

EXCEL KEYBOARD SHORTCUTS: FOR MAC

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Frequently used shortcuts

This table itemizes the most frequently used shortcuts in Excel for Mac.

To do this	Press
Paste	⌘ +V or Control+V
Copy	⌘ +C or Control+C
Clear	Delete
Save	⌘ +S or Control+S
Undo	⌘ +Z or Control+Z
Redo	⌘ +Y or Control+Y or ⌘ +Shift+Z
Cut	⌘ +X or Control+X
Bold	⌘ +B or Control+B
Print	⌘ +P or Control+P
Open Visual Basic	Option+F11
Fill Down	⌘ +D or Control+D
Fill Right	⌘ +R or Control+R
Insert cells	Control+Shift+=

Delete cells	⌘ +Hyphen or Control+Hyphen
Calculate all open workbooks	⌘ += or F9
Close window	⌘ +W or Control+W
Quit Excel	⌘ +Q
Display the Go To dialog	Control+G or F5
Display the Format Cells dialog	⌘ +1 or Control+1
Display the Replace dialog	Control+H or ⌘ +Shift+H
Paste Special	⌘ +Control+V or Control+Option+V or ⌘ +Option+V
Underline	⌘ +U
Italic	⌘ +I or Control+I
New blank workbook	⌘ +N or Control+N
New workbook from template	⌘ +Shift+P
Display the Save As dialog	⌘ +Shift+S or F12
Display the Help window	F1 or ⌘ +Forward slash (/)

Select All	⌘ +A or ⌘ +Shift+Spacebar
Add or remove a filter	⌘ +Shift+F or Control+Shift+L
Minimize or maximize the ribbon tabs	⌘ +Option+R
Display the Open dialog	⌘ +O or Control+O
Check spelling	F7
Open the thesaurus	Shift+F7
Display the Formula Builder	Shift+F3
Open the Define Name dialog	⌘ +F3
Open the Create names dialog	⌘ +Shift+F3
Insert a new sheet *	Shift+F11
Print	⌘ +P or Control+P
Print preview	⌘ +P or Control+P

Shortcut conflicts

Some Windows keyboard shortcuts conflict with the corresponding default Mac OS keyboard shortcuts. This topic flags such shortcuts with an asterisk (*). To use these shortcuts, you may have to change your Mac keyboard settings to change the Show Desktop shortcut for the key.

Change system preferences for keyboard shortcuts with the mouse

1. On the **Apple** menu, press **System Preferences**.
2. Press **Keyboard**.
3. In the tabs, press **Shortcuts**.
4. Click **Mission Control**.
5. Clear the check box for the keyboard shortcut that you want to use.

Work in windows and dialogs

To do this	Press
Expand or minimize the ribbon	⌘+Option+R
Switch to full screen view	⌘+Control+F
Switch to the next application	⌘ +Tab
Switch to the previous application	⌘+Shift+Tab
Close the active workbook window	⌘ +W
Copy the image of the screen and save it to a Screen Shot file on your desktop.	⌘ +Shift+3
Minimize the active window	Control+F9
Maximize or restore the active window	Control+F10 or ⌘ +F10
Hide Excel.	⌘ +H
Move to the next box, option, control, or command	Tab
Move to the previous box, option, control, or command	Shift+Tab
Exit a dialog or cancel an action	ESC
Perform the action assigned to the default command button (the button with the bold outline, often the OK button)	Return
Cancel the command and close	ESC

Move and scroll in a sheet or workbook

To do this	Press
Move one cell up, down, left, or right	Arrow keys
Move to the edge of the current data region	⌘ +Arrow key
Move to the beginning of the row	Home On a MacBook, press FN+Left arrow key
Move to the beginning of the sheet	Control+Home On a MacBook, press Control+FN+Left arrow key
Move to the last cell in use on the sheet	Control+End On a MacBook, press Control+FN+Right arrow key

Move down one screen	Page Down On a MacBook, press FN+Down arrow key
Move up one screen	Page Up On a MacBook, press FN+Up arrow key
Move one screen to the right	Option+Page Down On a MacBook, press FN+Option+Down arrow key
Move one screen to the left	Option+Page Up On a MacBook, press FN+Option+Up arrow key
Move to the next sheet in the workbook	Control+Page Down or Option+Right arrow key
Move to the previous sheet in the workbook	Control+Page Down or Option+Left arrow key
Scroll to display the active cell	Control+Delete
Display the Go To dialog	Control+G
Display the Find dialog	Control+F or Shift+F5
Access search (when in a cell or when a cell is selected)	⌘ +F
Move between unlocked cells on a protected sheet	Tab key

Tip: To use the arrow keys to move between cells in Excel for Mac 2011, you must turn Scroll Lock off. To toggle Scroll Lock off or on, press Shift+F14. Depending on the type of your keyboard, you might need to use the Control key, the Option key, or the ⌘ key instead of the Shift key. If you are using a MacBook, you might need to attach a USB keyboard to use the F14 key combination.

Enter data on a sheet

To do this	Press
Edit the selected cell	F2
Complete a cell entry and move forward in the selection	Return
Start a new line in the same cell	Control+Option+Return
Fill the selected cell range with the text that you type	⌘ +Return or Control+Return

Complete a cell entry and move up in the selection	Shift+Return
Complete a cell entry and move to the right in the selection	Tab key
Complete a cell entry and move to the left in the selection	Shift+Tab
Cancel a cell entry	ESC
Delete the character to the left of the insertion point, or delete the selection	Delete
Delete the character to the right of the insertion point, or delete the selection Note: Some smaller keyboards do not have this key	⌫ On a MacBook, press FN+Delete
Delete text to the end of the line Note: Some smaller keyboards do not have this key	Control+⌫ On a MacBook, press Control+FN+Delete
Move one character up, down, left, or right	Arrow keys
Move to the beginning of the line	Home On a MacBook, press FN+Left arrow key
Insert a comment	Shift+F2
Open and edit a cell comment	Shift+F2
Fill down	Control+D or ⌘ +D
Fill to the right	Control+R or ⌘ +R
Define a name	Control+L

Work in cells or the Formula bar

To do this	Press
Edit the selected cell	F2
Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents	Delete
Complete a cell entry	Return
Enter a formula as an array formula	⌘ +Shift+Return or Control+Shift+Return

Cancel an entry in the cell or formula bar	ESC
Display the Formula Builder after you type a valid function name in a formula	Control+A
Insert a hyperlink	⌘ +K or Control+K
Edit the active cell and position the insertion point at the end of the line	Control+U
Open the Formula Builder	Shift+F3
Calculate the active sheet	Shift+F9
Display a contextual menu	Shift+F10
Start a formula	Equal (=)
Toggle the formula reference style between absolute, relative, and mixed	⌘ +T or F4
Insert the AutoSum formula	⌘ +Shift+T
Enter the date	Control+Semicolon (;)
Enter the time	⌘ +Semicolon (;)
Copy the value from the cell above the active cell into the cell or the formula bar	Control+Shift+Inch mark (")
Alternate between displaying cell values and displaying cell formulas	Control+Grave accent (`)
Copy a formula from the cell above the active cell into the cell or the formula bar	Control+Apostrophe (')
Display the AutoComplete list	Control+Option+Down arrow key
Define a name	Control+L
Open the Smart Lookup pane	Control+Option+ ⌘ +L

Format and edit data

To do this	Press
Edit the selected cell	F2
Create a table	⌘ +T or Control+T

Insert a line break in a cell	⌘ +Option+Return or Control+Option+Return
Insert special characters like symbols, including emoji	Control+ ⌘ +Spacebar
Increase font size	⌘ +Shift+Right angle bracket (>)
Decrease font size	⌘ +Shift+Left angle bracket (<)
Align center	⌘ +E
Align left	⌘ +L
Display the Modify Cell Style dialog	⌘ +Shift+L
Display the Format Cells dialog	⌘ +1
Apply the general number format	Control+Shift+Tilde (~)
Apply the currency format with two decimal places (negative numbers appear in red with parentheses)	Control+Shift+Dollar sign (\$)
Apply the percentage format with no decimal places	Control+Shift+Percent sign (%)
Apply the exponential number format with two decimal places	Control+Shift+Caret (^)
Apply the date format with the day, month, and year	Control+Shift+Hash mark (#)
Apply the time format with the hour and minute, and indicate AM or PM	Control+Shift+At symbol (@)
Apply the number format with two decimal places, thousands separator, and minus sign (-) for negative values	Control+Shift+Exclamation mark (!)
Apply the outline border around the selected cells	⌘ +Option+Zero (0)
Add an outline border to the right of the selection	⌘ +Option+Right arrow key
Add an outline border to the left of the selection	⌘ +Option+Left arrow key
Add an outline border to the top of the selection	⌘ +Option+Up arrow key
Add an outline border to the bottom of the selection	⌘ +Option+Down arrow key
Remove outline borders	⌘ +Option+Hyphen
Apply or remove bold formatting	⌘ +B
Apply or remove italic formatting	⌘ +I
Apply or remove underscoring	⌘ +U
Apply or remove strikethrough formatting	⌘ +Shift+X

Hide a column	⌘ +Right parenthesis () or Control+Right parenthesis ()
Unhide a column	⌘ +Shift+Right parenthesis () or Control+Shift+Right parenthesis ()
Hide a row	⌘ +Left parenthesis (() or Control+Left parenthesis (()
Unhide a row	⌘ +Shift+Left parenthesis (() or Control+Shift+Left parenthesis (()
Edit the active cell	Control+U
Cancel an entry in the cell or the formula bar	ESC
Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents	Delete
Paste text into the active cell	⌘ +V
Complete a cell entry	Return
Give selected cells the current cell's entry	⌘ +Return or Control+Return
Enter a formula as an array formula	⌘ +Shift+Return or Control+Shift+Return
Display the Formula Builder after you type a valid function name in a formula	Control+A

Select cells, columns, or rows

To do this	Press
Extend the selection by one cell	Shift+Arrow key
Extend the selection to the last nonblank cell in the same column or row as the active cell	⌘ +Shift+Arrow key
Extend the selection to the beginning of the row	Shift+Home On a MacBook, press Shift+FN+Left arrow key

Extend the selection to the beginning of the sheet	Control+Shift+Home On a MacBook, press Control+Shift+FN+Left arrow key
Extend the selection to the last cell used on the sheet (lower-right corner)	Control+Shift+End On a MacBook, press Control+Shift+FN+Right arrow key
Select the entire column	Control+Spacebar
Select the entire row	Shift+Spacebar
Select the entire sheet	⌘ +A
Select only visible cells	⌘ +Shift+Asterisk (*)
Select only the active cell when multiple cells are selected	Shift+Delete
Extend the selection down one screen	Shift+Page Down On a MacBook, Shift+FN+Down arrow
Extend the selection up one screen	Shift+Page Up On a MacBook, Shift+FN+Up arrow
Alternate between hiding objects, displaying objects, and displaying placeholders for objects	Control+6
Turn on the capability to extend a selection by using the arrow keys	F8
Add another range of cells to the selection	Shift+F8
Select the current array, which is the array that the active cell belongs to	Control+Forward slash (/)
Select cells in a row that don't match the value in the active cell in that row. You must select the row starting with the active cell	Control+Backward slash (\)
Select only cells that are directly referred to by formulas in the selection	Control+Shift+Left bracket ([)
Select all cells that are directly or indirectly referred to by formulas in the selection	Control+Shift+Left brace ({)
Select only cells with formulas that refer directly to the active cell	Control+Right bracket (])
Select all cells with formulas that refer directly or indirectly to the active cell	Control+Shift+Right brace (})

Work with a selection

To do this	Press
Copy	⌘ +C or Control+V
Paste	⌘ +V or Control+V
Cut	⌘ +X or Control+X
Clear	Delete
Delete the selection	Control+Hyphen
Undo the last action	⌘ +Z
Hide a column	⌘ +Right parenthesis () or Control+Right parenthesis ()
Unhide a column	⌘ +Shift+Right parenthesis () or Control+Shift+Right parenthesis ()
Hide a row	⌘ +Left parenthesis ((or Control+Left parenthesis (()
Unhide a row	⌘ +Shift+Left parenthesis ((or Control+Shift+Left parenthesis (()
Move from top to bottom within the selection (down) *	Return
Move from bottom to top within the selection (up) *	Shift+Return
Move from left to right within the selection, or move down one cell if only one column is selected	Tab key
Move from right to left within the selection, or move up one cell if only one column is selected	Shift+Tab
Move clockwise to the next corner of the selection	Control+Period
Group selected cells	⌘ +Shift+K
Ungroup selected cells	⌘ +Shift+J

* These shortcuts may move in another direction other than down or up. If you'd like to change the direction of these shortcuts using the mouse, on the **Excel** menu, click **Preferences**, click **Edit**, and then, under, **After pressing Return, move selection**, select the direction you want to move in.

Use charts

To do this	Press
Insert a new chart sheet. *	F11
Cycle through chart object selection	Arrow keys

Sort, filter, and use PivotTable reports

To do this	Press
Open the Sort dialog	⌘ +Shift+R
Add or remove a filter	⌘ +Shift+F or Control+Shift+L
Display the Filter list or PivotTable page field pop-up menu for the selected cell	Option+Down arrow key

Outline data

To do this	Press
Display or hide outline symbols	Control+8
Hide selected rows	Control+9
Unhide selected rows	Control+Shift+Left parenthesis (()
Hide selected columns	Control+Zero
Unhide selected columns	Control+Shift+Right parenthesis ())

Use function key shortcuts

Excel for Mac uses the function keys for common commands, including Copy and Paste. For quick access to these shortcuts, you can change your Apple system preferences so you don't have to press the FN key every time you use a function key shortcut.

Note: Changing system function key preferences affects how the function keys work for your Mac, not just Excel for Mac. After changing this setting, you can still perform the special features printed on a function key. Just press the FN key. For example, to use the F12 key to change your volume, you would press FN+F12.

If a function key doesn't work as you expect it to, press the FN key in addition to the function key. If you don't want to press the FN key each time, you can change your Apple system preferences.

The following table provides the function key shortcuts for Excel for Mac.

To do this	Press
Display the Help window	F1
Edit the selected cell	F2
Insert or edit a cell comment	Shift+F2
Open the Save dialog	Option+F2
Open the Formula Builder	Shift+F3
Open the Define Name dialog	⌘ +F3
Close	⌘ +F4
Display the Go To dialog	F5
Display the Find dialog	Shift+F5
Move to the Search Sheet dialog	Control+F5
Check spelling	F7
Open the thesaurus	Shift+F7 or Control+Option+ ⌘ +R
Extend the selection	F8
Add to the selection	Shift+F8
Display the Macro dialog	Option+F8
Calculate all open workbooks	F9
Calculate the active sheet	Shift+F9
Minimize the active window	Control+F9
Display a contextual menu, or "right click" menu	Shift+F10
Maximize or restore the active window	Control+F10 or ⌘ +F10
Insert a new chart sheet*	F11
Insert a new sheet*	Shift+F11
Insert an Excel 4.0 macro sheet	⌘ +F11
Open Visual Basic	Option+F11

Display the Save As dialog	F12
Display the Open dialog	⌘ +F12

Change function key preferences with the mouse

1. On the **Apple** menu, press **System Preferences**.
2. Select **Keyboard**.
3. On the **Keyboard** tab, select the check box for **Use all F1, F2, etc. keys as standard function keys**.

Drawing

To do this	Press
Toggle Drawing mode	⌘ +Control+Z

Source: Microsoft Office Support