FINANCIAL MODELING INSTITUTE

# THE ULTIMATE GUIDE TO EXCEL KEYBOARD SHORTCUTS

## PC and MAC

# Formatting Shortcuts

| Action | PC | MAC |
|---|---|---|
| **Format Cells Command** | Ctrl + 1 | ⌘ + 1 |
| **Apply Bold Formatting** | Ctrl + B | ⌘ + B |
| **Apply Italic Formatting** | Ctrl + I | ⌘ + I |
| **Underline Cells** | Ctrl + U | ⌘ + U |
| **Enter The Date** | Ctrl + ; | ^ + ; |
| **Enter The Time** | Ctrl + Shift + ; | ⌘ + ; |
| **Apply The Number Format** | Ctrl + Shift + ! | ^ + Shift + ! |
| **Apply The Date Format** | Ctrl + Shift + # | ^ + Shift + # |
| **Apply Currency Format** | Ctrl + Shift + $ | ^ + Shift + $ |
| **Apply Percent Format** | Ctrl + Shift + % | ^ + Shift + % |
| **Apply an Outline Border** | Ctrl + Shift + & | ⌥ + ⌘ + 0 |
| **Remove an Outline Border** | Ctrl + Shift + _ | ⌥ + ⌘ + _ |
| **Hide Selected Column(s)** | Ctrl + 0 | ^ + 0 |
| **Unhide Selected Column(s)** | Alt + H + O + U + L | ^ + Shift + 0 |
| **Hide Selected Row(s)** | Ctrl + 9 | ^ + 9 |
| **Unhide Selected Row(s)** | Ctrl + Shift + 9 | ^ + Shift + 9 |
| **View cell Formulas** | Ctrl + ~ | ^ + ~ |

# Editing Shortcuts

| Action | PC | MAC |
|---|---|---|
| **Edit the active cell** | F2 | ^ + U (or F2) |
| **Copy** | Ctrl + C | ⌘ + C |
| **Copy Down** | Ctrl + D | ⌘ + D |
| **Find** | Ctrl + F | ⌘+ F |
| **Go To** | Ctrl + G | ^ + G (or F5) |
| **Replace** | Ctrl + H | ^ + H |
| **Copy Right** | Ctrl + R | ⌘ + R |
| **Paste** | Ctrl +V | ⌘ + V |
| **Paste Special** | Ctrl + Alt + V | ^ + ⌘ + V |
| **Cut** | Ctrl + X | ⌘ + X |
| **Repeat the Last Action** | Ctrl + Y | ⌘ **+ Y** |
| **Undo Last Action** | Ctrl + Z | ⌘ + Z |
| **Start New Line in Same Cell** | Alt + Enter | ⌥ + Enter |
| **Open a Filter Drop Down Box** | Alt + Down Arrow | ⌥ + Down Arrow |
| **Delete Text to End of Line** | F2 then Shift + Left Arrow then Delete | Shift + Command + Right Arrow then Delete |
| **Copy Formula from Cell above** | Ctrl + ‘ | ^ + ‘ |
| **Copy Value from Cell Above** | Ctrl + Shift + ‘ | ^ + Shift + ‘ |
| **Delete Contents from cell(s)** | Delete | Fn + Delete |

# Navigating Shortcuts

| Action | PC | MAC |
|---|---|---|
| **Toggle Between Programs** | Alt + Tab | ⌘ + Tab |
| **Show the Windows Start Menu** | Ctrl + Esc | - |
| **Open Excel Options menu** | Alt + F + T | ⌘ + , |
| **Move Between Worksheets** | Ctrl + PageUp [PageDown] | ⌥ + Arrow Keys |
| **Toggle between Open Excel Files** | Ctrl + Tab | ⌘ + ~ |
| **Move to the Beginning of the Line** | Home | Fn + Left Arrow |
| **Move to the Beginning of the WorkSheet** | Ctrl + Home | ⌘ + Left Arrow |
| **Move to the Last Cell on the Worksheet** | Ctrl + End | ⌘ + Right Arrow |
| **Move by One Block of Data within a Row or Column** | End or Ctrl + Arrow Keys [Press and Release] | ⌘ + Arrow Keys |
| **Jump to Precedent Cells** | Ctrl + [ | ^ + [ |
| **Jump to Dependent Cells** | Ctrl+ ] | ^ + ] |
| **Return to the Last Cell Visited** | F5 (Go To) + Enter | F5 (Go To) and then Enter |
| **In a Selected Row, Select the Cells that don't Match the Formula in the Active Cell** | Ctrl + \ | ^ + \ |
| **Page Up / Page Down** | Scroll Up/Down | Fn + Up Arrow Down Arrow |

# Selecting Cells

| Action | PC | MAC |
|---|---|---|
| **Select Entire Sheet** | Ctrl + A | ⌘ + A |
| **Select The Column** | Ctrl + Spacebar | ^ + Spacebar |
| **Select The Row** | Shift + Spacebar | Shift + Spacebar |
| **Underline Group (ungroup) selected Rows or Columns** | Alt + Shift + Rt/Lt Arrow | Shift + ⌘ + K<br>( J to ungroup ) |
| **Extend the selection to the Last Non-Blank cell in the same row or column** | Shift + End + Arrow Keys | Shift + ⌘ + Arrow Keys |

# Function Key Equivalents

| Action | PC | MAC |
|---|---|---|
| **Display Help** | F1 | ⌘ + / |
| **Close Help (or any Window)** | Ctrl + Space then C | ⌘ + W |
| **Edit the Active Cell** | F2 | ^ + U |
| **Repeat the Last Action** | F4 | ⌘ + Y |
| **Absolute Referencing** | F4 + Formula | ⌘ + T |
| **Go to** | Ctrl + G or F5 | F5 or [ ^ +G] |
| **Spell Check** | F7 | F7 |
| **Calculate (manual)** | Ctrl + Alt + F9 | Shift + F9 |

# Function Shortcuts

| Action | PC | MAC |
|---|---|---|
| **Create a New File** | Ctrl + N | ⌘ + N |
| **Open  an Existing File** | Ctrl + O | ⌘ + O |
| **Print** | Ctrl + P | ⌘ + P |
| **Save** | Ctrl + S | ⌘ + S |
| **Close the Existing File** | Ctrl + W | ⌘ + W |
| **Sum a Column** | Alt + | Shift + ⌘ + T |
| **Insert a Comment** | - | Shift + F2 |
| **Prompts to Edit a Formula** | - | ^ + Shift + A |