Excel keyboard shortcuts

Windows and Mac, grouped by task. Free from ms365.dstk.net/en/shortcuts/

Move around

What you want to do	Windows	Mac
Jump to the edge of the data	`Ctrl` + `Arrow key`	`Cmd` + `Arrow key`
Go to the first cell (A1)	`Ctrl` + `Home`	`Control` + `Home`
Go to the last used cell	`Ctrl` + `End`	`Control` + `End`
Go to the first cell of the row	`Home`	`Home`
Scroll one screen down / up	`Page Down` or `Page Up`	`Page Down` or `Page Up`
Scroll one screen right / left	`Alt` + `Page Down` or `Alt` + `Page Up`	`Option` + `Page Down` or `Option` + `Page Up`
Next / previous worksheet	`Ctrl` + `Page Down` or `Ctrl` + `Page Up`	`Control` + `Page Down` or `Control` + `Page Up`
Go to a cell or named range	`Ctrl` + `G` or `F5`	`Control` + `G`
Move to the next / previous cell in a selection	`Tab` or `Shift` + `Tab`	`Tab` or `Shift` + `Tab`
Search the sheet	`Ctrl` + `F`	`Cmd` + `F`

Select

What you want to do	Windows	Mac
Select the whole column	`Ctrl` + `Space`	`Control` + `Space`
Select the whole row	`Shift` + `Space`	`Shift` + `Space`
Select everything (press again for the whole sheet)	`Ctrl` + `A`	`Cmd` + `A`
Extend the selection one cell	`Shift` + `Arrow key`	`Shift` + `Arrow key`
Extend the selection to the edge of the data	`Ctrl` + `Shift` + `Arrow key`	`Cmd` + `Shift` + `Arrow key`
Select the current region	`Ctrl` + `Shift` + `*`	`Cmd` + `A`
Extend the selection to the start of the sheet	`Ctrl` + `Shift` + `Home`	`Cmd` + `Shift` + `Home`
Extend the selection to the last used cell	`Ctrl` + `Shift` + `End`	`Cmd` + `Shift` + `End`
Select only the visible cells	`Alt` + `;`	`Cmd` + `Shift` + `*`
Select cells that differ in a row	`Ctrl` + `\`	`Control` + `\`

Edit a cell

What you want to do	Windows	Mac
Edit the active cell	`F2`	`F2`
Cancel what you are typing	`Esc`	`Esc`
Start a new line inside a cell	`Alt` + `Enter`	`Control` + `Option` + `Enter`
Delete the contents of the selection	`Delete`	`Delete`
Delete the character left of the cursor	`Backspace`	`Delete`
Undo	`Ctrl` + `Z`	`Cmd` + `Z`
Redo / repeat the last action	`Ctrl` + `Y` or `F4`	`Cmd` + `Y`
Insert the current date	`Ctrl` + `;`	`Control` + `;`
Insert the current time	`Ctrl` + `Shift` + `;`	`Cmd` + `;`
Add a note to a cell	`Shift` + `F2`	`Shift` + `F2`

Copy, paste and fill

What you want to do	Windows	Mac
Copy	`Ctrl` + `C`	`Cmd` + `C`
Cut	`Ctrl` + `X`	`Cmd` + `X`
Paste	`Ctrl` + `V`	`Cmd` + `V`
Open Paste Special	`Ctrl` + `Alt` + `V`	`Control` + `Cmd` + `V`

Fill down from the cell above	Ctrl + D	Control + D
Fill right from the cell on the left	Ctrl + R	Control + R
Fill the selected cells with the same entry	Ctrl + Enter	Control + Enter
Flash Fill	Ctrl + E	Control + E
Copy the formula from the cell above	Ctrl + '	Control + '
Copy the value from the cell above	Ctrl + Shift + "	Control + Shift + "

Format

What you want to do	Windows	Mac
Open the Format Cells box	Ctrl + 1	Cmd + 1
Bold	Ctrl + B	Cmd + B
Italic	Ctrl + I	Cmd + I
Underline	Ctrl + U	Cmd + U
Strikethrough	Ctrl + 5	Cmd + Shift + X
Number format with two decimals	Ctrl + Shift + !	Control + Shift + !
Currency format	Ctrl + Shift + $	Control + Shift + $
Percent format	Ctrl + Shift + %	Control + Shift + %
Date format	Ctrl + Shift + #	Control + Shift + #
Time format	Ctrl + Shift + @	Control + Shift + @
General number format	Ctrl + Shift + ~	Control + Shift + ~
Add an outline border	Ctrl + Shift + &	Cmd + Option + 0
Remove borders	Ctrl + Shift + _	Cmd + Option + -
Center the cell contents	Alt + H, A, C	-

Formulas

What you want to do	Windows	Mac
Start a formula	=	=
AutoSum the selected cells	Alt + =	Cmd + Shift + T
Cycle between absolute and relative references	F4	Cmd + T
Show formulas instead of results	Ctrl + `	Control + `
Calculate all open workbooks	F9	F9
Calculate the active sheet	Shift + F9	Shift + F9
Open the function list while typing	Ctrl + A	Control + A
Insert a function (Insert Function box)	Shift + F3	Shift + F3
Enter an array formula (older Excel)	Ctrl + Shift + Enter	Cmd + Shift + Enter
Expand or collapse the formula bar	Ctrl + Shift + U	Control + Shift + U

Rows and columns

What you want to do	Windows	Mac
Insert cells, rows or columns	Ctrl + Shift + +	Control + Shift + =
Delete cells, rows or columns	Ctrl + -	Cmd + -
Hide the selected rows	Ctrl + 9	Cmd + (
Hide the selected columns	Ctrl + 0	Cmd +)
Show hidden rows	Ctrl + Shift + (	Cmd + Shift + (
Show hidden columns	Ctrl + Shift +)	Cmd + Shift +)
Group the selected rows or columns	Alt + Shift + Right arrow	Cmd + Shift + K
Ungroup	Alt + Shift + Left arrow	Cmd + Shift + J

Data and tables

What you want to do	Windows	Mac
Turn filters on or off	Ctrl + Shift + L	Cmd + Shift + F
Open a filter drop-down	Alt + Down arrow	Option + Down arrow
Create a table	Ctrl + T or Ctrl + L	Control + T
Insert a chart on a new sheet	F11	F11
Insert a chart on the current sheet	Alt + F1	-
Open the Create Names from Selection box	Ctrl + Shift + F3	Cmd + Shift + F3
Open the Name Manager	Ctrl + F3	-
Open the Quick Analysis tool	Ctrl + Q	-
Open the Find and Replace box	Ctrl + H	Control + H

Workbook and window

What you want to do	Windows	Mac
Create a new workbook	Ctrl + N	Cmd + N
Open a workbook	Ctrl + O	Cmd + O
Save	Ctrl + S	Cmd + S
Save As	F12	Cmd + Shift + S
Print	Ctrl + P	Cmd + P
Close the workbook	Ctrl + W	Cmd + W
Insert a new worksheet	Shift + F11	Shift + F11
Switch to the next open workbook	Ctrl + Tab	Control + Tab
Minimise the ribbon	Ctrl + F1	Cmd + Option + R
Show the ribbon keys (Key Tips)	Alt	-
Check spelling	F7	F7

Microsoft 365 Training - YouTube @MS-365. On Mac laptops some function keys also need Fn.