

ExcelCurve: 52 Essential Excel Keyboard Shortcuts

Shortcut Action	Windows PC	Mac
Copy / Paste / Cut	Ctrl+C / Ctrl+V / Ctrl+X	■+C / ■+V / ■+X
Undo / Redo	Ctrl+Z / Ctrl+Y	■+Z / ■+Y
Jump to Edge of Data	Ctrl+Arrow	■+Arrow
Select Region	Ctrl+Shift+Arrow	■+Shift+Arrow
Toggle AutoFilter	Ctrl+Shift+L	■+Shift+F
AutoSum	Alt+=	■+Shift+T
Toggle Absolute Reference	F4	■+T
Currency Format	Ctrl+Shift+\$	■+Shift+\$
Percent Format	Ctrl+Shift+%	■+Shift+%
Date Format	Ctrl+Shift+#	■+Shift+#
Format Cells Dialog	Ctrl+1	■+1
Insert Today	Ctrl+;	■+;
Insert Now	Ctrl+Shift+:	■+Shift+:
Switch Worksheets	Ctrl+PgUp / PgDn	■+↑ / ↓
Select All	Ctrl+A	■+A
Save Workbook	Ctrl+S	■+S
Open Workbook	Ctrl+O	■+O
New Workbook	Ctrl+N	■+N
Print	Ctrl+P	■+P
Find	Ctrl+F	■+F
Replace	Ctrl+H	■+Ctrl+H
Go To	Ctrl+G / F5	■+Fn+F5
Bold	Ctrl+B	■+B
Italic	Ctrl+I	■+I
Underline	Ctrl+U	■+U
Add Borders	Ctrl+Shift+&	■+Option+0

Shortcut Action	Windows PC	Mac
Remove Borders	Ctrl+Shift+_	■+Option+_
Insert Rows/Cols	Ctrl+Shift++	■+Shift+K
Delete Rows/Cols	Ctrl+-	■+-
Select Column	Ctrl+Space	Ctrl+Space
Select Row	Shift+Space	Shift+Space
Flash Fill	Ctrl+E	■+E

Fill Down	Ctrl+D	■+D
Fill Right	Ctrl+R	■+R
Recalculate Workbook	F9	Fn+F9
Create Table	Ctrl+T	■+T
Hide Column	Ctrl+0	■+0
Hide Row	Ctrl+9	■+9
Insert Comment/Note	Shift+F2	■+Shift+F2
New Line in Cell	Alt+Enter	■+■+Return
Freeze Panes	Alt+W F F	■+Shift+R
Open Filter Dropdown	Alt+↓	■+■+↓
Evaluate Formula (bar)	F9	Fn+F9
Name Manager	Ctrl+F3	■+F3
Switch Workbooks	Ctrl+Tab	■+`
Minimize Ribbon	Ctrl+F1	■+Option+R
Insert Hyperlink	Ctrl+K	■+K
Strikethrough	Ctrl+5	■+Shift+X
Group Rows/Cols	Alt+Shift+→	■+Shift+K
Ungroup Rows/Cols	Alt+Shift+←	■+Shift+J
Open VBA Editor	Alt+F11	Fn+Option+F11
Macro Dialog	Alt+F8	Fn+Option+F8

Find more tips at <https://excelcurve.com>