

Mac Excel Shortcuts

Almost all of the keyboard shortcuts that are available for Windows are available on the Mac as well. If you are new to the Mac, remember that in most cases, Command replaces Control, and Option replaces Alt.

A few of the keyboard shortcuts found in Excel for Windows are unavailable for Mac. These, however, may be created manually by selecting Tools > Customize Keyboard.

Editing

COMMAND + S	Save Workbook
COMMAND + C	Copy
COMMAND + V	Paste
COMMAND + X	Cut
COMMAND + Z	Undo
COMMAND + Y	Redo
COMMAND + A	Select All
COMMAND + B	Bold
COMMAND + TAB	Switch Program
COMMAND + Q	Close Program
COMMAND + N	New workbook
SHIFT + F11	New worksheet
COMMAND + TAB	Switch workbooks
COMMAND + page up	Select next worksheet to the right
COMMAND + page down	Select next worksheet to the left

Navigating

CONTROL + 9	Hide Row
SHIFT + CONTROL + 9	Unhide Row
SHIFT + Spacebar	Highlight row
CONTROL + Spacebar	Highlight column
CONTROL + Minus sign	Delete selected cells
Arrow keys	Move to new cells
COMMAND + Pg Up/Down	Switch worksheets
COMMAND + Arrow keys	Go to end of continuous range and select a cell
SHIFT + Arrow keys	Select range
SHIFT + COMMAND + Arrow	Select continuous range
Home	Move to beginning of line
COMMAND + Home	Move to cell "A1"
SHIFT + ENTER	Move to cell above
TAB	Move to cell to the right
SHIFT + TAB	Move to cell to the left
CONTROL +	Display a drop-down list

Formatting

COMMAND + 1	Format Box
SHIFT + CONTROL + ~	General format
SHIFT + CONTROL + !	Number format
SHIFT + CONTROL + #	Date format
SHIFT + CONTROL + \$	Currency format
SHIFT + CONTROL + %	Percentage format

In Formulas

CONTROL + U	Edit formula, showing precedent cells
CONTROL + OPTION + RETURN	Start new line in same cell
SHIFT + Arrow	Highlight within cells
COMMAND + T	Change absolute referencing (“\$”)
ESC	Cancel a cell entry
= (equals sign)	Start a formula
CONTROL + SHIFT + T	Sum selected cells
COMMAND + ‘	Copy formula from above cell
CONTROL + ‘	Show formulas or values
F9	Recalculate all workbooks (Note that the user will have to inactivate Expose in order for this shortcut to work)
SHIFT + CONTROL + RETURN	Enter array formula

Auditing

COMMAND + [Highlight precedent cells
COMMAND +]	Highlight dependent cells
SHIFT + COMMAND + {	Trace all precedents (indirect)
SHIFT + COMMAND + }	Trace all dependents (indirect)
