

Essential Excel Shortcuts		
Windows	Mac	Description
CTRL+O	COMMAND+O	Opens a workbook
CTRL+N	COMMAND+N	Creates a new workbook
CTRL+W	COMMAND+W	Closes an active workbook window
CTRL+S	COMMAND+S or CTRL+S	Saves a workbook
CTRL+C	COMMAND+C or CTRL+C	Copies the selected cells
CTRL+V	COMMAND+V or CTRL+V	Pastes copied content
CTRL+ALT+V	COMMAND+CTRL+V or CTRL+OPTION+V or COMMAND+OPTION+V	Displays the Paste Special dialog box. Available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program.
CTRL+Z	COMMAND+Z or CTRL+Z	Undo last action
CTRL+Y	COMMAND+Y	Redo last action
CTRL+X	COMMAND+X or CTRL+X	Cuts the selected cells
CTRL+P	COMMAND+P or CTRL+P	Displays the print dialog
CTRL+B	COMMAND+B or CTRL+B	Applies or removes bold formatting
CTRL+U or CTRL+4	COMMAND+U	Applies or removes underline formatting
CTRL+I	COMMAND+I or CTRL+I	Applies or removes Italic formatting
CONTROL+SHIFT+=	CONTROL+SHIFT+=	Inserts cells
CTRL + HYPHEN	COMMAND+HYPHEN or CTRL+HYPHEN	Deletes cells
CTRL+SPACEBAR	CTRL+SPACEBAR	Selects an entire column in a worksheet.
SHIFT+SPACEBAR	SHIFT+SPACEBAR	Selects an entire row in a worksheet.
SHIFT+F10	SHIFT+F10	Displays the "right click" or contextual menu for a selected item.
CTRL+F	COMMAND+F	Displays Find and replace dialog
CTRL+1	COMMAND + 1 or CTRL + 1	Displays the Format Cells dialog box.
SHIFT+F3	SHIFT+F3	Displays the Insert Function dialog box (Windows) and Formula Builder (MAC)
ALT+F8	OPTION+F8	Displays the Macro dialog box to create, run, edit, or delete a macro.
CTRL+ALT+F9	F9	Calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.

CTRL+6	CTRL+6	Alternates between hiding objects, displaying objects, and displaying placeholders for objects.
CTRL+K	COMMAND+K	Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for existing hyperlinks.
ALT+DOWN ARROW KEY	OPTION+DOWN ARROW KEY	Activates filter
CTRL+SHIFT+L	COMMAND+SHIFT +F	Toggles Autofilter
CTRL+T	CTRL+T	Inserts table
F7	F7	Displays check spelling dialog
F1	F1 or COMMAND+/ 	Opens Excel Help
ALT+F4	COMMAND+Q	Closes Excel