



ADVANCED EXCEL KEYBOARD SHORTCUTS – MACINTOSH

EXCEL KEYSTROKES	ACTION	EXCEL KEYSTROKES	ACTION
DATA SELECTION / NAVIGATION		FORMATTING	
Ctrl + Pg Up / Pg Down	Move to Prior / Next Worksheet	⌘ + Shift + V	Paste Special (copy first)
Shift / Ctrl + Spacebar	Select Entire Row / Column	⌘ + B / U / I	Toggle Bold / Underline / Italic
Ctrl + * (Ctrl + Shift + 8)	Select All Adjacent Cells	⌘ + 1	Format Cells
⌘ + A	Select Entire Worksheet	⌘ + Option + 0	Box Selection
Shift + F8	Add to Selection	⌘ + Option + Hyphen	No Border
⌘ + Shift + K / J	Group / Ungroup Selection	Option + Ctrl + (Shift) + Tab	Increase / Decrease Indent
Ctrl + 0 / 9	Collapse (Hide Columns / Rows)	⌘ + Shift + . / ,	Increase / Decrease Font Size
Ctrl + Shift + 0 / 9	Expand (Unhide Columns / Rows)	EDITING	
Ctrl + Arrow Keys	Move by Blocks of Cells	Ctrl + U	Toggle Edit / Navigation Mode
Shift + Arrow Keys	Select Cells	⌘ + T (edit mode)	Toggle Anchoring (\$ in cell ref)
Ctrl + Home / End	Move to Upper Left / Lower Right	Ctrl + Enter	Fill Selection with Formula / Text
Ctrl + . (within selection)	Move Clockwise to next Corner	Shift + F2	Insert Comment (Esc twice to exit)
Ctrl + - / Ctrl + +	Delete / Insert Selected Cells	Shift + F3	Display Formula Dialog Box
Option + ↓	Show Dropdown List Options	⌘ + = / Shift + F9	Calc Entire File / Active Sheet Only
Option + F10	Activate Toolbars	Ctrl + Option + Enter	Start New Line in Cell
Ctrl + Tab	Scroll thru Toolbars	Ctrl + ; / :	Insert Date / Time as Value
Tab + Shift	Scroll thru Icons / Functions	Ctrl + ` (tilda)	Toggle Cell Values / Formulas
DATA MANIPULATION		INPUTS VS. FORMULAS	
⌘ + C / V / X	Copy / Paste / Cut	Change all Inputs to Blue:	
Ctrl + R / D	Autofill (Copy Paste Right / Down)	– Go To ("F5", Ctrl + G, Edit => Go To)	
⌘ + Z / Y	Undo / Redo Last Action	– Select "Special" then "Constants", "OK" (selects all inputs)	
⌘ + F or Shift + F5	Find	– Manually change selection to blue font color	
⌘ + Shift + T	Summation (AutoSum)	Change all Formulas to Black:	
Ctrl + ' / "	Copy Formula / Value Above	– Select "Formulas" instead of "Constants"	
Ctrl + Shift + Enter	Enter Formula as an Array	– Manually change selection to black font color	
AUDITING		INCREASE / DECREASE DECIMAL	
Ctrl + [/]	Trace Direct Precedents / Dependents	Tools => Customize => Customize Keyboard => then	
Ctrl + { / }	Trace All Precedents / Dependents	Categories => Format, find "Increase Decimal" and insert	
F5 / Ctrl + G	Go To Previous Cell (Go To)	⌘ + J in "Enter new shortcut key" box and then under	
⌘ + Shift + O	Select All Commented Cells	"Decrease Decimal" insert ⌘ + D as new shortcut key	
FILE / APPLICATION RELATED			
⌘ + S / O / W	Save / Open / Close File		
⌘ + F6 / Ctrl + Tab	Toggle Files Within Excel		
⌘ + Tab	Toggle Applications		

Note: These are all built-in default Excel shortcuts. If macros or add-ins have overwritten these keystrokes, they will not work. ⌘ = CMD key