

Excel Keyboard Shortcuts

Mac · Windows · Linux — free printable reference from linuru.com

Navigation

Action	Mac	Windows	Linux
Move to beginning of row	Fn + Left	Home	Home
Move to cell A1	Ctrl + Fn + Left	Ctrl + Home	Ctrl + Home
Move to last used cell	Ctrl + Fn + Right	Ctrl + End	Ctrl + End
Move one screen down	Fn + Down	Page Down	Page Down
Move one screen up	Fn + Up	Page Up	Page Up
Move one screen right	Fn + Alt + Down	Alt + Page Down	Alt + Page Down
Move one screen left	Fn + Alt + Up	Alt + Page Up	Alt + Page Up
Jump to edge of data region	Cmd + Arrow	Ctrl + Arrow	Ctrl + Arrow
Go to specific cell	Ctrl + G	Ctrl + G	Ctrl + G
Switch to next worksheet	Ctrl + Fn + Down	Ctrl + Page Down	Ctrl + Page Down
Switch to previous worksheet	Ctrl + Fn + Up	Ctrl + Page Up	Ctrl + Page Up

Selection

Action	Mac	Windows	Linux
Select all cells	Cmd + A	Ctrl + A	Ctrl + A
Extend selection by one cell	Shift + Arrow	Shift + Arrow	Shift + Arrow
Select to beginning of row	Shift + Fn + Left	Shift + Home	Shift + Home
Select to cell A1	Ctrl + Shift + Fn + Left	Ctrl + Shift + Home	Ctrl + Shift + Home
Select to last used cell	Ctrl + Shift + Fn + Right	Ctrl + Shift + End	Ctrl + Shift + End
Select entire column	Ctrl + Space	Ctrl + Space	Ctrl + Space
Select entire row	Shift + Space	Shift + Space	Shift + Space
Select to edge of data region	Cmd + Shift + Arrow	Ctrl + Shift + Arrow	Ctrl + Shift + Arrow
Select current region	Cmd + Shift + *	Ctrl + Shift + *	Ctrl + Shift + *
Add non-adjacent cells to selection	Cmd + Click	Ctrl + Click	Ctrl + Click

Editing

Action	Mac	Windows	Linux
Cut	Cmd + X	Ctrl + X	Ctrl + X

Action	Mac	Windows	Linux
Copy	Cmd + C	Ctrl + C	Ctrl + C
Paste	Cmd + V	Ctrl + V	Ctrl + V
Paste Special	Cmd + Ctrl + V	Ctrl + Alt + V	Ctrl + Alt + V
Undo	Cmd + Z	Ctrl + Z	Ctrl + Z
Redo	Cmd + Y	Ctrl + Y	Ctrl + Y
Edit active cell	F2	F2	F2
Delete cell contents	Delete	Delete	Delete
Find	Cmd + F	Ctrl + F	Ctrl + F
Find and Replace	Cmd + H	Ctrl + H	Ctrl + H
Fill down	Cmd + D	Ctrl + D	Ctrl + D
Fill right	Cmd + R	Ctrl + R	Ctrl + R
Insert current date	Ctrl + ;	Ctrl + ;	Ctrl + ;
Insert current time	Cmd + ;	Ctrl + Shift + ;	Ctrl + Shift + ;

Formatting

Action	Mac	Windows	Linux
Bold	Cmd + B	Ctrl + B	Ctrl + B
Italic	Cmd + I	Ctrl + I	Ctrl + I
Underline	Cmd + U	Ctrl + U	Ctrl + U
Strikethrough	Cmd + Shift + X	Ctrl + 5	Ctrl + 5
Open Format Cells dialog	Cmd + 1	Ctrl + 1	Ctrl + 1
Apply General number format	Ctrl + Shift + ~	Ctrl + Shift + ~	Ctrl + Shift + ~
Apply Currency format	Ctrl + Shift + \$	Ctrl + Shift + \$	Ctrl + Shift + \$
Apply Percentage format	Ctrl + Shift + %	Ctrl + Shift + %	Ctrl + Shift + %
Apply Date format	Ctrl + Shift + #	Ctrl + Shift + #	Ctrl + Shift + #
Apply Number format with commas	Ctrl + Shift + !	Ctrl + Shift + !	Ctrl + Shift + !
Add border outline	Cmd + Alt + 0	Ctrl + Shift + &	Ctrl + Shift + &
Remove border outline	Cmd + Alt + -	Ctrl + Shift + _	Ctrl + Shift + _
Remove all borders	Cmd + Alt + -	Ctrl + Shift + _	Ctrl + Shift + _

Formulas

Action	Mac	Windows	Linux
Start a formula	=	=	=

Action	Mac	Windows	Linux
Insert AutoSum	Cmd + Shift + T	Alt + =	Alt + =
Toggle formula display	Ctrl + `	Ctrl + `	Ctrl + `
Insert function	Shift + F3	Shift + F3	Shift + F3
Accept formula with Enter	Return	Enter	Enter
Cancel formula entry	Escape	Escape	Escape
Toggle absolute/relative reference (F4)	F4	F4	F4
Enter array formula	Cmd + Shift + Return	Ctrl + Shift + Enter	Ctrl + Shift + Enter
Calculate all workbooks	Cmd + =	F9	F9
Calculate active worksheet	Cmd + Shift + =	Shift + F9	Shift + F9
Name a range	Cmd + F3	Ctrl + F3	Ctrl + F3

Data Management

Action	Mac	Windows	Linux
Toggle AutoFilter	Cmd + Shift + L	Ctrl + Shift + L	Ctrl + Shift + L
Open Sort dialog	Cmd + Shift + R	Alt + D + S	Alt + D + S
Group rows or columns	Cmd + Shift + K	Alt + Shift + Right	Alt + Shift + Right
Ungroup rows or columns	Cmd + Shift + J	Alt + Shift + Left	Alt + Shift + Left
Hide selected rows	Cmd + 9	Ctrl + 9	Ctrl + 9
Unhide selected rows	Cmd + Shift + 9	Ctrl + Shift + 9	Ctrl + Shift + 9
Hide selected columns	Cmd + 0	Ctrl + 0	Ctrl + 0
Unhide selected columns	Cmd + Shift + 0	Ctrl + Shift + 0	Ctrl + Shift + 0
Create table	Cmd + T	Ctrl + T	Ctrl + T
Insert hyperlink	Cmd + K	Ctrl + K	Ctrl + K

Workbook & Sheet Management

Action	Mac	Windows	Linux
New workbook	Cmd + N	Ctrl + N	Ctrl + N
Open workbook	Cmd + O	Ctrl + O	Ctrl + O
Save workbook	Cmd + S	Ctrl + S	Ctrl + S
Save As	Cmd + Shift + S	F12	F12
Print	Cmd + P	Ctrl + P	Ctrl + P
Close workbook	Cmd + W	Ctrl + W	Ctrl + W
Insert new worksheet	Shift + F11	Shift + F11	Shift + F11

Action	Mac	Windows	Linux
Delete current worksheet	Cmd + Delete	Alt + H + D + S	Alt + H + D + S
Rename current worksheet	Double-click tab	Double-click tab	Double-click tab
Move or copy worksheet	Alt + H + O + M	Alt + H + O + M	Alt + H + O + M

Ribbon & Menus

Action	Mac	Windows	Linux
Activate Ribbon shortcuts	F10	Alt	Alt
Expand or collapse Ribbon	Cmd + Alt + R	Ctrl + F1	Ctrl + F1
Open File menu	Cmd + F	Alt + F	Alt + F
Open Home tab	Alt + H	Alt + H	Alt + H
Open Insert tab	Alt + N	Alt + N	Alt + N
Open Page Layout tab	Alt + P	Alt + P	Alt + P
Open Formulas tab	Alt + M	Alt + M	Alt + M
Open Data tab	Alt + A	Alt + A	Alt + A
Open Review tab	Alt + R	Alt + R	Alt + R
Open View tab	Alt + W	Alt + W	Alt + W
Open context menu	Shift + F10	Shift + F10	Shift + F10