

# Excel Keyboard Shortcuts

## How to perform the keyboard shortcuts:

+ (plus) separator means press and **hold** each key in order.

, (comma) separator means press and **release** each key in order.

Learn more at [excelcampus.com/shortcuts](https://excelcampus.com/shortcuts)

| #   | Shortcut   | Windows       | Mac           | Web           |
|---|--|---------------|---------------|---------------|
| <b>01. Cells &amp; Ranges: Navigation</b> |  |               |               |               |
| 1   | Select the first visible cell in the sheet (or bottom-right of freeze panes) | Ctrl+Home     | Fn+Ctrl+←     | Ctrl+Home     |
| 2   | Select the last used cell in the sheet                                       | Ctrl+End      | Fn+Ctrl+→     | Ctrl+End      |
| 3   | Select first cell in the row of the active cell                              | Home          | Fn+←          | Home          |
| 4   | Turn on End Mode (similar to Ctrl+Arrow Keys)                                | End           | Fn+→          | End           |
| 5   | Select the first/last cell of a region (non-blank cells) moving up           | Ctrl+↑        | Ctrl+↑        | Ctrl+↑        |
| 6   | Select the first/last cell of a region (non-blank cells) moving right        | Ctrl+→        | Ctrl+→        | Ctrl+→        |
| 7   | Select the first/last cell of a region (non-blank cells) moving down         | Ctrl+↓        | Ctrl+↓        | Ctrl+↓        |
| 8   | Select the first/last cell of a region (non-blank cells) moving left         | Ctrl+←        | Ctrl+←        | Ctrl+←        |
| 9   | Select cell one screen down from the active cell                             | PgDn          | Fn+↓          | PgDn          |
| 10  | Select cell one screen up from the active cell                               | PgUp          | Fn+↑          | PgUp          |
| 11  | Select cell one screen to the right of the active cell                       | Alt+PgDn      | Fn+Alt+↓      |               |
| 12  | Select cell one screen to the left of the active cell                        | Alt+PgUp      | Fn+Alt+↑      |               |
| 13  | Move one cell up   | ↑             | ↑             | ↑             |
| 14  | Move one cell right  | →             | →             | →             |
| 15  | Move one cell down   | ↓             | ↓             | ↓             |
| 16  | Move one cell left   | ←             | ←             | ←             |
| 17  | Go back to hyperlink   | Ctrl+G,Enter  | Ctrl+G,Return |               |
| 18  | Open the Find window   | Ctrl+F        | Cmd+F         | Ctrl+F        |
| 19  | Open the Find & Replace window   | Ctrl+H        | Ctrl+H        | Ctrl+H        |
| 20  | Find next match  | Shift+F4      | Cmd+G         | Shift+F4      |
| 21  | Find previous match  | Ctrl+Shift+F4 | Cmd+Shift+G   | Ctrl+Shift+F4 |
| <b>02. Cells &amp; Ranges: Formulas</b>   |  |               |               |               |
| 22  | Begin entering a formula   | = OR +        | = OR +        | = OR +        |
| 23  | Insert function into formula with autocomplete                               | Tab           | ↓Tab          | Tab           |
| 24  | Edit the active cell   | F2            | Ctrl+U        | F2            |
| 25  | Toggle Enter and Edit modes while editing formula                            | F2            | Ctrl+U        | F2            |
| 26  | Exit cell edit mode  | Esc           | Esc           | Esc           |
| 27  | Toggle absolute and relative references                                      | F4            | Cmd+T         | F4            |

| #  | Shortcut  | Windows          | Mac               | Web               |
|--|---|------------------|-------------------|-------------------|
| 28   | AutoSum   | Alt+=            | Cmd+Shift+T       | Alt+=             |
| 29   | Open Function Arguments window (when text cursor is inside function)      | Ctrl+A           | Ctrl+A            |                   |
| 30   | Open the Insert Function window   | Shift+F3         | Fn+Shift+F3       | Shift+F3          |
| 31   | Show Formulas instead of Values in cells (toggle)                         | Ctrl+` or Ctrl+~ | Ctrl+`            |                   |
| 32   | Expand or collapse the formula bar  | Ctrl+Shift+U     | Ctrl+Shift+U      |                   |
| 33   | Calculate worksheets  | F9               | Fn+F9             | F9                |
| 34   | Calculate active worksheet  | Shift+F9         | Fn+Shift+F9       |                   |
| 35   | Calculate entire workbook   | Ctrl+Alt+F9      |                   | Ctrl+Shift+Alt+F9 |
| 36   | Insert name into formula  | F3               |                   |                   |
| 37   | Open Name Manager window  | Ctrl+F3          | Fn+Ctrl+F3        |                   |
| 38   | Open Create Names From Selection window                                   | Ctrl+Shift+F3    | Fn+Ctrl+Shift+F3  |                   |
| 39   | Enter array formula   | Ctrl+Shift+Enter | Ctrl+Shift+Return |                   |
| 40   | Evaluate selected text in a formula                                       | F9               | Fn+F9             | F9                |
| 41   | Insert function arguments   | Ctrl+Shift+A     | Ctrl+Shift+A      | Ctrl+Shift+A      |
| <b>03. Cells &amp; Ranges: Entering data</b> |   |                  |                   |                   |
| 42   | Open AutoComplete dropdown list   | Alt+↓            | Alt+↓             | Alt+↓             |
| 43   | Enter and move to next cell (based on direction set in Excel Options)     | Enter            | Return            | Enter             |
| 44   | Enter and move to previous cell (based on direction set in Excel Options) | Shift+Enter      | Shift+Return      | Shift+Enter       |
| 45   | Enter and move right  | Tab              | Tab               | Tab               |
| 46   | Enter and move left   | Shift+Tab        | Shift+Tab         | Shift+Tab         |
| 47   | Insert current date   | Ctrl+;           | Ctrl+;            | Ctrl+;            |
| 48   | Insert current time   | Ctrl+Shift+;     | Cmd+;             |                   |
| 49   | Copy formula from cell above  | Ctrl+'           | Ctrl+'            | Ctrl+'            |
| 50   | Copy value (result of formula) from cell above                            | Ctrl+Shift+'     | Ctrl+Shift+'      |                   |
| 51   | Fill down from cell above   | Ctrl+D           | Ctrl+D            |                   |
| 52   | Fill right  | Ctrl+R           | Ctrl+R            |                   |
| 53   | Flash fill  | Ctrl+E           |                   | Ctrl+E            |
| 54   | Stay in same cell when editing cell when single cell is selected          | Ctrl+Enter       | Ctrl+Return       | Ctrl+Enter        |
| 55   | Copy data or formula to all selected cells when editing cell              | Ctrl+Enter       | Ctrl+Return       | Ctrl+Enter        |
| <b>04. Cells &amp; Ranges: Editing Text</b>  |   |                  |                   |                   |
| 56   | Enter a line break (new line) in a cell                                   | Alt+Enter        | Ctrl+Alt+Return   | Alt+Enter         |
| 57   | Delete character to the left of cursor                                    | Backspace        | Delete            | Backspace         |
| 58   | Delete character to the right of cursor                                   | Delete           | Fn+Delete         | Delete            |
| 59   | Delete to end of line   | Ctrl+Delete      | Ctrl+Delete       | Ctrl+Delete       |
| 60   | Move text cursor one word to the right                                    | Ctrl+→           | Ctrl+→            | Ctrl+→            |
| 61   | Move text cursor one word to the left                                     | Ctrl+←           | Ctrl+←            | Ctrl+←            |
| 62   | Select one word right   | Ctrl+Shift+→     | Ctrl+Shift+→      | Ctrl+Shift+→      |

| #   | Shortcut   | Windows       | Mac                | Web          |
|---|--|---------------|--------------------|--------------|
| 63  | Select one word left   | Ctrl+Shift+←  | Ctrl+Shift+←       | Ctrl+Shift+← |
| 64  | Select one character right                                       | Shift+→       | Shift+→            | Shift+→      |
| 65  | Select one character left  | Shift+←       | Shift+←            | Shift+←      |
| 66  | Select to beginning of cell                                      | Shift+Home    | Fn+Shift+←         | Shift+Home   |
| 67  | Select to end of the text/formula                                | Shift+End     | Fn+Shift+→         | Shift+End    |
| <b>05. Cells &amp; Ranges: Number Formatting</b>          |  |               |                    |              |
| 68  | Apply General format to selected cells                           | Ctrl+Shift+~  | Ctrl+Shift+~       |              |
| 69  | Apply Number format to selected cells                            | Ctrl+Shift+!  | Ctrl+Shift+!       |              |
| 70  | Apply Date format to selected cells                              | Ctrl+Shift+#  | Ctrl+Shift+#       |              |
| 71  | Apply Currency format to selected cells                          | Ctrl+Shift+\$ | Ctrl+Shift+\$      |              |
| 72  | Apply Percent format/style to selected cells                     | Ctrl+Shift+%  | Ctrl+Shift+%       |              |
| 73  | Apply Time format to selected cells                              | Ctrl+Shift+@  | Ctrl+Shift+@       |              |
| 74  | Apply Scientific format to selected cells                        | Ctrl+Shift+^  | Ctrl+Shift+^       |              |
| 75  | Modify Cell Style of the active cell                             | Alt+'         | Cmd+Shift+L        |              |
| <b>06. Cells &amp; Ranges: Cell &amp; Font Formatting</b> |  |               |                    |              |
| 76  | Remove indent  | Alt,H,5       | Ctrl+Alt+Shift+Tab |              |
| 77  | Indent   | Alt,H,6       | Ctrl+Alt+Tab       |              |
| 78  | Left Align   | Alt,H,A,L     | Cmd+L              |              |
| 79  | Center Align   | Alt,H,A,C     | Cmd+E              |              |
| 80  | Right Align  | Alt,H,A,R     | Cmd+R              |              |
| 81  | Top Align  | Alt,H,A,T     |                    |              |
| 82  | Middle Align   | Alt,H,A,M     |                    |              |
| 83  | Bottom Align   | Alt,H,A,B     |                    |              |
| 84  | Increase Font Size   | Alt,H,F,G     | Cmd+Shift+>        | Ctrl+Shift+> |
| 85  | Decrease Font Size   | Alt,H,F,K     | Cmd+Shift+<        | Ctrl+Shift+< |
| 86  | Wrap Text  | Alt,H,W       |                    |              |
| 87  | Format Window for cells and objects                              | Ctrl+1        | Cmd+1              | Ctrl+1       |
| 88  | Apply or remove bold formatting                                  | Ctrl+B        | Cmd+B              | Ctrl+B       |
| 89  | Apply or remove italic formatting                                | Ctrl+I        | Cmd+I              | Ctrl+I       |
| 90  | Apply or remove underscoring                                     | Ctrl+U        | Cmd+U              | Ctrl+U       |
| 91  | Apply or remove strikethrough formatting                         | Ctrl+5        | Cmd+Shift+X        |              |
| 92  | Display Format Cells with Font tab selected                      | Ctrl+Shift+F  | Ctrl+Shift+F       |              |
| 93  | Insert or edit Cell Note   | Shift+F2      | Fn+Shift+F2        |              |
| 94  | Insert or reply to Cell Comment                                  | Ctrl+Shift+F2 | Fn+Ctrl+Shift+F2   | Shift+F2     |
| 95  | Delete comment   | Shift+F10,M   |                    |              |
| 96  | Add hyperlink  | Ctrl+K        | Cmd+K              | Ctrl+K       |
| <b>07. Cells &amp; Ranges: Rows &amp; Columns</b>         |  |               |                    |              |
| 97  | Select all cells in worksheet (unless active cell is in a Table) | Ctrl+A        | Cmd+A              |              |
| 98  | Select entire row  | Shift+Space   | Shift+Space        | Shift+Space  |
| 99  | Select entire column   | Ctrl+Space    | Ctrl+Space         | Ctrl+Space   |
| 100   | Add non-adjacent cells to selection                              | Ctrl+Click    | Cmd+Click          |              |
| 101   | Add adjacent cells to selection                                  | Shift+Click   | Shift+Click        |              |
| 102   | Toggle Add or Remove Selection Mode                              | Shift+F8      | Fn+Shift+F8        | Shift+F8     |

| #   | Shortcut   | Windows         | Mac           | Web             |
|---|--|-----------------|---------------|-----------------|
| 103   | Same selection in next column  |                 | Opt+Tab       |                 |
| 104   | Same selection in previous column  |                 | Opt+Shift+Tab |                 |
| 105   | Move right between non-adjacent selections   |                 | Ctrl+Alt+→    |                 |
| 106   | Move left between non-adjacent selections  |                 | Ctrl+Alt+←    |                 |
| 107   | Open Insert window   | Ctrl++          |               | Ctrl++          |
| 108   | Insert rows (with rows selected)   | Ctrl++          |               | Ctrl++          |
| 109   | Insert columns (with columns selected)   | Ctrl++          |               | Ctrl++          |
| 110   | Open Delete window   | Ctrl+-          | Cmd+-         | Ctrl+-          |
| 111   | Delete rows (with rows selected)   | Ctrl+-          | Cmd+-         | Ctrl+-          |
| 112   | Delete columns (with columns selected)   | Ctrl+-          | Cmd+-         | Ctrl+-          |
| 113   | Delete cells (with cells selected)   | Ctrl+-          | Cmd+-         | Ctrl+-          |
| 114   | AutoFit Column Width   | Alt,H,O,I       |               | Alt,H,O,I       |
| 115   | AutoFit Row Height   | Alt,H,O,A       |               | Alt,H,O,A       |
| <b>08. Cells &amp; Ranges: Group &amp; Hide</b> |  |                 |               |                 |
| 116   | Group rows or columns (with rows/columns selected)                                 | Shift+Alt+→     | Cmd+Shift+K   |                 |
| 117   | Ungroup rows or columns (with rows/columns selected)                               | Shift+Alt+←     | Cmd+Shift+J   |                 |
| 118   | Open Group window (with cell or range selected)                                    | Shift+Alt+→     | Cmd+Shift+K   |                 |
| 119   | Open Ungroup window (with cell or range selected)                                  | Shift+Alt+←     | Cmd+Shift+J   |                 |
| 120   | Hide or show outline symbols   | Ctrl+8          | Ctrl+8        |                 |
| 121   | Hide rows  | Ctrl+9          | Ctrl+9        | Ctrl+9          |
| 122   | Hide columns   | Ctrl+0          | Ctrl+0        | Ctrl+0          |
| 123   | Unhide rows  | Ctrl+Shift+9    | Ctrl+Shift+9  | Ctrl+Shift+9    |
| 124   | Unhide columns   | Ctrl+Shift+0    | Ctrl+Shift+0  | Ctrl+Shift+0    |
| 125   | Unhide columns (Alternate: Ctrl+Shift+0 does not work on some versions of Windows) | Alt,H,O,U,L     |               |                 |
| <b>09. Cells &amp; Ranges: Active Cell</b>      |  |                 |               |                 |
| 126   | Activate next cell in selected range (based on direction set in Excel Options)     | Enter           | Return        | Enter           |
| 127   | Activate next cell to right/below in selected range                                | Tab             | Tab           | Tab             |
| 128   | Activate each corner cell in selected range in clockwise direction                 | Ctrl+.          | Ctrl+.        | Ctrl+.          |
| 129   | Activate previous cell in selection (based on direction set in Excel Options)      | Shift+Enter     | Shift+Return  | Shift+Enter     |
| 130   | Activate previous cell to left/above in selected range                             | Shift+Tab       | Shift+Tab     | Shift+Tab       |
| 131   | Scroll active cell into view   | Ctrl+Backspace  | Cmd+Delete    | Ctrl+Backspace  |
| 132   | Select single (active) cell when range is selected                                 | Shift+Backspace | Shift+Delete  | Shift+Backspace |

| #   | Shortcut   | Windows                 | Mac              | Web             |
|---|--|-------------------------|------------------|-----------------|
| <b>10. Cells &amp; Ranges: Extend Selection</b>                               |  |                         |                  |                 |
| 133   | Extend selection by one cell up                      | Shift+↑                 | Shift+↑          |                 |
| 134   | Extend selection by one cell right                   | Shift+→                 | Shift+→          | Shift+→         |
| 135   | Extend selection by one cell down                    | Shift+↓                 | Shift+↓          |                 |
| 136   | Extend selection by one cell left                    | Shift+←                 | Shift+←          | Shift+←         |
| 137   | Extend the selection to the last cell up             | Ctrl+Shift+↑            | Ctrl+Shift+↑     |                 |
| 138   | Extend the selection to the last cell right          | Ctrl+Shift+→            | Ctrl+Shift+→     |                 |
| 139   | Extend the selection to the last cell down           | Ctrl+Shift+↓            | Ctrl+Shift+↓     |                 |
| 140   | Extend the selection to the last cell left           | Ctrl+Shift+←            | Ctrl+Shift+←     |                 |
| 141   | Extend selection to first cell in worksheet          | Ctrl+Shift+Home         | Fn+Ctrl+Shift+←  | Ctrl+Shift+Home |
| 142   | Extend selection to last cell in worksheet           | Ctrl+Shift+End          | Fn+Ctrl+Shift+→  | Ctrl+Shift+End  |
| 143   | Extend selection right one screen                    | Shift+Alt+PgDn          | Fn+Shift+Alt+↓   |                 |
| 144   | Extend selection left one screen                     | Shift+Alt+PgUp          | Fn+Shift+Alt+↑   |                 |
| 145   | Extend selection to start of row                     | Shift+Home              | Fn+Shift+←       | Shift+Home      |
| 146   | Extend selection down one screen                     | Shift+PgDn              | Fn+Shift+↓       |                 |
| 147   | Extend selection up one screen                       | Shift+PgUp              | Fn+Shift+↑       |                 |
| 148   | Toggle extend selection mode                         | F8                      | Fn+F8            |                 |
| 149   | \  | Ctrl+A                  |                  |                 |
| <b>11. Cells &amp; Ranges: Select Special</b>                                 |  |                         |                  |                 |
| 150   | Open the Go To window                                | F5 OR Ctrl+G            | Ctrl+G           | Ctrl+G          |
| 151   | Open the Go To Special window                        | Alt,H,F,D,S OR F5,Alt,S |                  |                 |
| 152   | Select visible cells only (when range is selected)   | Alt+;                   | Cmd+Shift+Z      |                 |
| 153   | Select current region                                | Ctrl+A                  | Cmd+A            |                 |
| 154   | Select current region around active cell             | Ctrl+Shift+8            | Shift+Ctrl+Space |                 |
| 155   | Select current array                                 | Ctrl+/                  | Ctrl+/           |                 |
| 156   | Select row differences                               | Ctrl+\                  | Ctrl+\           |                 |
| 157   | Select column differences                            | Ctrl+Shift+\            | Ctrl+Shift+\     |                 |
| 158   | Select direct dependents                             | Ctrl+]                  | Ctrl+]           |                 |
| 159   | Select direct precedents                             | Ctrl+[                  | Ctrl+[           |                 |
| 160   | Select all precedents                                | Ctrl+Shift+{            | Ctrl+Shift+{     |                 |
| 161   | Select all dependents                                | Ctrl+Shift+}            | Ctrl+Shift+}     |                 |
| 162   | Select cells with comments                           | Ctrl+Shift+O            | Fn+Ctrl+Shift+O  |                 |
| <b>12. Cells &amp; Ranges: Mouse Shortcuts for Copying &amp; Moving Cells</b> |  |                         |                  |                 |
| 163   | Copy selected range or shape                         | Ctrl+drag               | Alt+drag         |                 |
| 164   | Insert copy of selected range (moves existing cells) | Ctrl+Shift+drag         | Alt+Shift+drag   |                 |
| 165   | Drag and cut   | drag                    | drag             |                 |
| 166   | Cut and paste selected range (moves existing cells)  | Shift+drag              | Shift+drag       |                 |
| 167   | Move selected range to another worksheet             | Alt+drag                | Cmd+drag         |                 |
| <b>13. Cells &amp; Ranges: View</b>   |  |                         |                  |                 |
| 168   | Zoom in  | Ctrl+Alt++              | Alt+Cmd++        | Ctrl+Alt++      |

| #                                      | Shortcut   | Windows              | Mac              | Web              |
|--|--|----------------------|------------------|------------------|
| 169                                    | Zoom out   | Ctrl+Alt+-           | Alt+Cmd+-        | Ctrl+Alt+-       |
| 170                                    | Zoom in (with mouse)                                   | Ctrl+Scroll Up       | Ctrl+Scroll Up   | Ctrl+Scroll Up   |
| 171                                    | Zoom out (with mouse)                                  | Ctrl+Scroll Down     | Ctrl+Scroll Down | Ctrl+Scroll Down |
| 172                                    | Zoom to Selection                                      | Alt,W,G              |                  |                  |
| 173                                    | Zoom to Selection                                      | Alt,W,J              |                  |                  |
| 174                                    | Toggle Scroll Lock on/off                              | ScrLk                | Fn+Shift+F14     |                  |
| 175                                    | Toggle Gridlines on/off                                | Alt,W,V,G            |                  |                  |
| 176                                    | Toggle Freeze Panes on/off                             | Alt,W,F,F            |                  |                  |
| <b>14. Cells &amp; Ranges: Borders</b> |  |                      |                  |                  |
| 177                                    | Add Outside Borders to selected cell/range             | Ctrl+Shift+&         | Cmd+Alt+0        | Ctrl+Shift+&     |
| 178                                    | Remove all borders (apply No Borders) to selection     | Ctrl+Shift+_         | Cmd+Alt+_        |                  |
| 179                                    | Open Border dropdown menu on Home Tab                  | Alt,H,B              |                  | Alt,H,B          |
| 180                                    | Add all borders to cells in selected range             | Alt,H,B,A            |                  |                  |
| 181                                    | Add or remove Bottom Border                            | Alt,H,B,O            | Cmd+Alt+↓        |                  |
| 182                                    | Add or remove Top Border                               | Alt,H,B,P            | Cmd+Alt+↑        |                  |
| 183                                    | Add or remove Left Border                              | Alt,H,B,L            | Cmd+Alt+←        |                  |
| 184                                    | Add or remove Right Border                             | Alt,H,B,R            | Cmd+Alt+→        |                  |
| 185                                    | Open Borders tab in Format Cells window (More Borders) | Alt,H,B,M            |                  |                  |
| <b>15. Worksheet Tabs</b>              |  |                      |                  |                  |
| 186                                    | Insert new worksheet                                   | Shift+F11            | Fn+Shift+F11     | Shift+F11        |
| 187                                    | Delete selected worksheets                             | Alt,E,L              |                  | Alt,H,D,S        |
| 188                                    | Rename current worksheet                               | Alt,O,H,R            |                  |                  |
| 189                                    | Go to next worksheet                                   | Ctrl+PgDn            | Fn+Ctrl+↓        | Ctrl+Alt+PgDn    |
| 190                                    | Go to previous worksheet                               | Ctrl+PgUp            | Fn+Ctrl+↑        | Ctrl+Alt+PgUp    |
| 191                                    | Select adjacent worksheets                             | Ctrl+Shift+PgUp/PgDn |                  |                  |
| 192                                    | Select adjacent worksheets (mouse)                     | Shift+Click          | Shift+Click      |                  |
| 193                                    | Select non-adjacent worksheets (mouse)                 | Ctrl+Click           | Cmd+Click        |                  |
| 194                                    | Open Move or Copy window for selected sheets           | Alt,E,M              |                  |                  |
| 195                                    | Duplicate worksheet (mouse)                            | Ctrl+drag            | Alt+drag         |                  |
| 196                                    | Protect or Unprotect Sheet                             | Alt,R,P,S            |                  |                  |
| 197                                    | Clear print area                                       | Alt,P,R,C            |                  |                  |
| 198                                    | Set print area   | Alt,P,R,S            |                  |                  |
| <b>16. Workbook: File</b>              |  |                      |                  |                  |
| 199                                    | Create new workbook                                    | Ctrl+N               | Cmd+N            |                  |
| 200                                    | Open workbook  | Ctrl+O               | Cmd+O            | Ctrl+O           |
| 201                                    | Save workbook  | Ctrl+S               | Cmd+S            |                  |
| 202                                    | Save as  | F12                  | Cmd+Shift+S      | Alt+F2           |
| 203                                    | Close current workbook                                 | Ctrl+F4 OR Ctrl+W    | Cmd+W            | Ctrl+W           |
| 204                                    | Close Excel  | Alt+F4               | Cmd+Q            |                  |

| #                               | Shortcut   | Windows               | Mac            | Web                  |
|---------------------------------|--|-----------------------|----------------|----------------------|
| <b>17. Workbook: Print</b>      |  |                       |                |                      |
| 205                             | Open print preview window                                | Ctrl+F2               |                |                      |
| 206                             | Print File   | Ctrl+P                | Cmd+P          | Ctrl+P               |
| <b>18. Workbook: General</b>    |  |                       |                |                      |
| 207                             | Undo last action   | Ctrl+Z                | Cmd+Z          | Ctrl+Z               |
| 208                             | Redo last action   | Ctrl+Y                | Cmd+Y          | Ctrl+Y               |
| 209                             | Repeat last action                                       | F4                    | Cmd+Y          | F4                   |
| 210                             | Open Excel Options window                                | Alt,F,T               | Cmd+,          |                      |
| 211                             | Open help  | F1                    | Cmd+/,         |                      |
| 212                             | Tell Me  |                       |                | Alt+Q                |
| 213                             | Open the Control Menu (minimize, maximize, close window) | Alt+Space             |                |                      |
| 214                             | Open Spelling window (Spell Check)                       | F7                    | Fn+F7          |                      |
| 215                             | Open Thesaurus dialog box                                | Shift+F7              | Fn+Shift+F7    |                      |
| 216                             | Open Right-click menu                                    | Shift+F10 OR Menu Key | Fn+Shift+F10   |                      |
| 217                             | Move to next pane in application window                  | F6                    | Fn+F6          |                      |
| 218                             | Move to previous pane                                    | Shift+F6              | Fn+Shift+F6    |                      |
| 219                             | Protect and Unprotect Workbook                           | Alt,R,P,W             |                |                      |
| <b>19. Workbook: View</b>       |  |                       |                |                      |
| 220                             | Minimize current workbook window                         | Ctrl+F9               | Cmd+M          |                      |
| 221                             | Maximize or Restore current workbook window (toggle)     | Ctrl+F10              | Fn+Ctrl+F10    |                      |
| 222                             | Toggle full screen                                       | Ctrl+Shift+F1         | Ctrl+Cmd+F     |                      |
| 223                             | Go to previous workbook                                  | Ctrl+Shift+Tab        | Ctrl+Shift+Tab |                      |
| 224                             | Go to next workbook                                      | Ctrl+Tab              | Ctrl+Tab       |                      |
| 225                             | Open current workbook in Desktop Excel Application       |                       |                | Alt+O                |
| <b>20. Tables &amp; Filters</b> |  |                       |                |                      |
| 226                             | Insert Table   | Ctrl+T                | Ctrl+T         | Ctrl+L OR Ctrl+Alt+T |
| 227                             | Insert Table (select style first)                        | Alt,H,T               |                |                      |
| 228                             | Insert a row above the current row                       | Alt,H, I, R           |                | Alt,H, I, R          |
| 229                             | Insert a column to the left of the current column        | Alt,H, I, C           |                | Alt,H, I, C          |
| 230                             | Select Table Body (Press again to include Headers)       | Ctrl+A                | Cmd+A          |                      |
| 231                             | Select Table row   | Shift+Space           | Shift+Space    | Shift+Space          |
| 232                             | Select Table column                                      | Ctrl+Space            | Ctrl+Space     | Ctrl+Space           |
| 233                             | Toggle Autofilter on/off                                 | Ctrl+Shift+L          | Cmd+Shift+F    | Ctrl+Shift+L         |
| 234                             | Open Filter Dropdown Menu (with header cell selected)    | Alt+↓                 | Alt+↓          | Alt+↓                |
| 235                             | Open Filter Dropdown Menu (from any cell in a Table)     | Shift+Alt+↓           | Shift+Alt+↓    | Shift+Alt+↓          |
| 236                             | Toggle Total Row on/off                                  | Ctrl+Shift+T          | Cmd+Shift+T    |                      |
| 237                             | Clear slicer filter (with slicer selected)               | Alt+C                 | Alt+C          |                      |

| #                              | Shortcut  | Windows                | Mac                    | Web            |
|--------------------------------|---|------------------------|------------------------|----------------|
| <b>21. Charts &amp; Shapes</b> |   |                        |                        |                |
| 238                            | Create chart or PivotChart on same worksheet  | Alt+F1                 | Fn+Alt+F1              | Alt+F1         |
| 239                            | Create chart in new ChartSheet  | F11                    | Fn+F11                 |                |
| 240                            | Open Format Chart Area Task Pane  | Ctrl+1                 | Cmd+1                  |                |
| 241                            | Show or Hide All Field Buttons on PivotChart  | Alt,J,T,D,A            |                        |                |
| 242                            | Snap to grid  | Alt                    | Cmd+                   |                |
| 243                            | Hide or show objects (shapes, charts, slicers)  | Ctrl+6                 | Ctrl+6                 |                |
| <b>22. Copy &amp; Paste</b>    |   |                        |                        |                |
| 244                            | Copy selected object (cells, range, shape)  | Ctrl+C                 | Cmd+C                  | Ctrl+C         |
| 245                            | Cut selected object   | Ctrl+X                 | Cmd+X                  | Ctrl+X         |
| 246                            | Paste content from clipboard  | Ctrl+V                 | Cmd+V                  | Ctrl+V         |
| 247                            | Open the Paste Special window   | Ctrl+Alt+V             | Cmd+Ctrl+V             |                |
| 248                            | Duplicate selected object (shapes, charts, slicers)                                   | Ctrl+D                 | Cmd+D                  |                |
| 249                            | Copy selected objects (mouse)   | Ctrl+drag              | Cmd+drag               |                |
| 250                            | Copy selected objects and retain vertical or horizontal alignment (mouse)             | Ctrl+Shift+drag        | Cmd+Shift+Drag         |                |
| 251                            | Copy selected objects (mouse right-click)   | Right-click+Drag       | Right-click+Drag       |                |
| 252                            | Copy selected objects and retain vertical or horizontal alignment (right-click mouse) | Right-click+Shift+Drag | Right-click+Shift+Drag |                |
| <b>23. Pivot Tables</b>        |   |                        |                        |                |
| 253                            | Insert Pivot Table  | Alt,N,V                |                        |                |
| 254                            | Refresh Pivot Table or Query  | Alt+F5                 |                        | Alt+F5         |
| 255                            | Refresh All   | Ctrl+Alt+F5            |                        | Ctrl+Alt+F5    |
| 256                            | Open pivot table wizard   | Alt,D,P                | Cmd+Alt+P              |                |
| 257                            | Select pivot table body   | Ctrl+A                 | Cmd+A                  |                |
| 258                            | Group pivot table items   | Shift+Alt+→            | Cmd+Shift+K            |                |
| 259                            | Ungroup pivot table items   | Shift+Alt+←            | Cmd+Shift+J            |                |
| 260                            | Unhide (clear filter on) pivot table item   | Alt,H,S,C              |                        |                |
| 261                            | Filter out (exclude/hide) pivot item  | Ctrl+-                 | Ctrl-                  |                |
| 262                            | Open Filter Dropdown Menu in Pivot Table cells  | Alt+↓                  | Alt+↓                  | Alt+↓          |
| 263                            | Toggle pivot table field checkbox   | Space                  | Space                  |                |
| 264                            | Insert pivot chart  | Alt+F1                 | Fn+Alt+F1              | Alt+F1         |
| 265                            | Create pivot chart on new Chart Sheet   | F11                    | Fn+F11                 |                |
| <b>24. Ribbon</b>              |   |                        |                        |                |
| 266                            | Activate Ribbon shortcut keys   | Alt OR Shift+F6        |                        | Alt OR Win+Alt |
| 267                            | Move to next ribbon control   | Tab                    | Tab                    | Tab            |
| 268                            | Move through Ribbon tabs and groups   | → ← ↑ ↓                |                        | → ← ↑ ↓        |
| 269                            | Open dropdown menu of selected button   | Alt+↓                  | Alt+↓                  |                |
| 270                            | Open help window for selected control   | F1                     |                        |                |
| 271                            | Expand or collapse ribbon   | Ctrl+F1                | Cmd+Alt+R              |                |



| #                                    | Shortcut                                  | Windows        | Mac            | Web       |
|--------------------------------------|---|----------------|----------------|-----------|
| <b>25. Macros &amp; VBA</b>          |   |                |                |           |
| 272                                  | Open the VB Editor window (VBA)           | Alt+F11        | Fn+Alt+F11     |           |
| 273                                  | Open the Macro window (run or edit macro) | Alt+F8         | Fn+Alt+F8      |           |
| 274                                  | Record Macro                              | Alt,L,R        |                |           |
| 275                                  | Open Excel Add-ins Window                 | Alt,L,R        |                |           |
| 276                                  | Open COM Add-ins Window                   | Alt,L,J        |                |           |
| <b>26. Application: Dialog boxes</b> |   |                |                |           |
| 277                                  | Move to next tab                          | Ctrl+Tab       | Ctrl+Tab       |           |
| 278                                  | Move to previous tab                      | Ctrl+Shift+Tab | Ctrl+Shift+Tab |           |
| 279                                  | Move to next control or button            | Tab            | Tab            | Tab       |
| 280                                  | Move to previous control or button        | Shift+Tab      | Shift+Tab      | Shift+Tab |
| 281                                  | Press selected control or button          | Enter          | Return         | Enter     |
| 282                                  | Check and uncheck checkboxes              | Space          | Space          |           |
| 283                                  | Close the window or dialog box            | Esc            | Esc            | Esc       |