

Excel Shortcut Keys (PC or MAC)

Data

Result	PC Key	MAC Key
Fills selected cells with data you type	Control Enter	Control Enter
Edit Data	F2	Control U
Copy and Paste Data (formulas)	Control C then Control V	Command C, Command V
Undo/Redo	Control Z, Control Y	Command Z, Command Y
Clear contents of cell	Delete Key	Fn + Delete Key

Formatting

Format Cells	Control 1	Command 1
Format General (No specific number format)	Control Shift ~	Control Shift ~
Number Style (2 decimal places with comma)	Control Shift !	Control Shift !
Date Style (day-month-year date style)	Control Shift #	Control Shift #
Currency Style (2 decimal places with \$, comma)	Control Shift \$	Control Shift \$
Percent Style (zero decimal places)	Control Shift %	Control Shift %
Bold, Italics, Underline, Strikethrough	Ctrl B, I, U, 5	Command B,I,U,cmd shift X

Formula Related

Automatic Sum	Alt =	Command Shift T
Copy Formulas; Paste Special (values)	Control C then Alt H, V, V	Command Control V
Fills Formulas to the right	Highlight cells, Control R	Highlight cells, Control R
Fills Formulas down	Highlight cells, Control D	Highlight cells, Control D
Inserts Function	Shift F3	Shift F3 (or fn Shift F3)
Pastes a Named Range into a Formula	F3 (while building formula)	
Adds absolute cell reference symbols \$	F4 (while building formula)	Command T
Enter Formula as an Array Formula	Control Shift Enter	Control Shift Enter
Displays Formulas in cells	Control Accent Grave (toggle)	Control Accent Grave (toggle)

Miscellaneous

Selects region/all cells press 1x, 2x as needed	Control A	Command A
Repeat command	F4	Command Y
Highlight Column/Row	Control Spacebar/Shift Spacebar	Control Spacebar/Shift Spacebar
Highlight non adjacent regions	Control, highlight other cells	Command, highlight other cells
Move to the end of continuous data	Control key and Arrow key	Command key and Arrow key
Activate next or previous Worksheet	Control Page Up /Page Down	Control Page Up /Page Down
Filter	Control Shift L	Shift Command F
Inserts Cells, Columns, Rows	Control Shift +	Control I
Inserts a Worksheet	Shift F11	Shift F11 (or fn Shift F11)
Delete Cells, Columns, Rows	Control -	Control -
Hide/Unhide Rows	Control 9/Control Shift (Control 9/Control Shift (
Find/Replace Data	Control F/Control H	Control F/Control H
Print, Save, Save AS, Close	Control P, Control S, F12, Control F4	Command P, Command S, F12, Command W

Shortcuts apply to most Excel versions. Press ALT key and then letters/numbers for more shortcuts in PC versions. You may need to change some settings to allow shortcuts to work in MAC versions.