



150 FREE Excel Keyboard Shortcuts

1. File Operations

#	Function	Windows	Mac
1	New Workbook	Ctrl + N	⌘ + N
2	Open Workbook	Ctrl + O	⌘ + O
3	Save Workbook	Ctrl + S	⌘ + S
4	Save As	F12	⌘ + Shift + S
5	Print	Ctrl + P	⌘ + P
6	Close Workbook	Ctrl + W	⌘ + W
7	Exit Excel	Alt + F4	⌘ + Q

2. Editing Operations

#	Function	Windows	Mac
8	Select All	Ctrl + A	⌘ + A
9	Copy	Ctrl + C	⌘ + C
10	Cut	Ctrl + X	⌘ + X
11	Paste	Ctrl + V	⌘ + V
12	Undo	Ctrl + Z	⌘ + Z
13	Redo	Ctrl + Y	⌘ + Shift + Z
14	Fill Down	Ctrl + D	⌘ + D
15	Fill Right	Ctrl + R	⌘ + R
16	Line Break in Cell	Alt + Enter	⌘ + Option + Return

3. Formatting

#	Function	Windows	Mac
17	Bold	Ctrl + B	⌘ + B
18	Italic	Ctrl + I	⌘ + I
19	Underline	Ctrl + U	⌘ + U
20	Strikethrough	Ctrl + Shift + K	⌘ + Shift + K
21	Format as Currency	Ctrl + Shift + \$	⌘ + Shift + \$
22	Format as Percentage	Ctrl + Shift + %	⌘ + Shift + %
23	Open Format Cells	Ctrl + 1	⌘ + 1
24	Format as Number	Ctrl + Shift + !	⌘ + Shift + !
25	Format as Time	Ctrl + Shift + #	⌘ + Shift + #
26	AutoFit Column Width	Alt + H + O + I	—
27	AutoFit Row Height	Alt + H + O + A	—

4. Navigation

#	Function	Windows	Mac
28	Move to Beginning of Row	Home	Fn + Left Arrow
29	Move to Beginning of Column	Ctrl + Left Arrow	⌘ + Left Arrow
30	Move to Last Cell in Row	End	Fn + Right Arrow
31	Move to Last Cell in Column	Ctrl + Right Arrow	⌘ + Right Arrow
32	Go to Next Worksheet	Ctrl + Page Down	⌘ + Fn + Down Arrow
33	Go to Previous Worksheet	Ctrl + Page Up	⌘ + Fn + Up Arrow

5. Cell Selection and Editing

#	Function	Windows	Mac
34	Select Entire Column	Ctrl + Spacebar	⌘ + Spacebar
35	Select Entire Row	Shift + Spacebar	Shift + Spacebar
36	Select to Last Filled Cell	Ctrl + Shift + Arrow	⌘ + Shift + Arrow
37	Edit Active Cell	F2	Fn + F2
38	Insert New Worksheet	Shift + F11	Shift + Fn + F11
39	Insert New Row	Ctrl + Shift + +	⌘ + Shift + +
40	Insert New Column	Ctrl + Shift + +	⌘ + Shift + +
41	Delete Row	Ctrl + -	⌘ + -
42	Delete Column	Ctrl + -	⌘ + -

6. Formula and Functions

#	Function	Windows	Mac
43	AutoSum	Alt + =	⌘ + Shift + T
44	Start Formula	=	=
45	Insert Function	Shift + F3	Shift + F3
46	Toggle Absolute/Relative Ref	F4	Fn + F4
47	Calculate Workbook	F9	⌘ + =
48	Show Formulas	Ctrl + `	⌘ + `

7. Data Operations

#	Function	Windows	Mac
49	Open Data Tab	Alt + A	⌘ + Shift + A
50	Sort Ascending	Alt + A + S	⌘ + Shift + S
51	Sort Descending	Alt + A + D	⌘ + Shift + D
52	Add Filter	Ctrl + Shift + L	⌘ + Shift + L
53	Find	Ctrl + F	⌘ + F
54	Replace	Ctrl + H	⌘ + H
55	Go to Special	F5 → Alt + S	⌘ + Shift + G

8. Window Management

#	Function	Windows	Mac
56	New Window	Ctrl + N	⌘ + N
57	Split Window	Alt + W + S	⌘ + Option + S
58	Freeze Panes	Alt + W + F	⌘ + Shift + F
59	Switch Between Windows	Alt + Tab	⌘ + Tab

9. Text Operations

#	Function	Windows	Mac
60	Add Comment	Shift + F2	Shift + F2
61	Insert Hyperlink	Ctrl + K	⌘ + K
62	AutoCorrect Options	Alt + T + A	⌘ + ,
63	Clear Contents	Delete	Delete
64	Clear All Formatting	Alt + E + A	⌘ + Option + C

10. Miscellaneous

#	Function	Windows	Mac
65	Add Border	Ctrl + Alt + 0	⌘ + Option + 0
66	Close Current Workbook	Ctrl + F4	⌘ + W

11. Date and Time Shortcuts

#	Function	Windows	Mac
67	Insert Current Date	Ctrl + ;	⌘ + ;
68	Insert Current Time	Ctrl + Shift + ;	⌘ + Shift + ;

12. Workbook Navigation

#	Function	Windows	Mac
69	Go To (named ranges, cells)	Ctrl + G or F5	⌘ + G or Fn + F5
70	Name a Range	Ctrl + F3	⌘ + F3
71	Create Name from Selection	Ctrl + Shift + F3	⌘ + Shift + F3
72	Define Name	Alt + M + M + D	—
73	Insert Table	Ctrl + T	⌘ + T

13. Tables and Lists

#	Function	Windows	Mac
74	Select Table Data	Ctrl + A (twice)	⌘ + A (twice)
75	Insert Total Row	Ctrl + Shift + T	⌘ + Shift + T
76	Toggle Table Header Row	Ctrl + Shift + L	⌘ + Shift + L
77	Move to Next Table Column	Tab	Tab
78	Move to Previous Table Column	Shift + Tab	Shift + Tab

14. Charts and Graphics

#	Function	Windows	Mac
79	Insert Chart	Alt + F1	Fn + Option + F1
80	Create Chart in New Sheet	F11	Fn + F11
81	Select Chart Elements	Arrow Keys	Arrow Keys
82	Move Chart	Ctrl + Arrow Keys	⌘ + Arrow Keys
83	Format Chart Area	Ctrl + 1	⌘ + 1

15. Object and Shape Handling

#	Function	Windows	Mac
84	Insert Shape	Alt + N + S + H	—
85	Group Objects	Ctrl + G	⌘ + G
86	Ungroup Objects	Ctrl + Shift + G	⌘ + Shift + G
87	Bring to Front	Ctrl + Shift +]	⌘ + Shift +]
88	Send to Back	Ctrl + Shift + [	⌘ + Shift + [

16. PivotTables

#	Function	Windows	Mac
89	Create PivotTable	Alt + N + V	⌘ + Shift + P
90	Refresh PivotTable	Alt + F5	⌘ + Shift + F5
91	Refresh All	Ctrl + Alt + F5	⌘ + Alt + F5
92	Group Selected Pivot Data	Alt + Shift + Right Arrow	⌘ + Shift + K
93	Ungroup Pivot Data	Alt + Shift + Left Arrow	⌘ + Shift + J

17. Comments and Notes

#	Function	Windows	Mac
94	Insert Comment	Shift + F2	Shift + F2
95	Show/Hide Comment	Ctrl + Shift + O	⌘ + Shift + O
96	Delete Comment	Alt + R + D	—
97	Next Comment	Ctrl + Shift +]	⌘ + Shift +]
98	Previous Comment	Ctrl + Shift + [	⌘ + Shift + [

18. Zoom and View

#	Function	Windows	Mac
99	Zoom In	Ctrl + Mouse Wheel Up	⌘ + Mouse Wheel Up
100	Zoom Out	Ctrl + Mouse Wheel Down	⌘ + Mouse Wheel Down
101	Zoom Dialog Box	Alt + W + Q	⌘ + Option + Q
102	Full Screen View	Ctrl + Shift + F1	Ctrl + ⌘ + F

19. Power Query / Data Tools

#	Function	Windows	Mac
103	Launch Power Query Editor	Alt + F12	—
104	Refresh Query	Alt + F5	⌘ + Shift + F5
105	Load to Worksheet	Alt + A + L	—

20. Freeze Panes & Split

#	Function	Windows	Mac
106	Freeze Panes	Alt + W + F + F	⌘ + Shift + R
107	Freeze Top Row	Alt + W + F + R	⌘ + Shift + T
108	Freeze First Column	Alt + W + F + C	⌘ + Shift + C
109	Split Window	Alt + W + S	⌘ + Option + S

21. Window and Workbook Views

#	Function	Windows	Mac
110	Switch Workbook Windows	Ctrl + Tab	⌘ + `
111	New Window	Ctrl + N	⌘ + N
112	Arrange All Windows	Alt + W + A	—
113	View Side by Side	Alt + W + V	—
114	Synchronous Scrolling	Alt + W + Y	—

22. Data Validation & Dropdowns

#	Function	Windows	Mac
115	Data Validation Dialog	Alt + D + L	⌘ + Option + L
116	Open Drop-down List (in-cell)	Alt + ↓	Option + ↓
117	Circle Invalid Data	Alt + M + K	—
118	Clear Validation Circles	Alt + M + M	—

23. Smart Lookup & Help

#	Function	Windows	Mac
119	Smart Lookup	Alt + Q	⌘ + Shift + Space
120	Excel Help	F1	Fn + F1
121	Tell Me (Search Commands)	Alt + Q	⌘ + Shift + ?

24. Workbook Protection & Review

#	Function	Windows	Mac
122	Protect Sheet	Alt + R + P + S	—
123	Protect Workbook	Alt + R + P + W	—
124	Share Workbook	Alt + R + H	—
125	Allow Users to Edit Ranges	Alt + R + U	—

25. Page Layout & Printing

#	Function	Windows	Mac
126	Page Setup Dialog	Alt + P + S + P	⌘ + Option + P
127	Print Area – Set	Alt + P + R + S	—
128	Print Area – Clear	Alt + P + R + C	—
129	Page Break Preview	Alt + W + I	—
130	Normal View	Alt + W + L	—
131	Page Layout View	Alt + W + P	—
132	Custom Margins	Alt + P + M + A	—

26. Accessibility & Narrator

#	Function	Windows	Mac
133	Accessibility Checker	Alt + R + A	—
134	Read Aloud	Alt + R + R	—
135	Speak Cells	Alt + Shift + ↑	—
136	Stop Speaking	Ctrl	Ctrl

27. Sparklines & Mini Charts

#	Function	Windows	Mac
137	Insert Line Sparkline	Alt + N + S + L	—
138	Insert Column Sparkline	Alt + N + S + C	—
139	Insert Win/Loss Sparkline	Alt + N + S + W	—

28. Linked Data & Geography

#	Function	Windows	Mac
140	Insert Geography Data Type	Alt + A + E + G	—
141	Insert Stocks Data Type	Alt + A + E + S	—
142	Refresh Linked Data	Ctrl + Alt + F5	⌘ + Alt + F5
143	View Card (for Linked Cell)	Ctrl + Shift + F5	—

29. Formula Evaluation

#	Function	Windows	Mac
144	Evaluate Formula Dialog	Alt + M + V	—
145	Watch Window	Alt + M + W	—
146	Insert Function Dialog	Shift + F3	Shift + F3

30. Miscellaneous & Advanced

#	Function	Windows	Mac
147	Insert Bullet Symbol	Alt + 7 (NumPad)	Option + 8
148	Insert Euro Symbol	Ctrl + Alt + E	⌘ + Shift + 2
149	Accessibility Mode Toggle	Alt + Shift + A	—
150	Developer Tab – Insert Controls	Alt + L	—