

50 time-saving keyboard shortcuts in Excel for Mac



Frequently used shortcuts



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

Navigate



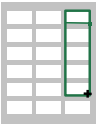
Move to the first cell in a worksheet.	Ctrl + Fn + Left Arrow	Move to the edge of the current data region in a worksheet.	⌘ + Arrow Key
Move to the beginning of a row.	Fn + Left Arrow	Move one screen up.	Fn + Up Arrow
Move to the last cell in a worksheet.	Ctrl + Fn + Right Arrow	Move one screen down.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

Format cells



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

Make selections



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