

Navigation & selection

ACTION	WINDOWS	MAC
Move to edge of data region	Ctrl+Arrow	⌘+Arrow
Select to edge of data region	Ctrl+Shift+Arrow	⌘+Shift+Arrow
Go to beginning of worksheet	Ctrl+Home	⌘+Home or ⌘+Fn+←
Go to last used cell	Ctrl+End	⌘+End or ⌘+Fn+→
Select entire row	Shift+Space	Shift+Space
Select entire column	Ctrl+Space	⌘+Space
Select current region / entire worksheet	Ctrl+A	⌘+A
Extend selection by one cell	Shift+Arrow	Shift+Arrow
Next / previous worksheet	Ctrl+Page Down / Ctrl+Page Up	⌘+Page Down / ⌘+Page Up or ⌘+→ / ⌘+←
Go To dialog	Ctrl+G or F5	⌘+G or F5
Find	Ctrl+F	⌘+F or ⌘+F
Replace	Ctrl+H	⌘+H or ⌘+Shift+H

Editing & entry

ACTION	WINDOWS	MAC
Edit active cell	F2	⌘+U or F2
Confirm entry and stay in cell	Ctrl+Enter	⌘+Return
Fill down	Ctrl+D	⌘+D
Fill right	Ctrl+R	⌘+R
Insert current date	Ctrl+;	⌘+;
Insert current time	Ctrl+Shift+:	⌘+;
Undo	Ctrl+Z	⌘+Z
Redo	Ctrl+Y	⌘+Y or ⌘+Shift+Z
Cut / Copy / Paste	Ctrl+X / C / V	⌘+X / C / V
Paste Special	Ctrl+Alt+V	⌘+⌘+V
Clear cell contents	Delete	Delete
Insert line break in cell	Alt+Enter	⌘+⌘+Return or ⌘+Return

Formatting

ACTION	WINDOWS	MAC
Bold / Italic / Underline	Ctrl+B / I / U	⌘+B / I / U
Format Cells dialog	Ctrl+I	⌘+I
Apply currency format	Ctrl+Shift+\$	⌘+Shift+\$
Apply percent format	Ctrl+Shift+%	⌘+Shift+%
Apply number format	Ctrl+Shift+!	⌘+Shift+!
Apply date format	Ctrl+Shift+#	⌘+Shift+#
Add outline border	Ctrl+Shift+&	⌘+⌘+0
Remove borders	Ctrl+Shift+_	⌘+⌘+-
Increase / decrease decimal	Alt+H, 0 / 9	-
Insert hyperlink	Ctrl+K	⌘+K
Clear formats	Alt+H, E, F	-

Rows, columns & sheets

ACTION	WINDOWS	MAC
Insert cells / rows / columns	Ctrl+Shift++	⌘+Shift+=
Delete cells / rows / columns	Ctrl+-	⌘+- or ⌘+⌘+-
Hide selected rows	Ctrl+9	⌘+9
Unhide rows	Ctrl+Shift+9	⌘+Shift+9
Hide selected columns	Ctrl+0	⌘+0
Unhide columns	Ctrl+Shift+0	⌘+Shift+0
Insert new worksheet	Shift+F11	Shift+F11
Group rows / columns	Alt+Shift+→	⌘+Shift+K
Ungroup rows / columns	Alt+Shift+←	⌘+Shift+J
AutoFit column width	Alt+H, 0, I	-

Formulas & calculation

ACTION	WINDOWS	MAC
Start a formula	=	=
AutoSum	Alt+=	⌘+Shift+T
Toggle absolute / relative refs	F4	⌘+T or F4
Insert Function dialog	Shift+F3	Shift+F3
Calculate all open workbooks	F9	F9 or ⌘+=
Calculate active sheet	Shift+F9	Shift+F9
Force full calculation	Ctrl+Alt+F9	⌘+⌘+F9
Show formulas	Ctrl+`	⌘+`
Trace precedents	Alt+M, P	-
Open Name Manager	Ctrl+F3	-
Define name	Alt+M, M, D	⌘+F3 or ⌘+L

Data tools

ACTION	WINDOWS	MAC
Sort dialog	Alt+A, S, S	⌘+Shift+R
Filter on / off	Ctrl+Shift+L	⌘+Shift+F
Flash Fill	Ctrl+E	⌘+E
Create Table	Ctrl+T or Ctrl+L	⌘+T or ⌘+T
Refresh all (queries / pivots)	Ctrl+Alt+F5	-
Text to Columns	Alt+A, E	-
Remove Duplicates	Alt+A, M	-
Data Validation	Alt+A, V, V	-

Pivot & charts

ACTION	WINDOWS	MAC
Insert PivotTable	Alt+N, V	–
Refresh PivotTable / refresh all	Alt+F5 / Ctrl+Alt+F5	–
Chart from selection (embedded / new sheet)	Alt+F1 / F11	F11
Recommended Charts	Alt+N, R	–
Open filter / PivotTable field drop-down	Alt+↓	⌘+↓
PivotTable Analyze / Design tabs	Alt+J, T / Alt+J, Y	–
Group selected pivot items	Alt+Shift+→	⌘+Shift+K
Ungroup pivot items	Alt+Shift+←	⌘+Shift+J
Show Field List	Alt+J, T, L	–
Insert PivotChart	Alt+N, S, Z, C	–

View, windows & files

ACTION	WINDOWS	MAC
New workbook	Ctrl+N	⌘+N
Open	Ctrl+O	⌘+O
Save	Ctrl+S	⌘+S
Save As	F12	⌘+Shift+S or F12
Print	Ctrl+P	⌘+P
Close workbook	Ctrl+W	⌘+W
Switch workbook windows	Ctrl+Tab or Ctrl+F6	⌘+`
Zoom dialog	Alt+W, Q	–
Freeze panes menu	Alt+W, F	–
Collapse / expand ribbon	Ctrl+F1	⌘+⌘+R

Handy extras

ACTION	WINDOWS	MAC
Repeat last action	F4 or Ctrl+Y	⌘+Y
Spell check	F7	F7
Thesaurus	Shift+F7	Shift+F7
Open Excel Help	F1	F1 or ⌘+/
Enter same data in all selected cells	Ctrl+Enter	⌘+Return or ^+Return
Select visible cells only	Alt+;	⌘+Shift+*
Hide Excel window	–	⌘+H
Force Quit dialog	–	⌘+⌘+Esc

Mac keys: ⌘ Command · ^ Control · ⌥ Option. "+" = press together; "," = press one after another (Windows ribbon KeyTips). Shortcuts can vary by Excel version, locale and keyboard layout. Source: Microsoft Support, "Keyboard shortcuts in Excel" (Windows and macOS tabs). Interactive version with search and favorites: <https://excelshortcutsheet.com/> · Not affiliated with Microsoft.