

Complete

Excel!

Keyboard Shortcuts

MICROSOFT EXCEL 2013

Keyboard Shortcuts For Windows & Mac Users

esc	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	
`	1	2	3	4	5	6	7	8	9	0	-	=	⌫
→	'	p	w	f	u	l	c	m	y	/	[]	\
⌵	d	h	i	a	t	e	n	s	o	r	;	↶	
⌴	z	x	k	g	b	v	q	j	,	.		⌴	
Fn	^	⌵	⌘					⌘	⌵		↑		
											←	↓	→

Feedback

Find a problem or have a suggestion? Let us know:

feedback@exceldemy.com

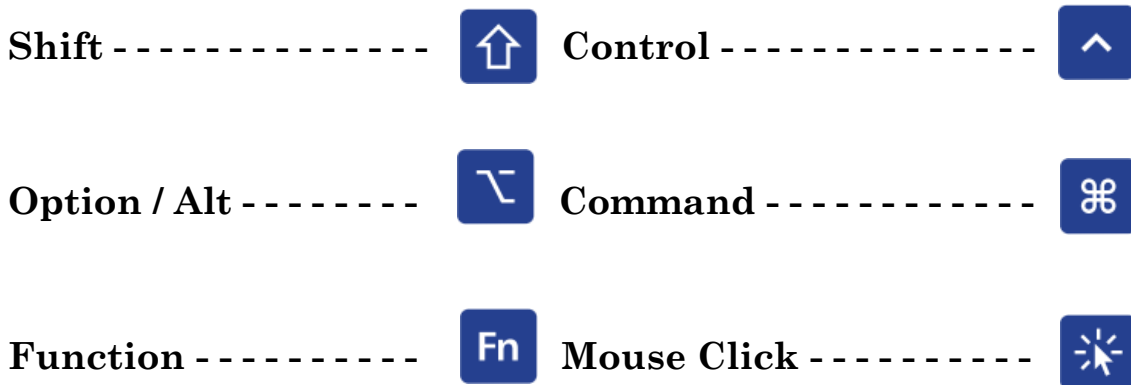
Links to Online Version

Each shortcut is linked to an online version that has more detail. Just click the title of the shortcut to navigate to the same shortcut online. Online shortcuts are here:

<http://www.exceldemy.com/microsoft-excel-keyboard-shortcuts>

Mac keyboard shortcuts

Historically, Macintosh computers use special symbols for certain keys, including **Alt**, **Shift**, **Control**, and **Command** keys. This guide uses these symbols as follows:



Mac computers have a special preference for function keys in System preferences. This guide assumes your Mac is set at the default, with **Use all F1, F2, etc .keys as standard function keys** unchecked. In this state, you generally have to use the function key (Fn) when using function keys (F1, F2, etc.)

Disclaimer

These shortcuts were tested with Excel 2010 for Windows, and Excel 2011 for Macintosh. Many shortcuts should work with earlier versions of Excel, but not all. Shortcuts often do not work on a particular computer because other programs, or the operating system itself, has reserved some key combinations for another purpose.



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Become an Excel Master

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Excel File Shortcuts

Actions	Windows Shortcuts	Mac Shortcuts
Create New Workbook	Ctrl N	⌘ N
Open Workbook	Ctrl O	⌘ O
Save Workbook	Ctrl S	⌘ S
Save As	F12	⌘ ↑ S
Print File	Ctrl P	⌘ P
Open Print Preview Window	Ctrl F2	
Close Current Workbook	Ctrl F4	⌘ W
Close Excel	Alt F4	⌘ Q

Excel Ribbon Shortcuts

Actions	Windows Shortcuts	Mac Shortcuts
Expand or Collapse Ribbon	Ctrl F1	⌘ ~ R
Activate Access Keys	Alt	
Move to Next Ribbon Control	Tab	Tab
Activate or Open Selected Control	Space	Space



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Confirm Control Change

Enter

Return

Get Help on Selected Control

F1

General Shortcuts

Actions	Windows Shortcuts	Mac Shortcuts
Open Help	F1	⌘ /
Undo Last Action	Ctrl Z	⌘ Z
Redo Last Action	Ctrl Y	⌘ Y
Copy Selected Cells	Ctrl C	⌘ C
Cut Selected Cells	Ctrl X	⌘ X
Paste Content from Clipboard	Ctrl V	⌘ V
Display the Paste Special Dialog Box	Ctrl Alt V	⌘ ^ V
Display Find and Replace	Ctrl F	⌘ F
Display Find and Replace, Replace Selected	Ctrl H	⌘ ^ H
Find Next Match	Shift F4	⌘ G
Find Previous Match	Ctrl Shift F4	⌘ ↑ G
Create Embedded Chart	Alt F1	Fn ~ F1
Create Chart in New Worksheet	F11	Fn F11

Toggle AutoFilter	Ctrl Shift L	⌘ ↑ F
Activate Filter	Alt ↓	⌘ ↓
Insert Table	Ctrl T	^ T
Select Table Row	Shift Space	↑ Space
Select Table Column	Ctrl Space	^ Space
Select Table	Ctrl A	⌘ A

Drag and Drop Shortcuts

Actions	Windows Shortcuts	Mac Shortcuts
Drag and Cut	drag	drag
Drag and Copy	Ctrl drag	^ drag
Drag and Insert	Shift drag	↑ drag
Drag and Insert Copy	Ctrl Shift drag	^ ↑ drag
Drag to Worksheet	Alt drag	⌘ drag
Drag to Duplicate Worksheet	Ctrl drag	⌘ drag

Navigation Shortcuts

Actions	Windows Shortcuts	Mac Shortcuts
Move One Cell Right	→	→
Move One Cell Left	←	←
Move One Cell Up	↑	↑
Move One Cell Down	↓	↓
Move One Screen Right	Alt PgDn	Fn ~ ↑
Move One Screen Left	Alt PgUp	Fn ~ ↓
Move One Screen Up	PgUp	Fn ↑
Move One Screen Down	PgDn	Fn ↓
Move to Right Edge of Data Region	Ctrl →	^ →
Move to Left Edge of Data Region	Ctrl ←	^ ←
Move to Top Edge of Data Region	Ctrl ↑	^ ↑
Move to Bottom Edge of Data Region	Ctrl ↓	^ ↓
Move to Beginning of Row	Home	Fn ←
Move to Last Cell in Worksheet	Ctrl End	Fn ^ →
Move to First Cell in Worksheet	Ctrl Home	Fn ^ ←
Turn End Mode on	End	Fn →



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Selection Shortcuts

Actions	Windows Shortcuts	Mac Shortcuts
Select Entire Row	Shift Space	↑ Space
Select Entire Column	Ctrl Space	^ Space
Select Entire Worksheet	Ctrl A	⌘ A
Add Non-Adjacent Cells to Selection	Ctrl Click	^ Click
Move Right between Non-Adjacent Selections	Ctrl Alt →	^ ~ →
Move Left between Non-Adjacent Selections	Ctrl Alt ←	^ ~ ←
Toggle Add to Selection Mode	Shift F8	↑ Fn F8
Cancel Selection	Esc	Esc

Active Cell Shortcuts

Actions	Windows Shortcuts	Mac Shortcuts
Select Active Cell Only	Shift Backspace	↑ Delete
Show the Active Cell on Worksheet	Ctrl Backspace	⌘ Delete
Move Active Cell Clockwise in Selection	Ctrl .	^ .
Move Active Cell Down in Selection	Enter	Return



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Move Active Cell Up in Selection

Shift Enter

↑ Return

Move Active Cell Right in a Selection

Tab

Tab

Move Active Cell Left in a Selection

Shift Tab

↑ Tab

Extend Selection Shortcuts

Actions	Windows Shortcuts	Mac Shortcuts
Extend Selection by One Cell Right	Shift →	↑ →
Extend Selection by One Cell Left	Shift ←	↑ ←
Extend Selection by One Cell Up	Shift ↑	↑ ↑
Extend Selection by One Cell Down	Shift ↓	↑ ↓
Extend the Selection to the Last Cell Right	Ctrl Shift →	^ ↑ →
Extend the Selection to the Last Cell Left	Ctrl Shift ←	^ ↑ ←
Extend the Selection to the Last Cell Up	Ctrl Shift ↑	^ ↑ ↑
Extend the Selection to the Last Cell Down	Ctrl Shift ↓	^ ↑ ↓
Extend Selection Up One Screen	Shift PgUp	↑ Fn ↑
Extend Selection Down One Screen	Shift PgDn	↑ Fn ↓



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Extend Selection to Start of Row

Shift Home

↑ Fn ←

Extend Selection to First Cell in Worksheet

Ctrl Shift Home

^ ↑ Fn ←

Extend Selection to Last Cell in Worksheet

Ctrl Shift End

^ ↑ Fn →

Toggle Extend Selection Mode

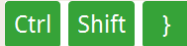
F8

Fn F8

Select Special Shortcuts

Actions	Windows Shortcuts	Mac Shortcuts
Display 'Go To' Dialog Box	Ctrl G	^ G
Select Cells with Comments	Ctrl Shift O	Fn ^ ↑ O
Select Current Region around Active Cell	Ctrl Shift *	↑ ^ Space
Select Current Region	Ctrl A	⌘ A
Select Current Array	Ctrl /	^ /
Select Row Differences	Ctrl \	^ \
Select Column Differences	Ctrl Shift	^ ↑
Select Direct Precedents	Ctrl [^ [
Select All Precedents	Ctrl Shift {	^ ↑ {
Select Direct Dependents	Ctrl]	^]

Select All Dependents



Select Visible Cells Only



Cell Edit Shortcuts

Actions	Windows Shortcuts	Mac Shortcuts
Edit the Active Cell		
Insert or Edit Comment		
Cancel Entry		
Select One Character Right		
Select One Character Left		
Move One Word Up		
Move One Word Left		
Select One Word Right		
Select One Word Left		
Select to Beginning of Cell		
Select to End of Cell		
Delete to End of Line		
Delete Character to the Left of Cursor		



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Delete Character to the Right of Cursor

Delete

Fn Delete

Start a New Line in the Same Cell

Alt Enter

^ ~ Return

Entering Data Shortcuts

Actions	Windows Shortcuts	Mac Shortcuts
Enter and Move Down	Enter	Return
Enter and Move Up	Shift Enter	↑ Return
Enter and Move Right	Tab	Tab
Enter and Move Left	Shift Tab	↑ Tab
Complete Entry and Stay in Same Cell	Ctrl Enter	^ Return
Enter Same Data in Multiple Cells	Ctrl Enter	^ Return
Insert Current Date	Ctrl ;	^ ;
Insert Current Time	Ctrl Shift :	^ ↑ :
Fill Down from Cell Above	Ctrl D	^ D
Fill Right from Cell Left	Ctrl R	^ R
Copy Formula from Cell Above	Ctrl '	^ '
Copy Value from Cell Above	Ctrl "	^ "



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Add Hyperlink

Ctrl K

⌘ K

Display AutoComplete List

Alt ↓

⌘ ↓

Formatting Shortcuts

Actions	Windows Shortcuts	Mac Shortcuts
Display the Format Cells Dialog Box	Ctrl 1	⌘ 1
Display Format Cells with Font Tab Selected	Ctrl Shift F	
Apply Format Again	F4	⌘ Y
Apply or Remove Bold Formatting	Ctrl B	⌘ B
Apply or Remove Italic Formatting	Ctrl I	⌘ I
Apply or Remove Underscoring	Ctrl U	⌘ U
Apply or Remove Strikethrough Formatting	Ctrl 5	⌘ ↑ X
Add or Remove the Shadow Font Style		⌘ ↑ W
Add or Remove the Outline Font Style		⌘ ↑ D
Align Center	Alt H A C	⌘ E
Align Left	Alt H A L	⌘ L

Align Right

Alt H A R

⌘ R

Indent

⌘ M

Remove Indent

⌘ ↑ M

Increase Font Size One Step

⌘ ↑ >

Decrease Font Size One Step

⌘ ↑ <

Number Formatting Shortcuts

Actions	Windows Shortcuts	Mac Shortcuts
Apply General Format	Ctrl Shift ~	⌘ ↑ ~
Apply Currency Format	Ctrl Shift \$	⌘ ↑ \$
Apply Percentage Format	Ctrl Shift %	⌘ ↑ %
Apply Scientific Format	Ctrl Shift ^	⌘ ↑ ^
Apply Date Format	Ctrl Shift #	⌘ ↑ #
Apply Time Format	Ctrl Shift @	⌘ ↑ @
Apply Number Format	Ctrl Shift !	⌘ ↑ !



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Border Shortcuts

Actions	Windows Shortcuts	Mac Shortcuts
Add Border Outline	Ctrl Shift &	⌘ ~ 0
Add or Remove Border Right	Alt R	⌘ ~ →
Add or Remove Border Left	Alt L	⌘ ~ ←
Add or Remove Border Top	Alt T	⌘ ~ ↑
Add or Remove Border Bottom	Alt B	⌘ ~ ↓
Add or Remove Border Upward Diagonal	Alt D	
Add or Remove Border Horizontal Interior	Alt H	
Add or Remove Border Vertical Interior	Alt V	
Remove Borders	Ctrl Shift _	⌘ ~ _

Formula Shortcuts

Actions	Windows Shortcuts	Mac Shortcuts
Toggle Absolute and Relative References	F4	⌘ T
Open the Insert Function Dialog Box	Shift F3	Fn ↑ F3



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AutoSum Selected Cells	Alt =	⌘ ↑ T
Toggle Formulas On and Off	Ctrl `	^ `
Insert Function Arguments	Ctrl Shift A	^ ↑ A
Enter Array Formula	Ctrl Shift Enter	^ ↑ Return
Calculate Worksheets	F9	Fn F9
Calculate Active Worksheet	Shift F9	Fn ↑ F9
Force Calculate All Worksheets	Ctrl Alt F9	
Evaluate Part of a Formula	F9	Fn F9
Expand or Collapse the Formula Bar	Ctrl Shift U	^ ↑ U
Display Function Arguments Dialog Box	Ctrl A	^ A
Define Name	Ctrl F3	^ L
Define Name Using Row and Column Labels	Ctrl Shift F3	^ Shift F3
Paste Name into Formula	F3	
Accept Function with AutoComplete	Tab	↓ Tab



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Grid Operation Shortcuts

Actions	Windows Shortcuts	Mac Shortcuts
Display Insert Dialog Box	Ctrl Shift +	^ I
Insert Rows	Ctrl Shift +	^ I
Insert Columns	Ctrl Shift +	^ I
Display Delete Dialog Box	Ctrl -	^ -
Delete Rows	Ctrl -	^ -
Delete Columns	Ctrl -	^ -
Delete Cells	Ctrl -	^ -
Delete Contents of Selected Cells	Delete	Fn Delete
Hide Columns	Ctrl 0	^ 0
Hide Rows	Ctrl 9	^ 9
Unhide Rows	Ctrl Shift 9	^ ↑ 9
Unhide Columns	Ctrl Shift 0	^ ↑ 0
Group Rows or Columns	Alt Shift →	⌘ ↑ K
Ungroup Rows or Columns	Alt Shift ←	⌘ ↑ J
Open Group Dialog Box	Alt Shift →	⌘ ↑ K



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Open Ungroup Dialog Box



Hide or Show Outline Symbols



Pivot Table Shortcuts

Actions	Windows Shortcuts	Mac Shortcuts
Select Entire Pivot Table	Ctrl A	^ A
Toggle Pivot Table Field Checkbox	Space	Space
Group Pivot Table Items	Alt Shift →	⌘ ↑ K
Ungroup Pivot Table Items	Alt Shift ←	⌘ ↑ J
Hide Pivot Table Item	Ctrl -	Ctrl -
Create Pivot Chart on Same Worksheet	Alt F1	
Create Pivot Chart on New Worksheet	F11	Fn F11

Workbook Shortcuts

Actions	Windows Shortcuts	Mac Shortcuts
Insert New Worksheet	Shift F11	↑ F11
Go to Next Worksheet	Ctrl PgDn	Fn ^ ↓
Go to Previous Worksheet	Ctrl PgUp	Fn ^ ↑



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Move to Next Pane

F6

F6

Move to Previous Pane

Shift F6

↑ F6

Go to Next Workbook

Ctrl Tab

^ Tab

Go to Previous Workbook

Ctrl Shift Tab

^ ↑ Tab

Display Control Menu

Alt Space

Minimize Current Workbook Window

Ctrl F9

⌘ M

Maximize Current Workbook Window

Ctrl F10

Dialog Box Shortcuts

Actions	Windows Shortcuts	Mac Shortcuts
Move to Next Control	Tab	Tab
Move to Previous Control	Shift Tab	↑ Tab
Move to Next Tab	Ctrl Tab	^ Tab
Move to Previous Tab	Ctrl Shift Tab	^ ↑ Tab
Accept and Apply	Enter	Return
Check and Uncheck Box	Space	Space
Cancel and Close the Dialog Box	Esc	Esc



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Other Shortcuts

Actions	Windows Shortcuts	Mac Shortcuts
Open Spelling Dialog Box		
Open Thesaurus Box		
Open Macro Dialog Box		
Open VBA Editor		
Hide or Show Objects		
Display Modify Cell Style Dialog Box		



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EBook.

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