BoringExcel

# Keyboard shortcuts

Mac

## Start here

A plus sign joins keys that are pressed together. A comma and a space joins keys that are pressed one after another. On a Mac laptop, a function key often needs Fn as well.

| Shortcut | What it does |
|---|---|
| Command+S | Save the workbook. |
| Shift+Space | Select the entire row. |
| Ctrl+Space | Select the entire column. |
| Command+C | Copy the selection. |
| Command+V | Paste from the clipboard. |
| Command+X | Cut the selection to the clipboard. |
| Command+Z | Undo the last change. |
| Command+Y<br>Command+Shift+Z | Redo the last change you undid. |
| F2<br>Ctrl+U | Edit the active cell. |
| Ctrl+D<br>Command+D | Copy the first cell down through the rest of the selection. |
| Command+F<br>Ctrl+F<br>Shift+F5 | Find text on the sheet. |
| Command+B | Apply or remove bold. |
| Command+Shift+T | Insert an AutoSum formula. |
| Command+Shift+F<br>Ctrl+Shift+L | Turn filter arrows on or off. |

## Workbook

| Shortcut | What it does |
|---|---|
| Command+N | Create a new workbook. |
| Command+O<br>Command+F12 | Open an existing workbook. |
| Command+S | Save the workbook. |
| F12<br>Command+Shift+S<br>Option+F2 | Save the workbook with a new name or location. |
| Command+P | Open Print. |
| Command+W<br>Command+F4 | Close this workbook. |
| Command+Q | Quit Excel. |
| Shift+F11 | Insert a new worksheet. |
| Ctrl+Page Down<br>Option+Right | Move to the next worksheet. |
| Ctrl+Page Up<br>Option+Left | Move to the previous worksheet. |
| No shortcut | Show counts of cells, tables, and other objects in the workbook. |
| No shortcut | Refresh every data connection in the workbook. |
| Command+, | Open Excel preferences. |

## Ribbon

| Shortcut | What it does |
|---|---|
| Command+Option+R | Show or hide the ribbon. |
| No shortcut | Show KeyTips so you can open a ribbon tab. |
| No shortcut | Open the File tab. |
| No shortcut | Open the Home tab. |
| No shortcut | Open the Insert tab. |
| No shortcut | Open the Page Layout tab. |
| No shortcut | Open the Formulas tab. |
| No shortcut | Open the Data tab. |
| No shortcut | Open the Review tab. |
| No shortcut | Open the View tab. |
| No shortcut | Open Search on the ribbon. |

## Navigation

| Shortcut | What it does |
|---|---|
| Up | Move to the cell above. |
| Down | Move to the cell below. |

| Shortcut | What it does |
|---|---|
| Left | Move to the cell on the left. |
| Right | Move to the cell on the right. |
| Command+Up | Jump up to the edge of the data. |
| Command+Down | Jump down to the edge of the data. |
| Command+Left | Jump left to the edge of the data. |
| Command+Right | Jump right to the edge of the data. |
| Home | Move to the first cell in the row. |
| Ctrl+Home | Move to the first cell of the sheet. |
| Ctrl+End | Move to the last cell that has been used. |
| End | Turn End mode on. |
| End, Up | In End mode, jump up to the next data edge. |
| End, Down | In End mode, jump down to the next data edge. |
| End, Left | In End mode, jump left to the next data edge. |
| End, Right | In End mode, jump right to the next data edge. |
| Page Up | Move the view up by one screen. |
| Page Down | Move the view down by one screen. |
| Option+Page Up | Move the view left by one screen. |
| Option+Page Down | Move the view right by one screen. |
| Tab | Move to the next cell. |
| Shift+Tab | Move to the previous cell. |
| Tab | Move to the next unlocked cell on a protected sheet. |
| F5<br>Ctrl+G | Jump to a cell, range, or name. |
| Command+Option+= | Zoom in on the sheet. |
| Command+Option+- | Zoom out from the sheet. |
| Ctrl+Delete | Scroll so the active cell is in view. |
| Option+Down | Open the list of allowed values. |
| No shortcut | Move through the shapes on the sheet. |
| Esc | Leave the selected shape and return to the cells. |
| Ctrl+F5 | Open the search pane. |

## Selection

| Shortcut | What it does |
|---|---|
| Shift+Space | Select the entire row. |
| Ctrl+Space | Select the entire column. |
| Command+A | Select the current region, or the whole sheet when that region is already selected. |
| No shortcut | Select the block of filled cells around the active cell. |
| Shift+Command+* | Select only the cells that are visible. |

| Shortcut | What it does |
|---|---|
| No shortcut | Select every object on the sheet. |
| Shift+Up | Extend the selection to the cell above. |
| Shift+Down | Extend the selection to the cell below. |
| Shift+Left | Extend the selection to the cell on the left. |
| Shift+Right | Extend the selection to the cell on the right. |
| Command+Shift+Up | Extend the selection up to the edge of the data. |
| Command+Shift+Down | Extend the selection down to the edge of the data. |
| Command+Shift+Left | Extend the selection left to the edge of the data. |
| Command+Shift+Right | Extend the selection right to the edge of the data. |
| Shift+Home | Extend the selection to the first cell in the row. |
| Ctrl+Shift+Home | Extend the selection to the first cell of the sheet. |
| Ctrl+Shift+End | Extend the selection to the last used cell. |
| Shift+Page Up | Extend the selection up by one screen. |
| Shift+Page Down | Extend the selection down by one screen. |
| F8 | Turn extend mode on or off. |
| Shift+F8 | Add another block of cells to the selection. |
| Shift+Delete | Shrink the selection to the active cell only. |
| Ctrl+. | Move the active cell to the next corner of the selection. |
| Ctrl+/ | Select the array that contains the active cell. |
| Ctrl+\ | Select cells in this row that differ from the active cell. |
| Ctrl+Shift+\| | Select cells in this column that differ from the active cell. |
| Ctrl+[ | Select the cells this formula refers to directly. |
| Ctrl+Shift+{ | Select every cell this formula depends on, through all levels. |
| Ctrl+] | Select the cells that refer to this cell directly. |
| Ctrl+Shift+} | Select every cell that depends on this cell, through all levels. |
| No shortcut | Add the next sheet to the selected sheets. |
| No shortcut | Add the previous sheet to the selected sheets. |

## Editing

| Shortcut | What it does |
|---|---|
| Command+C | Copy the selection. |
| Command+V | Paste from the clipboard. |
| Command+X | Cut the selection to the clipboard. |
| Command+Z | Undo the last change. |
| Command+Y<br>Command+Shift+Z | Redo the last change you undid. |
| F2<br>Ctrl+U | Edit the active cell. |

**BoringExcel Keyboard shortcuts Mac**

| Shortcut | What it does |
|---|---|
| Delete | Clear the contents of the selected cells. |
| No shortcut | Clear the active cell and start editing. |
| Fn+Delete | Delete the character to the right of the cursor. |
| Ctrl+D<br>Command+D | Copy the first cell down through the rest of the selection. |
| Ctrl+R<br>Command+R | Copy the first cell right through the rest of the selection. |
| Command+Enter<br>Ctrl+Enter | Fill every selected cell with the current entry. |
| Option+Enter<br>Ctrl+Option+Enter<br>Command+Option+Enter | Insert a line break inside the cell. |
| Enter | Confirm the entry and move down. |
| Shift+Enter | Confirm the entry and move up. |
| Esc | Discard the current edit. |
| Ctrl+; | Insert the current date. |
| Command+; | Insert the current time. |
| Command+Ctrl+V | Open Paste Special. |
| No shortcut | Paste all contents and formatting. |
| No shortcut | Paste formulas only. |
| No shortcut | Paste values only. |
| No shortcut | Paste cell formatting only. |
| No shortcut | Paste comments and notes. |
| No shortcut | Paste data validation rules. |
| No shortcut | Paste using the source theme. |
| No shortcut | Paste everything except borders. |
| No shortcut | Paste column widths. |
| No shortcut | Paste formulas and number formats. |
| No shortcut | Paste values and number formats. |
| Ctrl+Shift+= | Insert blank cells and shift the rest. |
| Ctrl+- | Delete the selected cells and shift the rest. |
| Ctrl+E | Fill the rest of the column from the pattern you started. |
| Command+K<br>Ctrl+K | Add or edit a hyperlink. |
| Shift+F2 | Insert or edit a note. |
| Command+Shift+F2 | Insert or edit a comment. |
| F7 | Check spelling. |
| Ctrl+' | Copy the formula from the cell above into this cell. |
| Ctrl+Shift+" | Copy the value from the cell above into this cell. |

| Shortcut | What it does |
| --- | --- |
| Command+F<br>Ctrl+F<br>Shift+F5 | Find text on the sheet. |
| Ctrl+H | Find text and replace it. |
| Command+G | Jump to the next matching cell. |
| Command+Shift+G | Jump to the previous matching cell. |
| Shift+F10 | Open the context menu. |
| No shortcut | Repeat the last command. |
| Shift+Command+Enter<br>Ctrl+Shift+Enter | Confirm the formula as an array formula. |
| Ctrl+Command+Space | Open the character viewer. |
| Ctrl+Fn+Delete | Delete from the cursor to the end of the line. |
| Option+Down | Show matching values already typed in this column. |
| Left | Move one character to the left while editing. |
| Right | Move one character to the right while editing. |
| Up | Move up one line while editing. |
| Down | Move down one line while editing. |
| Home | Move to the start of the line while editing. |
| End | Move to the end of the line while editing. |

## Formatting

| Shortcut | What it does |
| --- | --- |
| Command+1 | Open Format Cells. |
| Ctrl+Shift+F | Open the Font tab of Format Cells. |
| Command+B | Apply or remove bold. |
| Command+I | Apply or remove italic. |
| Command+U | Apply or remove underline. |
| Command+Shift+X | Apply or remove strikethrough. |
| Ctrl+6 | Cycle how objects appear on the sheet. |
| Command+Shift+> | Make the font larger. |
| Command+Shift+< | Make the font smaller. |
| Command+E | Center the contents in the cell. |
| Command+L | Align the contents to the left. |
| Command+Shift+L | Open the cell style list. |
| No shortcut | Open Quick Analysis for the selection. |

## Number formats

| Shortcut | What it does |
| --- | --- |
| Ctrl+Shift+~ | Apply the General number format. |

| Shortcut | What it does |
|---|---|
| Ctrl+Shift+$ | Apply the Currency format. |
| Ctrl+Shift+% | Apply the Percentage format. |
| Ctrl+Shift+^ | Apply the Scientific format. |
| Ctrl+Shift+# | Apply the Date format. |
| Ctrl+Shift+@ | Apply the Time format. |
| Ctrl+Shift+! | Apply the Number format with two decimal places. |

## Borders

| Shortcut | What it does |
|---|---|
| Command+Option+0 | Add an outside border. |
| Command+Option+- | Remove all borders. |
| Command+Option+Right | Add a border on the right. |
| Command+Option+Left | Add a border on the left. |
| Command+Option+Up | Add a border on the top. |
| Command+Option+Down | Add a border on the bottom. |

## Formulas

| Shortcut | What it does |
|---|---|
| Command+Shift+T | Insert an AutoSum formula. |
| Command+T<br>F4 | Cycle the selected reference among relative, absolute, and mixed. |
| Shift+F3 | Open Insert Function. |
| Ctrl+` | Show formulas in cells instead of results. |
| F9 | Recalculate cells that have changed. |
| Shift+F9 | Recalculate the active sheet. |
| Ctrl+Option+F9 | Force every formula to recalculate. |
| Ctrl+Option+Shift+F9 | Recheck formula dependencies and recalculate everything. |
| F9 | Calculate the selected part of the formula. |
| Ctrl+Shift+U | Expand or collapse the formula bar. |
| No shortcut | Edit the formula in the formula bar. |
| Ctrl+End | Move to the end of the formula. |
| Ctrl+Shift+End | Select through the end of the formula. |
| Ctrl+A | Open the argument dialog for the function you are typing. |
| Ctrl+Shift+A | Insert the argument names of the function. |
| F3 | Paste a defined name into the formula. |
| Ctrl+F3 | Open Name Manager. |
| Ctrl+Shift+F3 | Create names from the labels around the selection. |
| Ctrl+L<br>Command+F3 | Define a name for the selection. |

| Shortcut | What it does |
| --- | --- |
| No shortcut | Move to the Name Box. |
| Ctrl+Option+P | Show or hide formula ScreenTips. |
| = | Start a formula. |
| No shortcut | Open the error-checking menu. |

## Tables

| Shortcut | What it does |
| --- | --- |
| Command+T<br>Ctrl+T | Turn the range into a table. |
| Ctrl+Shift+T | Show or hide the total row of the table. |

## Filters

| Shortcut | What it does |
| --- | --- |
| Command+Shift+F<br>Ctrl+Shift+L | Turn filter arrows on or off. |
| Option+Down | Open the filter menu for this column. |

## Sort

| Shortcut | What it does |
| --- | --- |
| Command+Shift+R | Open Sort. |

## Outline

| Shortcut | What it does |
| --- | --- |
| Ctrl+8 | Show or hide the outline symbols. |
| Ctrl+9<br>Command+( | Hide the selected rows. |
| Ctrl+Shift+(<br>Command+Shift+( | Unhide rows within the selection. |
| Ctrl+0<br>Command+) | Hide the selected columns. |
| Ctrl+Shift+)<br>Command+Shift+) | Unhide columns within the selection. |
| Command+Shift+K | Group the selected rows or columns. |
| Command+Shift+J | Ungroup the selected rows or columns. |

## Windows

| Shortcut | What it does |
| --- | --- |
| Command+` | Switch to the next workbook window. |
| Command+Shift+` | Switch to the previous workbook window. |
| F6 | Move to the next pane or area of the window. |
| Shift+F6 | Move to the previous pane or area of the window. |

| Shortcut | What it does |
| --- | --- |
| Ctrl+F9<br>Command+M | Minimize the workbook window. |
| Ctrl+F10<br>Command+F10 | Maximize the workbook window. |
| No shortcut | Restore the workbook window to its previous size. |
| Command+Ctrl+F | Enter or leave full screen. |
| No shortcut | Move the workbook window. |
| No shortcut | Resize the workbook window. |
| No shortcut | Open the window control menu. |
| Command+H | Hide Excel. |

## Function keys

| Shortcut | What it does |
| --- | --- |
| F1<br>Command+/ | Open Help. |
| Shift+F7<br>Ctrl+Option+Command+R | Look up a synonym in the thesaurus. |
| Option+Shift+F10 | Open the menu for the selected object. |

## Charts

| Shortcut | What it does |
| --- | --- |
| No shortcut | Insert a chart on this sheet. |
| F11 | Create a chart on its own sheet. |
| Up<br>Down<br>Left<br>Right | Move among the elements of the chart. |

## PivotTables

| Shortcut | What it does |
| --- | --- |
| No shortcut | Refresh this PivotTable. |
| Command+Shift+K | Group the selected items in the PivotTable. |
| Command+Shift+J | Ungroup the selected items in the PivotTable. |
| Ctrl+- | Hide the selected item in the PivotTable. |
| Command+A | Select the whole PivotTable. |
| Space | Check or uncheck this field in the field list. |
| Option+Down | Open the filter menu for this PivotTable field. |
| Command+Option+P | Open the PivotTable Wizard. |