

ExcelCurve — 80 Excel Shortcuts Cheat Sheet (2025)

Action	Windows	Mac
Jump to data edge	Ctrl + Arrow	Cmd + Arrow
Start of sheet	Ctrl + Home	Fn + Cmd + ←
End of sheet	Ctrl + End	Fn + Cmd + →
Select entire column	Ctrl + Space	Ctrl + Space
Select entire row	Shift + Space	Shift + Space
Select all	Ctrl + A	Cmd + A
Add nonadjacent selection	Ctrl + Click	Cmd + Click
Go To dialog	Ctrl + G	Fn + Cmd + G
Name Manager	Ctrl + F3	Ctrl + Fn + F3
Zoom dialog	Ctrl + Alt + +	Cmd + Option + +
Edit active cell	F2	Ctrl + U
Fill down	Ctrl + D	Cmd + D
Fill right	Ctrl + R	Cmd + R
Autosum	Alt + =	Cmd + Shift + T
Insert time	Ctrl + Shift + :	Cmd + Shift + :
New line in cell	Alt + Enter	Ctrl + Option + Return
Delete row	Ctrl + –, R	Cmd + –, R
Copy cell above	Ctrl + '	Cmd + '
Repeat last action	F4	Cmd + Y
Insert today's date	Ctrl + ;	Cmd + ;
Format Cells dialog	Ctrl + 1	Cmd + 1
Currency format	Ctrl + Shift + \$	Cmd + Shift + 4
Percent format	Ctrl + Shift + %	Cmd + Shift + 5
Bold	Ctrl + B	Cmd + B
Italic	Ctrl + I	Cmd + I
Underline	Ctrl + U	Cmd + U
Add border	Ctrl + Shift + &	Cmd + Option + 0
Clear formats	Alt + H, E, F	Cmd + Shift + Z
AutoFit column	Alt + H, O, I	Cmd + Option + 0
Format Painter	Ctrl + Shift + C / V	Cmd + Shift + C / V
New workbook	Ctrl + N	Cmd + N
Save	Ctrl + S	Cmd + S
Close workbook	Ctrl + W	Cmd + W
Switch workbooks	Ctrl + Tab	Cmd + `
Print	Ctrl + P	Cmd + P
Recalculate all	F9	Cmd + =
Open Options	Alt + F, T	Cmd + ,

Protect sheet	Alt + R, P, S	Cmd + Shift + L
Next worksheet	Ctrl + PgDn	Option + →
Previous worksheet	Ctrl + PgUp	Option + ←
Toggle absolute refs	F4	Cmd + T
Trace precedents	Ctrl + [	Cmd + [
Evaluate formula	Alt + M, V	Cmd + = (twice)
Function wizard	Shift + F3	Shift + F3
Show formulas	Ctrl + `	Cmd + `
Name Manager	Ctrl + F3	Ctrl + Fn + F3
Calculate sheet	Shift + F9	Shift + F9
New line formula bar	Alt + Enter	Ctrl + Option + Return
Collapse formula bar	Ctrl + Shift + U	Cmd + Shift + U
AutoSum	Alt + =	Cmd + Shift + T
Create table	Ctrl + T	Cmd + T
Toggle filters	Ctrl + Shift + L	Cmd + Shift + F
Refresh pivot/table	Ctrl + Alt + F5	Cmd + Alt + F5
Flash Fill	Ctrl + E	Cmd + E
Group rows/cols	Alt + Shift + →	Cmd + Shift + K
Ungroup	Alt + Shift + ←	Cmd + Shift + J
Insert slicer	Alt + N, SL	Cmd + Shift + S
Remove duplicates	Alt + A, M	Cmd + Shift + M
Data Validation	Alt + D, L	Cmd + Ctrl + V
Goal Seek	Alt + T, G	Cmd + Shift + G
Open VBA editor	Alt + F11	Fn + Option + F11
Macro dialog	Alt + F8	Option + F8
Create chart	Alt + F1	Fn + F11
Insert comment	Shift + F2	Shift + F2
Superscript	Ctrl + Shift + +	Cmd + Shift + +
Duplicate sheet	Drag tab + Ctrl	Drag tab + Option
Toggle ribbon	Ctrl + F1	Cmd + Option + R
Jump to previous cell	Shift + F4	Shift + F4
Evaluate part formula	Select + F9	Select + Cmd + =
Screenshot to clipboard	Alt + PrtSc	Cmd + Shift + 4 then Space