

# 50 time-saving keyboard shortcuts in Excel for Mac



## Frequently used shortcuts



Close a spreadsheet.	<b>⌘</b> + <b>W</b>	Undo.	<b>⌘</b> + <b>Z</b>
Save a spreadsheet.	<b>⌘</b> + <b>S</b>	Redo.	<b>⌘</b> + <b>Y</b>
Copy.	<b>⌘</b> + <b>C</b>	Clear.	<b>Delete</b>
Paste.	<b>⌘</b> + <b>V</b>	Bold.	<b>⌘</b> + <b>B</b>
Cut.	<b>⌘</b> + <b>X</b>	Print.	<b>⌘</b> + <b>P</b>

## Navigate



Move to the first cell in a worksheet.	<b>Ctrl</b> + <b>Fn</b> + <b>Left Arrow</b>	Move to the edge of the current data region in a worksheet.	<b>⌘</b> + <b>Arrow Key</b>
Move to the beginning of a row.	<b>Fn</b> + <b>Left Arrow</b>	Move one screen up.	<b>Fn</b> + <b>Up Arrow</b>
Move to the last cell in a worksheet.	<b>Ctrl</b> + <b>Fn</b> + <b>Right Arrow</b>	Move one screen down.	<b>Fn</b> + <b>Down Arrow</b>
Move to the previous sheet in the workbook.	<b>Ctrl</b> + <b>Page Up</b>	Move one screen to the right.	<b>Fn</b> + <b>Option ⌥</b> + <b>Down Arrow</b>
Move to the next sheet in the workbook.	<b>Ctrl</b> + <b>Page Down</b>	Move one screen to the left.	<b>Fn</b> + <b>Option ⌥</b> + <b>Up Arrow</b>

## Format cells



Display the Format Cells dialog box.	<b>⌘</b> + <b>1</b>	Display the Modify Cell Style dialog box.	<b>⌘</b> + <b>Shift</b> + <b>L</b>
Insert or edit a cell comment.	<b>Shift</b> + <b>F2</b>	Display the Formula Builder.	<b>Shift</b> + <b>F3</b>
Enter the current time.	<b>⌘</b> + <b>Semi-colon (;)</b>	Enter the current date.	<b>Ctrl</b> + <b>Semi-colon (;)</b>
Alternate between displaying cell values and displaying cell formulas.	<b>Ctrl</b> + <b>Grave accent (`)</b>	Edit the selected cell.	<b>F2</b>
Fill down.	<b>Ctrl</b> + <b>D</b>	Fill right.	<b>Ctrl</b> + <b>R</b>
Apply the Percentage format with no decimal places.	<b>Ctrl</b> + <b>Shift</b> + <b>Percent (%)</b>	Apply the Scientific number format with two decimal places.	<b>Ctrl</b> + <b>Shift</b> + <b>Caret (^)</b>
Apply the Date format with the day, month, and year.	<b>Ctrl</b> + <b>Shift</b> + <b>Number sign (#)</b>	Apply the Time format with the hour and minute, AM or PM.	<b>Ctrl</b> + <b>Shift</b> + <b>At sign (@)</b>
Apply the Number format with two decimal places, thousands separator, and minus sign for negative values.	<b>Ctrl</b> + <b>Shift</b> + <b>Exclamation point (!)</b>	Apply the Currency format with two decimal places, negative numbers appear in red with parentheses.	<b>Ctrl</b> + <b>Shift</b> + <b>Dollar (\$)</b>
Open the Paste Special dialog box.	<b>⌘</b> + <b>Ctrl</b> + <b>V</b>	Copy a formula from the cell above the active cell into the cell or formula bar.	<b>Ctrl</b> + <b>Apostrophe (')</b>
Check spelling in the active worksheet or selected range.	<b>F7</b>	Insert cells.	<b>Ctrl</b> + <b>Shift</b> + <b>Equals (=)</b>
Insert a hyperlink.	<b>⌘</b> + <b>K</b>	Delete cells.	<b>Ctrl</b> + <b>Minus (-)</b>
Create a table.	<b>Ctrl</b> + <b>T</b>	Add a Total Row to a table.	<b>Ctrl</b> + <b>Shift</b> + <b>T</b>

## Make selections



Select the entire worksheet.	<b>⌘</b> + <b>A</b>	Start a new line in the same cell.	<b>Ctrl</b> + <b>Option ⌥</b> + <b>Return ↵</b>
Extend selection up one screen.	<b>Fn</b> + <b>Shift</b> + <b>Up Arrow</b>	Extend selection down one screen.	<b>Fn</b> + <b>Shift</b> + <b>Down Arrow</b>
Select an entire column.	<b>Ctrl</b> + <b>Spacebar</b>	Select an entire row.	<b>Shift</b> + <b>Spacebar</b>