

Excel Cheat Sheet

Introduction to Programming

Working in Excel from the keyboard is often much faster than repeatedly reaching for the mouse. Becoming comfortable with keyboard shortcuts is part of developing fluent and efficient Excel skills. The shortcuts below form a practical core that will be useful in the course exercises and in professional Excel work; the list is deliberately not exhaustive.

Essentials

Action	Windows	Mac
Undo	Ctrl+Z	Cmd+Z
Redo	Ctrl+Y	Cmd+Y
Copy	Ctrl+C	Cmd+C
Cut	Ctrl+X	Cmd+X
Paste	Ctrl+V	Cmd+V
Paste Special (also via right-click)	Ctrl+Alt+V	Ctrl+Cmd+V
Find	Ctrl+F	Cmd+F
Save	Ctrl+S	Cmd+S

Navigation and selection

Action	Windows	Mac
Move one cell	← / → / ↑ / ↓	← / → / ↑ / ↓
Jump to data edge	Ctrl+← / → / ↑ / ↓	Cmd+← / → / ↑ / ↓
Go to first cell	Ctrl+Home	Ctrl+Home
Go to last used cell	Ctrl+End	Ctrl+End
Select row	Shift+Space	Shift+Space
Select column	Ctrl+Space	Ctrl+Space
Current region / all	Ctrl+A	Cmd+A
Extend one cell	Shift+Arrow	Shift+Arrow
Extend to data edge	Ctrl+Shift+Arrow	Cmd+Shift+Arrow
Previous sheet	Ctrl+Page Up	Fn+Ctrl+↑
Next sheet	Ctrl+Page Down	Fn+Ctrl+↓

Editing and data entry

Action	Windows	Mac
Edit active cell	F2	Ctrl+U
Cancel entry	Esc	Esc
Confirm; stay in cell	Ctrl+Enter	Ctrl+Return
Enter in selected cells	Ctrl+Enter	Ctrl+Return
Fill down	Ctrl+D	Cmd+D
Fill right	Ctrl+R	Cmd+R
Current date	Ctrl+;	Ctrl+;
Current time	Ctrl+Shift+;	Cmd+;

Formulas

Action	Windows	Mac
Start a formula	=	=
Cycle relative / absolute / mixed reference	F4	Cmd+T (or Fn+F4)
AutoSum	Alt+=	Shift+Cmd+T
Insert function	Shift+F3	Fn+Shift+F3
Show / hide formulas	Ctrl+'	Ctrl+'
Recalculate workbooks	F9	Fn+F9
Accept function suggestion	Tab	Tab

Formatting

Action	Windows	Mac
Bold	Ctrl+B	Cmd+B
Italic	Ctrl+I	Cmd+I
Underline	Ctrl+U	Cmd+U
General format	Ctrl+Shift+~	Ctrl+Shift+~
Number format	Ctrl+Shift+!	Ctrl+Shift+!
Currency format	Ctrl+Shift+\$	Ctrl+Shift+\$
Percentage format	Ctrl+Shift+%	Ctrl+Shift+%
Date format	Ctrl+Shift+#	Ctrl+Shift+#
Time format	Ctrl+Shift+@	Ctrl+Shift+@

Tables and filters

Action	Windows	Mac
Create Excel table	Ctrl+T	Cmd+T
Toggle AutoFilter	Ctrl+Shift+L	Ctrl+Shift+L
Open filter menu	Alt+↓	Option+↓
Select table row	Shift+Space	Shift+Space
Select table column	Ctrl+Space	Ctrl+Space

Rows, columns, and worksheets

Action	Windows	Mac
Insert rows / columns	Ctrl++	Cmd++
Delete rows / columns	Ctrl+-	Cmd+-
Hide row	Ctrl+9	Cmd+9
Hide column	Ctrl+0	Cmd+0
Unhide row	Ctrl+Shift+9	Cmd+Shift+9
Unhide column	Ctrl+Shift+0	Cmd+Shift+0
Insert worksheet	Shift+F11	Fn+Shift+F11
Previous worksheet	Ctrl+Page Up	Fn+Ctrl+↑
Next worksheet	Ctrl+Page Down	Fn+Ctrl+↓

Charts

Action	Windows	Mac
Chart on current sheet	Alt+F1	Fn+Option+F1
Chart on new sheet	F11	Fn+F11

Ribbon shortcuts

Press Alt once to show Ribbon KeyTips, then press the displayed letter.

Ribbon tab	Windows
Home	Alt → H
Insert	Alt → N
Page Layout	Alt → P
Formulas	Alt → M
Data	Alt → A
Review	Alt → R
View	Alt → W
Continue following the KeyTips shown in the Ribbon for commands within each tab.	

Keyboard note. Ctrl often corresponds to Cmd on Mac, but not universally. Function keys such as F4 and F11 may require Fn.