# Microsoft Excel Shortcuts Cheat Sheet

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## Essentials

| ACTION | WINDOWS | MAC |
|---|---|---|
| Copy / Cut / Paste | Ctrl+C / X / V | Cmd+C / X / V |
| Undo / Redo | Ctrl+Z / Ctrl+Y | Cmd+Z / Cmd+Y |
| Save / Save As | Ctrl+S / F12 | Cmd+S / Cmd+Shift+S |
| Open / New workbook | Ctrl+O / Ctrl+N | Cmd+O / Cmd+N |
| Print | Ctrl+P | Cmd+P |
| Find / Replace | Ctrl+F / Ctrl+H | Cmd+F / Control+H |
| Paste Special | Ctrl+Alt+V | Cmd+Control+V |
| Paste values only | Ctrl+Shift+V | Cmd+Shift+V |
| Edit active cell | F2 | Control+U |
| New line in a cell | Alt+Enter | Option+Return |
| Cancel entry | Esc | Esc |
| Repeat last action | F4 or Ctrl+Y | Cmd+Y |

## Navigate

| ACTION | WINDOWS | MAC |
|---|---|---|
| Jump to edge of data | Ctrl+Arrow | Cmd+Arrow |
| Go to A1 | Ctrl+Home | Control+Home |
| Go to last used cell | Ctrl+End | Control+End |
| Next / previous sheet | Ctrl+PgDn / PgUp | Option+Right / Left |
| Go To dialog | Ctrl+G or F5 | Control+G |
| Screen down / up | PgDn / PgUp | Fn+Down / Up |
| Next workbook window | Ctrl+Tab | Cmd+` |

## Select

| ACTION | WINDOWS | MAC |
|---|---|---|
| Select to edge of data | Ctrl+Shift+Arrow | Cmd+Shift+Arrow |
| Select whole column | Ctrl+Space | Control+Space |
| Select whole row | Shift+Space | Shift+Space |
| Select all / current region | Ctrl+A | Cmd+A |
| Extend selection | Shift+Arrow | Shift+Arrow |
| Select visible cells only | Alt+; | Cmd+Shift+Z |

## Formulas

| ACTION | WINDOWS | MAC |
|---|---|---|
| AutoSum | Alt+= | Cmd+Shift+T |
| Absolute / relative ref ($A$1) | F4 | Cmd+T |
| Insert function | Shift+F3 | Shift+F3 |
| Show all formulas | Ctrl+` | Control+` |
| Recalculate | F9 | F9 |
| Expand formula bar | Ctrl+Shift+U | Control+Shift+U |
| Today's date | Ctrl+; | Control+; |
| Current time | Ctrl+Shift+; | Cmd+; |
| Copy formula from above | Ctrl+' | Control+' |
| Trace precedents | Ctrl+[ | Control+[ |
| Enter in all selected cells | Ctrl+Enter | Control+Return |

## Format

| ACTION | WINDOWS | MAC |
|---|---|---|
| Format Cells dialog | Ctrl+1 | Cmd+1 |
| Bold / Italic / Underline | Ctrl+B / I / U | Cmd+B / I / U |
| Strikethrough | Ctrl+5 | Cmd+Shift+X |
| Currency format | Ctrl+Shift+$ | Control+Shift+$ |
| Percent format | Ctrl+Shift+% | Control+Shift+% |
| Number with commas | Ctrl+Shift+! | Control+Shift+! |
| Date format | Ctrl+Shift+# | Control+Shift+# |
| Outline border | Ctrl+Shift+& | Cmd+Option+0 |
| Remove borders | Ctrl+Shift+_ | Cmd+Option+- |
| AutoFit column width | Alt, H, O, I | Format › Column › AutoFit |

## Rows, columns & data

| ACTION | WINDOWS | MAC |
|---|---|---|
| Insert cells / rows | Ctrl+Shift++ | Cmd+Shift++ |
| Delete cells / rows | Ctrl+- | Cmd+- |
| Hide rows / columns | Ctrl+9 / Ctrl+0 | Control+9 / 0 |
| Fill down / right | Ctrl+D / Ctrl+R | Cmd+D / Cmd+R |
| Flash Fill | Ctrl+E | Cmd+E |
| Create table | Ctrl+T | Cmd+T |
| Filter on / off | Ctrl+Shift+L | Cmd+Shift+F |
| Open filter drop-down | Alt+Down | Option+Down |
| Group rows / columns | Alt+Shift+Right | Cmd+Shift+K |
| Insert chart | Alt+F1 | Fn+Option+F1 |
| Insert hyperlink | Ctrl+K | Cmd+K |
| Insert comment / note | Ctrl+Alt+M / Shift+F2 | Cmd+Shift+M / Fn+Shift+F2 |

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## Workbook & view

| ACTION | WINDOWS | MAC |
|---|---|---|
| New sheet | Shift+F11 | Fn+Shift+F11 |
| Close workbook | Ctrl+W | Cmd+W |
| Zoom in / out | Ctrl+Alt+= / - | Cmd+= / - |
| Spell check | F7 | Fn+F7 |
| Show ribbon key hints | Alt | – |
| Collapse ribbon | Ctrl+F1 | Cmd+Option+R |

**New in Microsoft 365**

**Python in Excel:** Ctrl + Alt + Shift + P starts a Python formula; Ctrl + Enter runs it (Windows).

**Checkboxes:** Insert › Checkbox, then press Space to tick selected boxes.

**Copilot:** select a table and open Copilot on the Home tab to ask questions in plain English.

**5 to learn first**

1. Ctrl + Arrow to jump 2. Ctrl + Shift + Arrow to select 3. Alt + = for AutoSum 4. F4 to lock references 5. Ctrl + T to make a table.

**Excel for the web:** most shortcuts work, but some (Ctrl + N, Ctrl + W) are taken by your browser.

## Must-know formulas

| FORMULA | WHAT IT DOES |
|---|---|
| =XLOOKUP(id, A:A, C:C) | Find a value and return a match from another column |
| =IF(B2>=50,"Pass","Fail") | Return one result if true, another if false |
| =IFS(A2>90,"A",A2>75,"B",TRUE,"C") | Several conditions without nested IFs |
| =SUMIFS(C:C, A:A, "East") | Add values that meet one or more conditions |
| =COUNTIFS(B:B, ">100") | Count cells that meet conditions |
| =AVERAGEIFS(C:C, A:A, "Pro") | Average values that meet conditions |
| =FILTER(A2:C99, C2:C99>500) | Return only the rows that match |
| =UNIQUE(A2:A99) | List each value once |
| =SORT(A2:C99, 3, -1) | Sort a range (here by column 3, largest first) |
| =TEXTJOIN(", ", TRUE, A2:A9) | Join text with a separator |
| =IFERROR(formula, "") | Hide errors with a blank or message |
| =INDEX(C:C, MATCH(id, A:A, 0)) | Classic lookup that works in older Excel |
| =TRIM(A2) / =PROPER(A2) | Remove extra spaces / Fix Name Case |
| =LEFT(A2,3) / =RIGHT / =MID | Pull characters from text |
| =TODAY() / =NETWORKDAYS(s, e) | Today's date / working days between dates |
| =ROUND(A2, 2) | Round to 2 decimal places |
| =PMT(rate/12, months, -loan) | Monthly loan or EMI payment |

## Ribbon Alt sequences (Windows)

| PRESS IN ORDER | RESULT |
|---|---|
| Alt, H, B, A | All borders |
| Alt, H, M, C | Merge & center |
| Alt, H, O, A | AutoFit row height |
| Alt, H, L | Conditional formatting |
| Alt, H, 0 / 9 | More / fewer decimals |
| Alt, H, I, R | Insert sheet rows |
| Alt, H, D, R | Delete sheet rows |
| Alt, A, S, A | Sort A to Z |
| Alt, A, M | Remove duplicates |
| Alt, N, V | Insert PivotTable |
| Alt, W, F, F | Freeze panes |
| Alt, F, T | Excel Options |