Coursera

Excel Keyboard Shortcuts Cheat Sheet

Workbook Operations

Action	Description	Windows Shortcut	MacBook Shortcut
Open a workbook	Opens an existing workbook	Ctrl + O	Command + O
Save a workbook	Saves the current workbook	Ctrl + S	Command + S
Close a workbook	Closes the current workbook	Ctrl + W	Command + W
Insert new worksheet	Adds a new worksheet	Shift + F11	Shift + Fn + F11

Access Ribbon Tabs

Action	Description	Windows Shortcut	MacBook Shortcut
Open the file menu	Opens the file menu	Alt + F	Command + Shift + P
Open the home tab	Switches to the home tab	Alt + H	Control + Option + H
Open the insert tab	Switches to the insert tab	Alt + N	Control + Option + N
Open the page layout tab	Opens the page layout tab	Alt + P	Control + Option + P
Open the formulas tab	Opens the formulas tab	Alt + M	Control + Option + M

Open the data tab	Opens the data tab	Alt + A	Control + Option + A
Open the review tab	Opens the review tab	Alt + R	Control + Option + R
Open the view tab	Opens the view tab	Alt + W	Control + Option + W
Open the view tab	Opens the view tab	Alt + W	Control + Option + W

Navigating Work Sheets

Action	Description	Windows Shortcut	MacBook Shortcut
Move one cell down	Moves one cell down	Down Arrow	Down Arrow
Move one cell up	Moves one cell up	Up Arrow	Up Arrow
Move one cell right	Moves one cell to the right	Right Arrow	Right Arrow
Move one cell left	Moves one cell to the left	Left Arrow	Left Arrow
Move one screen down	Moves one screen down	Page Down	Fn + Down Arrow
Move one screen up	Moves one screen up	Page Up	Fn + Up Arrow
Move one screen right	Moves one screen to the right	Alt + Page Down	Option + Fn + Down Arrow
Move one screen left	Moves one screen to the left	Alt + Page Up	Option + Fn + Up Arrow
Move to first row, first column	Moves to cell A1	Ctrl + Home	Command + Up Arrow
Move to last filled cell	Moves to the last filled cell	Ctrl + End	Command + Down Arrow

Zooming

Action	Description	Windows Shortcut	MacBook Shortcut
Zoom in	Zooms in	Ctrl + Alt + +	Command + Option + +
Zoom out	Zooms out	Ctrl + Alt + -	Command + Option + -

Editing

Action	Description	Windows Shortcut	MacBook Shortcut
Cut selection	Cuts the selected cells	Ctrl + X	Command + X
Copy selection	Copies the selected cells	Ctrl + C	Command + C
Paste selection	Pastes the copied or cut cells	Ctrl + V	Command + V
Paste special formats	Pastes only the formats	Ctrl + Alt + V, T	Command + Option + V, T
Paste special values	Pastes only the values	Ctrl + Alt + V, V	Command + Option + V, V
Paste special formulas	Pastes only the formulas	Ctrl + Alt + V, F	Command + Option + V, F
Paste special comments	Pastes only the comments	Ctrl + Alt + V, C	Command + Option + V, C
Open the paste special dialog	Opens the paste special dialog	Ctrl + Alt + V	Command + Option + V

Undo / Redo

Action	Description	Windows Shortcut	MacBook Shortcut
Undo last action	Undoes the last action	Ctrl + Z	Command + Z
Redo last undone action	Redoes the last undone action	Ctrl + Y	Command + Y

Selecting Cells

Action	Description	Windows Shortcut	MacBook Shortcut
Select the current column	Selects the entire column of the active cell	Ctrl + Spacebar	Command + Spacebar
Select the current row	Selects the entire row of the active cell	Shift + Spacebar	Shift + Spacebar
Select all cells from the current location downwards	Selects all cells downward	Ctrl + Shift + Down Arrow	Command + Shift + Down Arrow
Select all cells from the current location upwards	Selects all cells upward	Ctrl + Shift + Up Arrow	Command + Shift + Up Arrow
Select all cells from the current location rightwards	Selects all cells rightward	Ctrl + Shift + Right Arrow	Command + Shift + Right Arrow
Select all cells from the current location leftward	Selects all cells leftward	Ctrl + Shift + Left Arrow	Command + Shift + Left Arrow
Select all completed cells	Selects all cells in the worksheet	Ctrl + A	Command + A

Cell Entry

Action	Description	Windows Shortcut	MacBook Shortcut
Cancel your input to a cell	Cancels the input in a cell	Esc	Esc
Write a new line within a cell	Inserts a line break within a cell	Alt + Enter	Command + Option + Enter
Go to the end of the line	Moves cursor to the end of the cell content	End	Command + Right Arrow
Go to the start of the line	Moves cursor to the start of the cell content	Home	Command + Left Arrow
Display a function arguments	Opens the function arguments dialog	Shift + F3	Shift + Fn + F3
Insert hyperlink	Inserts a hyperlink	Ctrl + K	Command + K
Insert current date	Inserts today's date	Ctrl + ;	Command + ;
Insert current time	Inserts current time	Ctrl + Shift + ;	Command + Option + ;
Insert a comment on a cell	Adds or edits a comment on the cell	Shift + F2	Shift + Fn + F2

Calculations

Action	Description	Windows Shortcut	MacBook Shortcut
Insert a function	Inserts a formula function	Shift + F3	Shift + Fn + F3
Start a formula	Starts entry of a formula	=	=

Recalculate all worksheets	Recalculates formulas in all sheets	F9	Fn + F9
Anchor cells	Toggles absolute reference of cell	F4	Command + T
Enter array formula	Enters an array formula	Ctrl + Shift + Enter	Command + Shift + Enter
Insert autosum formula	Inserts the AutoSum formula	Alt + =	Command + Shift + T

Text Formatting

Action	Description	Windows Shortcut	MacBook Shortcut
Apply bold formatting	Makes the text bold	Ctrl + B	Command + B
Apply italic formatting	Makes the text italic	Ctrl + I	Command + I
Apply strikethrough formatting	Adds a strikethrough to the text	Ctrl + 5	Command + Shift + X
Apply general number formatting	Formats as general number	Ctrl + Shift + ~	Command + Shift + ~
Apply scientific number formatting	Formats as scientific number	Ctrl + Shift + ^	Command + Shift + ^
Apply currency format	Formats as currency	Ctrl + Shift + $	Command + Shift + $
Apply percentage format	Formats as percentage	Ctrl + Shift + %	Command + Shift + %
Apply date format	Formats as date	Ctrl + Shift + #	Command + Shift + #
Apply time format	Formats as time	Ctrl + Shift + @	Command + Shift + @

Toggle hiding/displaying content	Hides or shows content	Ctrl + Shift + (	Command + Shift + (
Increase font size	Increases the font size	Ctrl + Shift + >	Command + Shift + >
Decrease font size	Decreases the font size	Ctrl + Shift + <	Command + Shift + <
Insert / edit comment	Adds or edits a comment	Shift + F2	Command + Option + F2

Charts

Action	Description	Windows Shortcut	MacBook Shortcut
Create a chart of the selected data in a new worksheet	Generates a new chart in a separate worksheet	F11	Fn + F11
Create a chart of the selected data in a current worksheet	Adds a chart to the existing worksheet	Alt + F1	Command + Option + R