Math F9	F10	VBA Editor F11	Insert New Worksheet F11	F12	PRTSC SYSRQ	SCROLL LOCK	PAUSE BREAK			
~	Format Cells 1 !	Time Format 2 @	Date Format 3 #	Currency Format 4 \$	Percentage Format 5 %	Scientific Format 6 10 ²	Outline Border 7 &	8 *	9 (	0)	Delete Cells/Row/Column -	Insert Cells/Row/Column +	Autosum =	Delete X	BACKSPACE	INSERT	HOME	Next Sheet PAGE UP	NUM LOCK	/	Highlight Data *	-
Move To Previous Cell TAB	Move To Next Cell TAB	Q	Close Workbook W	Flash Fill E	Copy Right R	Insert Table T	Redo Last Action Y	U	I	O	Print P	{	}	Fill Down	DELETE	END	Previous Sheet PAGE DOWN	7	↑ Highlight Upwards	9	+	
CAPS LOCK	Select All A	Save S	Copy Down D	Find F	Go To Special GO G	Replace H	J	Add Hyperlink K	Insert Filter L	Enter Current Date ;	"	'	ENTER					Highlight Left ←	5	→ Highlight Right		
↑ SHIFT	Undo Last Action Z	Cut X	Copy C	Paste V	Bold B	Open New Workbook N	M	<	>	?	↑ SHIFT							Move Up ↑	1	↓ Highlight Downwards	3	Array Formula {...}
CTRL	Windows	ALT						ALT	Windows									Move Left ←	0	DEL	ENTER	

How To Use The Keyboard Shortcuts

① ②
CTRL S = Save

① ②
SHIFT F2 = Insert Comment

① ② ③
CTRL SHIFT 2 @ = Time Format

① ②
ALT = = Autosum

Exel Help ? F1 = Exel Help

MAC KEYBOARD SHORTCUTS CHEAT SHEET

Microsoft
Excel



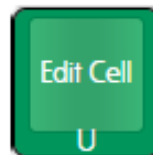
Keyboard
Shortcuts



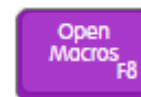
⌘ S



Fn ↑ F11



^ U



Fn ~ F8



^ ↑ ^

Thank You!

I'd like to thank you again for taking the time to check out the 333 Excel Shortcuts for Windows and Mac! I hope you've found some value in it and can use it as a guide to help you gain more Excel knowledge which will make you more productive, give you more confidence and ultimately make you stand out from the crowd!

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To Your Success!

John Michaloudis

Chief Inspirational Officer

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