

Microsoft Excel keyboard shortcuts

You can quickly accomplish tasks you perform frequently by using shortcut keys — one or more keys you press on the keyboard to complete a task. For example, pressing **⌘+F** opens the **Find** dialog box, just as clicking **Find** on the **Edit** menu does.

Some shortcut keys may not work as described if you are using a non-US keyboard or the Apple USB keyboard, model number M2452, which was shipped with the iMac, Power Mac G4, or Macintosh Server G4.

Also, some function keys and function key combinations conflict with the default key assignments for the Exposé feature in Mac OS X version 10.3 and later. For more information about changing shortcuts for Exposé, see Mac Help. For more information about customizing shortcut key assignments in Microsoft Excel, see [Customize shortcut key assignments](#).

Function keys in Microsoft Excel

Press	To
F1	Undo
F2	Cut text from the active cell
SHIFT+F2	Edit a cell comment
F3	Copy text from the active cell
SHIFT+F3	Paste a function into a formula
CONTROL+SHIFT+F3	Create names by using row and column labels
F4	Paste text into the active cell
SHIFT+F4	Repeat the last Find (Find Next)
⌘+F4	Close the window
F5	Go To
SHIFT+F5	Display the Find dialog box
⌘+F5	Restore the window size
F6	Move to the next pane

SHIFT+F6	Move to the previous pane
⌘+F6	Move to the next workbook window
CONTROL+SHIFT+F6	Move to the previous workbook window
F7	Spelling command
F8	Extend a selection
SHIFT+F8	Add to the selection
OPTION+F8	Display the Macro dialog box
F9	Calculate all sheets in all open workbooks
SHIFT+F9	Calculate the active worksheet
SHIFT+F10	Display a contextual menu
⌘+F10	Maximize or restore the workbook window
OPTION+F10	Make toolbar active
F11	Create a chart
SHIFT+F11	Insert a new worksheet
⌘+F11	Insert a Microsoft Excel 4.0 macro sheet
OPTION+F11	Display Visual Basic Editor
F12	Save As command
SHIFT+F12	Save command
⌘+F12	Open command
CONTROL+SHIFT+F12	Print command

[Keys for moving and scrolling in a worksheet or workbook](#)

Press	To
Arrow keys	Move one cell up, down, left, or right
CONTROL+ arrow key	Move to the edge of the current data region
HOME	Move to the beginning of the row
CONTROL+HOME	Move to the beginning of the worksheet
CONTROL+END	Move to the last cell on the worksheet, which is the cell at the intersection of the rightmost used column and the bottom-most used row (in the lower-right corner); or the cell opposite the home cell, which is typically A1
PAGE DOWN	Move down one screen
PAGE UP	Move up one screen
OPTION+PAGE DOWN	Move one screen to the right
OPTION+PAGE UP	Move one screen to the left
CONTROL+PAGE DOWN	Move to the next sheet in the workbook
CONTROL+PAGE UP	Move to the previous sheet in the workbook
CONTROL+TAB	Move to the next workbook or window
CONTROL+SHIFT+TAB	Move to the previous workbook or window
F6	Move to the next pane in a workbook that has been split
SHIFT+F6	Move to the previous pane in a workbook that has been split
CONTROL+DELETE	Scroll to display the active cell
CONTROL+G	Display the Go To dialog box

⌘ + F	Display the Find dialog box
⌘ + G	Repeat the last Find action (same as Find Next)
TAB	Move between unlocked cells on a protected worksheet

Keys for previewing and printing a document

Press	To
⌘ + P	Display the Print dialog box
Arrow keys	In print preview, move around the page when zoomed in
PAGE UP or PAGE DOWN	In print preview, move by one page when zoomed out
CONTROL+UP ARROW or CONTROL+LEFT ARROW	In print preview, move to the first page when zoomed out
CONTROL+DOWN ARROW or CONTROL+RIGHT ARROW	In print preview, move to the last page when zoomed out

Keys for entering data on a worksheet

Press	To
RETURN	Complete a cell entry
CONTROL+OPTION+RETURN	Start a new line in the same cell
CONTROL+RETURN	Fill the selected cell range with the text that you type
SHIFT+RETURN	Complete a cell entry and move up in the selection
TAB	Complete a cell entry and move to the right in the selection

SHIFT+TAB	Complete a cell entry and move to the left in the selection
ESC	Cancel a cell entry
DELETE	Delete the character to the left of the insertion point, or delete the selection
DEL	Delete the character to the right of the insertion point, or delete the selection
CONTROL+DEL	Delete text to the end of the line
Arrow keys	Move one character up, down, left, or right
HOME	Move to the beginning of the line
⌘+Y	Repeat the last action
SHIFT+F2	Edit a cell comment
CONTROL+SHIFT+F3	Create names from row and column labels
CONTROL+D	Fill down
CONTROL+R	Fill to the right
RETURN	Complete a cell entry and move down in the selection
CONTROL+L	Define a name

Keys for working in cells or the Formula bar

Press	To
DELETE	Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents
RETURN	Complete a cell entry

CONTROL+SHIFT+RETURN	Enter a formula as an array formula
ESC	Cancel an entry in the cell or formula bar
CONTROL+A	Display the Formula Palette after you type a valid function name in a formula
CONTROL+SHIFT+A	Insert the argument names and parentheses for a function, after you type a valid function name in a formula
⌘+K	Insert a hyperlink
RETURN (in a cell with a hyperlink)	Activate a hyperlink
CONTROL+U	Edit the active cell and position the insertion point at the end of the line
SHIFT+F3	Paste a function into a formula
⌘+= (equal sign) or F9	Calculate all sheets in all open workbooks
⌘+SHIFT+= (equal sign) or SHIFT+F9	Calculate the active worksheet
= (equal sign)	Start a formula
⌘+T	Toggle the formula reference style between absolute, relative, and mixed
⌘+SHIFT+T	Insert the AutoSum formula
CONTROL+; (semicolon)	Enter the date
CONTROL+SHIFT+: (colon)	Enter the time
CONTROL+SHIFT+" (quotation mark)	Copy the value from the cell above the active cell into the cell or the formula bar
CONTROL+' (left single quotation mark)	Alternate between displaying cell values and displaying cell formulas

CONTROL+' (right single quotation mark)

Copy a formula from the cell above the active cell into the cell or the formula bar

OPTION+DOWN ARROW

Display the AutoComplete list

CONTROL+L

Define a name

Keys for formatting data

Press	To
⌘+SHIFT+L	Display the Style dialog box
⌘+1	Display the Format Cells dialog box
CONTROL+SHIFT+~	Apply the General number format
CONTROL+SHIFT+\$	Apply the Currency format with two decimal places (negative numbers appear in red with parentheses)
CONTROL+SHIFT+%	Apply the Percentage format with no decimal places
CONTROL+SHIFT+^	Apply the Exponential number format with two decimal places
CONTROL+SHIFT+#	Apply the Date format with the day, month, and year
CONTROL+SHIFT+@	Apply the Time format with the hour and minute, and indicate A.M. or P.M.
CONTROL+SHIFT+!	Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values
⌘+OPTION+0 (zero) or ⌘+OPTION+RIGHT ARROW, LEFT ARROW, UP ARROW, or DOWN ARROW	Apply the outline border
⌘+OPTION+HYPHEN	Remove outline borders

⌘+B	Apply or remove bold formatting
⌘+I	Apply or remove italic formatting
⌘+U	Apply or remove underscoring
⌘+SHIFT+UNDERLINE	Apply or remove strikethrough formatting
CONTROL+9	Hide rows
CONTROL+SHIFT+((opening parenthesis)	Unhide rows
CONTROL+0 (zero)	Hide columns
CONTROL+SHIFT+) (closing parenthesis)	Unhide columns
⌘+SHIFT+W	Add or remove the shadow font style
⌘+SHIFT+D	Add or remove the outline font style

[Keys for editing data](#)

Press	To
CONTROL+U	Edit the active cell
ESC	Cancel an entry in the cell or the formula bar
DELETE	Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents
⌘+V	Paste text into the active cell
RETURN	Complete a cell entry
CONTROL+SHIFT+RETURN	Enter a formula as an array formula
CONTROL+A	Display the Formula Palette after you type a valid function name in a formula
CONTROL+SHIFT+A	Insert the argument names and parentheses for a function, after you type a valid function name in a formula

Keys for inserting, deleting, and copying a selection

Press	To
⌘+C	Copy the selection
⌘+X	Cut the selection
⌘+V	Paste the selection
DELETE	Clear the contents of the selection
CONTROL+ -	Delete the selection
⌘+Z	Undo the last action
CONTROL+SHIFT+PLUS SIGN	Insert blank cells

Keys for moving within a selection

Press	To
RETURN	Move from top to bottom within the selection (down), or move in the direction that is selected in Edit in the Preferences dialog box (Excel menu, Preferences command)
SHIFT+RETURN	Move from bottom to top within the selection (up), or move opposite to the direction that is selected in Edit in the Preferences dialog box (Excel menu, Preferences command)
TAB	Move from left to right within the selection, or move down one cell if only one column is selected
SHIFT+TAB	Move from right to left within the selection, or move up one cell if only one column is selected
CONTROL+PERIOD	Move clockwise to the next corner of the selection
CONTROL+OPTION+RIGHT ARROW	Move to the right between nonadjacent selections
CONTROL+OPTION+LEFT ARROW	Move to the left between nonadjacent selections

Keys for selecting cells, columns, or rows

Press	To
CONTROL+SHIFT+* (asterisk)	Select the current region around the active cell (the current region is an area enclosed by blank rows and blank columns)
SHIFT+ arrow key	Extend the selection by one cell

CONTROL+SHIFT+ arrow key	Extend the selection to the last nonblank cell in the same column or row as the active cell
SHIFT+HOME	Extend the selection to the beginning of the row
CONTROL+SHIFT+HOME	Extend the selection to the beginning of the worksheet
CONTROL+SHIFT+END	Extend the selection to the last cell used on the worksheet (lower-right corner)
CONTROL+SPACEBAR	Select the entire column
SHIFT+SPACEBAR	Select the entire row
⌘+A	Select the entire worksheet
SHIFT+DELETE	Select only the active cell when multiple cells are selected
SHIFT+PAGE DOWN	Extend the selection down one screen
SHIFT+PAGE UP	Extend the selection up one screen
CONTROL+SHIFT+SPACEBAR	With an object selected, select all objects on a sheet
CONTROL+6	Alternate between hiding objects, displaying objects, and displaying placeholders for objects
CONTROL+7	Show or hide the Standard toolbar
F8	Turn on extending a selection by using the arrow keys
SHIFT+F8	Add another range of cells to the selection; or use the arrow keys to move to the start of the range you want to add, and then press F8 and the arrow keys to select the next range

Keys for selecting cells that have special characteristics

Press	To
CONTROL+SHIFT+* (asterisk)	Select the current region around the active cell (the current region is an area enclosed by blank rows and blank columns)
CONTROL+ /	Select the current array, which is the array that the active cell belongs to
⌘+SHIFT+O (the letter O)	Select all cells with comments
CONTROL+ \	Select cells in a row that don't match the value in the active cell in that row. You must select the row starting with the active cell.
CONTROL+SHIFT+	Select cells in a column that don't match the value in the active cell in that column. You must select the column starting with the active cell.
CONTROL+[Select only cells that are directly referred to by formulas in the selection
CONTROL+SHIFT+{	Select all cells that are directly or indirectly referred to by formulas in the selection
CONTROL+]	Select only cells with formulas that refer directly to the active cell
CONTROL+SHIFT+}	Select all cells with formulas that refer directly or indirectly to the active cell
⌘+SHIFT+Z	Select only visible cells in the current selection

Keys for working with charts

Press	To
F11	Create a chart
ARROW KEYS	Cycle through chart object selection
CONTROL+6	Alternate between hiding chart objects, displaying chart objects, and displaying placeholders for chart objects

Keys for working with a data form

Press	To
DOWN ARROW	Move to the same field in the next record
UP ARROW	Move to the same field in the previous record
TAB	Move to the next field you can edit in the record
SHIFT+TAB	Move to the previous field you can edit in the record
RETURN	Move to the first field in the next record
SHIFT+RETURN	Move to the first field in the previous record
PAGE DOWN	Move to the same field 10 records forward
CONTROL+PAGE DOWN	Move to a new record
PAGE UP	Move to the same field 10 records back
CONTROL+PAGE UP	Move to the first record
LEFT ARROW or RIGHT ARROW	Move one character left or right within a field
SHIFT+LEFT ARROW	Select the character to the left
SHIFT+RIGHT ARROW	Select the character to the right

Keys for working with AutoFilters and PivotTable reports

Press	To
OPTION+DOWN ARROW	Display the AutoFilter list or PivotTable page field pop-up menu for the selected cell
DOWN ARROW	Select the next item in the AutoFilter list or PivotTable page field
UP ARROW	Select the previous item in the AutoFilter list or PivotTable page field
HOME	Select the first item (Sort Ascending) in the AutoFilter list or PivotTable page field
END	Select the last item in the AutoFilter list or PivotTable page field
RETURN	Filter the list by using the selected item in the AutoFilter list or PivotTable page field

Keys for outlining data

Press	To
CONTROL+8	Display or hide outline symbols
CONTROL+9	Hide selected rows
CONTROL+SHIFT+((opening parenthesis)	Unhide selected rows
CONTROL+0 (zero)	Hide selected columns
CONTROL+SHIFT+) (closing parenthesis)	Unhide selected columns

Keys for toolbars

Press	To
OPTION+F10	Make a toolbar active
TAB or SHIFT+TAB (when a toolbar is active)	Select the next or previous button or menu on the toolbar
CONTROL+TAB or CONTROL+SHIFT+TAB (when a toolbar is active)	Select the next or previous toolbar
RETURN	Perform the action assigned to the selected button

Keys for windows

Press	To
⌘+TAB	Switch to the next program
⌘+SHIFT+TAB	Switch to the previous program
⌘+W or COMMAND+F4	Close the active workbook window
⌘+F5	Restore the active workbook window size
F6	Move to the next pane in a workbook that has been split
SHIFT+F6	Move to the previous pane in a workbook that has been split
⌘+F6	Switch to the next workbook window
⌘+SHIFT+F6	Switch to the previous workbook window
COMMAND+F5	Restore the window size
CONTROL+F10	Maximize or restore the workbook window
⌘+SHIFT+3	Copy the image of the screen to the Clipboard
⌘+SHIFT+4	Copy the image of the active window to the Clipboard (after pressing and releasing the key combination, click the window you want to take a picture of)

Keys for dialog boxes

Press	To
TAB	Move to the next text box
SHIFT+TAB	Move to the previous text box
CONTROL+TAB or CONTROL+PAGE DOWN	Switch to the next tab in a dialog box
CONTROL+SHIFT+TAB or CONTROL+PAGE UP	Switch to the previous tab in a dialog box
RETURN	Perform the action assigned to the default command button in the dialog box (the button with the bold outline — often the OK button)
ESC	Cancel the command and close the dialog box