

Excel for Mac Reference Sheet

General Excel navigation

Activate menu bar (ALT in PC)	CTRL + F2 (see WSP Mac Setup)
Page Up / Page Down	CTRL FN + UP / DOWN
Moving to left/right tabs	CTRL + PAGEUP/DOWN
Excel Options	⌘ + ,
Edit cells (F2 in PC)	CTRL+U

Formatting shortcuts

Bold	⌘ + B
Italic	⌘ + I
Underline	⌘ + U
Format Box	⌘ + 1
Outline border	⌘+ALT+ZERO
Left, right, top, and bottom border	⌘+ALT+ARROW KEYS
Remove border	⌘+ALT+HYPHEN
Insert / delete a comment	SHIFT + F2 / SHIFT + F2 + DELETE
Copy	⌘+C

Paste

Paste Special formats	CTRL + ⌘ + V, ⌘ + T (Excel 2011 only)
Paste Special formulas	CTRL + ⌘ + V, ⌘ + F (Excel 2011 only)
Cut	⌘ + X
Repeat	⌘ + Y
Undo	⌘ + Z
Delete selected cells	⌘ + Minus sign

Workbook navigation shortcuts

Toggle Excel workbooks	CTRL + TAB
New workbook	⌘ + N
Print	⌘ + P
Open workbook	⌘ + O
Save workbook	⌘ + S
Close window	⌘+W

Other useful shortcuts

Recalculate all workbooks	SHIFT F9
Display a drop-down list	ALT + up/down arrow keys
Display "Insert Function" box	SHIFT F3
Display "Name" box	CTRL+L

Cell navigation shortcuts

Go to end of contiguous range	CTRL + Arrow keys (see WSP Mac Setup)
Select a cell range	SHIFT + Arrow keys
Highlight contiguous range	SHIFT + CTRL + Arrow keys
Move to beginning of line	HOME
Delete cell/selection	Fn + Delete
Show formulas/values	CTRL + ~
Fill selection w/ entry	CTRL+RETURN

Using Toolbars

Make a toolbar active	ALT + F10
Moving to left / right in toolbar	TAB / SHIFT + TAB
Select the next / previous toolbar	CTRL + TAB / CTRL + SHIFT + TAB
Perform the desired action	RETURN

Row / column shortcuts

Select column	CTRL + Space (see WSP Mac Setup)
Select row	Shift + Space
Delete row(s) / column(s)	CTRL + 'minus sign'
Add row(s) / column(s)	CTRL + i
Group / ungroup rows & columns	⌘ + Shift + K / J

Data editing shortcuts

Select All	⌘ + A
Fill Down	CTRL+D
Fill right	CTRL+R
Find	CTRL+F
Replace	CTRL+H
Start a formula	= (equal sign)
Insert AutoSum formula	⌘ + SHIFT + T

Data editing shortcuts when inside cell

Start new line in same cell	CTRL+ALT+RETURN
Highlight within cells	SHIFT + Arrow keys
Highlight contiguous items	SHIFT + CTRL + Arrow keys
Delete preceding character	DELETE
Delete character to the right	FN + DELETE
Anchor "Fix" Cells	⌘ + T
Cancel a cell entry	ESC

Auditing shortcuts

Go to precedent cells	CTRL + [
Go to dependent cells	CTRL +]
Go back to original cell	F5, ENTER
"Go to"	F5

General Windows Shortcuts (Mac)

Universal applications shortcuts

Switching between applications	⌘+TAB
Show the desktop / restore view	SHIFT F11

Office forms (dialog boxes) navigation

To go from tab to tab	CTRL+TAB
Move in a list	Up and down arrow keys
To move to the next form field clockwise	Tab
To move counter clockwise	Shift tab
Select 'OK'	Enter
Select 'Cancel'	Esc

Note: Some third-party utilities, macros and add-ins can overwrite native shortcut keys

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Essential Shortcuts

Number Cycle	Ctrl Shift 1
Color Cycle	Ctrl '
Border Shortcuts	Ctrl Alt Shift + Arrows
Power Trace Precedents	Ctrl Shift [
Power Trace Dependents	Ctrl Shift]
Power Fill Right	Ctrl Shift R
Autocolor cells	Ctrl Alt A
Capture Paintbrush Style	Ctrl Alt C
Apply Paintbrush Style	Ctrl Alt V

Other Helpful Shortcuts

Sizing

Zoom In`	Ctrl Alt =
Zoom Out	Ctrl Alt -
Increase Font Size	Ctrl Shift F
Decrease Font Size	Ctrl Shift G
Increase Decimal	Ctrl ,
Decrease Decimal	Ctrl .
Shift Decimal Righta	Alt Shift .
Shift Decimal Left	Alt Shift ,

Alignment & Borders

Center Cycle	Ctrl Shift C
Horizontal Cycle	Ctrl Shift H
Vertical Cycle	Ctrl Shift V
Indent Cycle	Ctrl Shift I
Border Cycle	Ctrl Shift B
Border Outline	Ctrl Shift 7
Border None	Ctrl Shift -

Rows

Insert	Alt Shift Insert
Delete	Alt Shift Delete
Group Details	Alt Shift Down Arrow
Show Details	Alt Shift End
Hide Details	Alt Shift Home
Expand All	Alt Shift =
Hide All	Alt Shift -
Height Cycle	Alt Shift Page Up
Auto Height	Alt Shift Page Down
Ungroup	Alt Shift Up Arrow

Numbers

Currency Cycle	Ctrl Shift 4
Percent Cycle	Ctrl Shift 5
Multiple Cycle	Ctrl Shift 8

Dates & Formulas

Date Cycle	Ctrl Shift 2
Year Cycle	Ctrl Shift A
Last Audited Cell	Ctrl Shift \
Error Wrap	Ctrl Shift E
Paste Exact Formulas	Ctrl Alt E
Paste Exact Transpose	Ctrl Alt T

Columns

Insert	Ctrl Alt Shift Insert
Delete	Ctrl Alt Shift Delete
Group Details	Alt Shift Right Arrow
Show Details	Ctrl Alt Shift End
Hide Details	Ctrl Alt Shift Home
Expand All	Ctrl Alt Shift =
Hide All	Ctrl Alt Shift -
Width Cycle	Ctrl Alt Shift Page Up
Auto Width Down	Ctrl Alt Shift Page
Ungroup	Alt Shift Left Arrow
Power Hide	Ctrl Alt H

Colors

Blue-Black Cycle	Ctrl ;
Fill Color Cycle	Ctrl Shift K
Autocolor Cycle	Ctrl Alt .
No Autocolor Cycle	Ctrl Alt Z
Autocolor Sheet	Ctrl Alt S
Autocolor Workbook	Ctrl Alt Q

Navigation

Worksheet Loop	Ctrl Alt PgUp /PgDn
First Worksheet	Ctrl Alt Home
Last Worksheet	Ctrl Alt End
Goto Max	Ctrl Alt Shift .
Goto Min	Ctrl Alt Shift ,

Dashboard Shortcuts

General Settings	Ctrl Shift S
Shortcut Manager	Ctrl Alt Shift S
Print Shortcuts	Ctrl Alt Shift P
Quick Save	Alt Shift S
Gridlines Toggle	Alt Shift G
Delete character to the right	DELETE
Anchor "Fix" Cells	F4
Cancel a cell entry	ESC

Text

Underline Cycle	Ctrl Shift U
Case Cycle	Alt Shift C
List Cycle	Ctrl Alt Shift L
Wrap Text	Ctrl Shift W
Switches Cycle	Ctrl Shift Y
Enter array formula	SHIFT + CTRL + Enter

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