



Excel shortcut cheat sheet (Mac)

Action	Keys
Copy	Cmd + C
Cut	Cmd + X
Paste	Cmd + V
Paste Special	Cmd + Option + V
Fill Down	Cmd + D
Fill Right	Cmd + R
Flash Fill	Cmd + E
Select Current Region or Entire Sheet	Cmd + A
Move to Edge of Data	Cmd + Up
Select to Edge of Data	Cmd + Shift + Up
Select Entire Column	Cmd + Space
Select Entire Row	Shift + Space
Move to Next Sheet	Cmd + PageDown
Move to Previous Sheet	Cmd + PageUp
Extend Selection to Next Sheet	Cmd + Shift + PageDown
Extend Selection to Previous Sheet	Cmd + Shift + PageUp
Go To	F5
Find	Cmd + F
Replace	Cmd + H
Move Up Within Selection	Shift + Enter
Move Left Within Selection	Shift + Tab
Go to A1	Fn + Left
Go to Last Row and Column Cell	Fn + Right
Extend Selection to A1	Fn + Shift + Left
Extend Selection to Last Used Cell	Fn + Shift + Right
Undo	Cmd + Z
Redo	Cmd + Y
Insert Current Date	Cmd + ;
Edit Cell	F2
Clear Cell Contents	Delete
AutoSum	Cmd + Shift + T
New Line in Cell	Ctrl + Option + Enter
Insert/Edit Comment	Shift + F2
Repeat Last Action	F4
Insert Hyperlink	Cmd + K

Action	Keys
Insert Current Time	Cmd + Shift + ;
Copy Formula from Cell Above	Cmd + '
Toggle Formula View	Cmd + `
Toggle Reference Type	F4
Bold	Cmd + B
Italic	Cmd + I
Underline	Cmd + U
Format Cells Dialog	Cmd + 1
Apply Comma Style	Cmd + Shift + 1
Copy Value from Cell Above	Cmd + Shift + 2
Apply Date Format	Cmd + Shift + 3
Apply Currency Format	Cmd + Shift + 4
Apply Percentage Format	Cmd + Shift + 5
Apply Outside Border	Cmd + Shift + 6
Insert Function	Shift + F3
New Workbook	Cmd + N
Open Workbook	Cmd + O
Save	Cmd + S
Save As	F12
Print	Cmd + P
Close Workbook	Cmd + W
Insert New Worksheet	Shift + F11
Insert Cells/Rows/Columns	Cmd + Shift + +
Delete Cells/Rows/Columns	Cmd + -
Hide Row	Cmd + 9
Hide Column	Cmd + 0
Unhide Row	Cmd + Shift + 9
Unhide Column	Cmd + Shift + 0
Toggle AutoFilter	Cmd + Shift + L
Create Table	Cmd + T
Open Filter Menu	Option + Down
Select Visible Cells Only	Cmd + Shift + Z
Recalculate Workbook	F9
Recalculate Sheet	Shift + F9
Refresh All	Cmd + Option + F5