

## Excel keyboard shortcuts

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### About keyboard shortcuts

You can quickly perform tasks by using keyboard shortcuts — one or more keys that you press on the keyboard to complete a task. For example, when you press **⌘+P** the Print dialog box opens.

#### Notes

- Keyboard shortcut descriptions refer to the U.S. keyboard layout. Keys on other keyboard layouts might not correspond to the keys on a U.S. keyboard. Keyboard shortcuts for laptop computers might also differ.
- The settings in some versions of the Macintosh operating system and some utility applications might conflict with keyboard shortcuts and function key operations in Office. For information about changing the key assignment of a keyboard shortcut, see Mac Help for your version of the Macintosh operating system or see your utility application.

### ▼ Function keys

To	Press
Undo	F1
Cut text from the active cell	F2
Edit a cell comment	SHIFT+F2
Copy text from the active cell	F3
Open the Formula Builder	SHIFT+F3
Paste text into the active cell	F4
Repeat the last Find (Find Next)	SHIFT+F4
Close the window	⌘+F4
Display the <b>Go To</b> dialog box	F5
Display the <b>Find</b> dialog box	SHIFT+F5
Restore the window size.	⌘+F5
This keyboard shortcut conflicts with a default Mac OS X key assignment. To use this Office keyboard shortcut, you must first turn off the Mac OS X keyboard shortcut for this key. On the <b>Apple</b> menu, click <b>System Preferences</b> . Under <b>Hardware</b> , click <b>Keyboard</b> . Click the	

**Keyboard Shortcuts** tab, and then clear the **On** check box for the key assignment that you want to turn off.

Move to the next pane in a workbook that has been split

F6

Move to the previous pane in a workbook that has been split

SHIFT+F6

Move to the next workbook window

⌘+F6

Move to the previous workbook window

⌘+SHIFT+F6

Check spelling

F7

Turn on extend selection mode; used with arrow keys or cursor

F8

This keyboard shortcut conflicts with a default Exposé key assignment in Mac OS X version 10.3 or later. To use this Office keyboard shortcut, you must first turn off the Exposé keyboard shortcut for this key. On the **Apple** menu, click **System Preferences**. Under **Personal**, click **Exposé & Spaces**. Under **Keyboard and Mouse Shortcuts**, on the pop-up menu for the shortcut that you want to turn off, click **-**.

Add to the selection

SHIFT+F8

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Display the **Macro** dialog box

OPTION+F8

Calculate all sheets in all open workbooks.

F9

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Calculate the active sheet.

SHIFT+F9

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**Shortcuts**, on the pop-up menu for the shortcut that you want to turn off, click –.

Display a contextual menu.

This keyboard shortcut conflicts with a default Exposé key assignment in Mac OS X version 10.3 or later. To use this Office keyboard shortcut, you must first turn off the Exposé keyboard shortcut for this key. On the **Apple** menu, click **System Preferences**. Under **Personal**, click **Exposé & Spaces**. Under **Keyboard and Mouse Shortcuts**, on the pop-up menu for the shortcut that you want to turn off, click –.

Maximize or restore the workbook window

Make the first button on a floating toolbar active

Insert a new chart sheet.

This keyboard shortcut conflicts with a default Exposé key assignment in Mac OS X version 10.3 or later. To use this Office keyboard shortcut, you must first turn off the Exposé keyboard shortcut for this key. On the **Apple** menu, click **System Preferences**. Under **Personal**, click **Exposé & Spaces**. Under **Keyboard and Mouse Shortcuts**, on the pop-up menu for the shortcut that you want to turn off, click –.

Insert a new sheet.

This keyboard shortcut conflicts with a default Exposé key assignment in Mac OS X version 10.3 or later. To use this Office keyboard shortcut, you must first turn off the Exposé keyboard shortcut for this key. On the **Apple** menu, click **System Preferences**. Under **Personal**, click **Exposé & Spaces**. Under **Keyboard and Mouse Shortcuts**, on the pop-up menu for the shortcut that you want to turn off, click –.

Insert an Excel 4.0 macro sheet

Display the **Save As** dialog box.

This keyboard shortcut conflicts with a default Exposé key assignment in Mac OS X version 10.3 or later. To use this Office keyboard shortcut, you must first turn off the Exposé keyboard shortcut for this key. On the **Apple** menu, click **System Preferences**. Under **Personal**, click **Exposé & Spaces**. Under **Keyboard and Mouse Shortcuts**, on the pop-up menu for the shortcut that you want to turn off, click –.

Display the **Open** dialog box

Display the **Print** dialog box

SHIFT+F10

⌘+F10

OPTION+F10

F11

SHIFT+F11

⌘+F11

F12

⌘+F12

CONTROL+SHIFT+F12

## ▼ Moving and scrolling in a sheet or workbook

To	Press
Move one cell up, down, left, or right	An arrow key
Move to the edge of the current data region	CONTROL + arrow key
Move to the beginning of the row	HOME
Move to the beginning of the sheet	CONTROL+HOME
Move to the last cell in use on the sheet, which is the cell at the intersection of the rightmost column and the bottom row (in the lower-right corner); or the cell opposite the home cell, which is typically A1	CONTROL+END
Move down one screen	PAGE DOWN
Move up one screen	PAGE UP
Move one screen to the right	OPTION+PAGE DOWN
Move one screen to the left	OPTION+PAGE UP
Move to the next sheet in the workbook	CONTROL+PAGE DOWN
Move to the previous sheet in the workbook	CONTROL+PAGE UP
Move to the next workbook or window	CONTROL+TAB
Move to the previous workbook or window	CONTROL+SHIFT+TAB
Move to the next pane in a workbook that has been split	F6
Move to the previous pane in a workbook that has been split	SHIFT+F6
Scroll to display the active cell	CONTROL+DELETE
Display the <b>Go To</b> dialog box	CONTROL+G
Display the <b>Find</b> dialog box	⌘+F
Repeat the last Find action (same as Find Next)	⌘+G
Move between unlocked cells on a protected sheet	TAB

## ▼ Previewing and printing

To	Press
Display the <b>Print</b> dialog box	⌘+P
In print preview, move around the page when zoomed in	Arrow keys
In print preview, move to the last page when zoomed	CONTROL+DOWN

out

ARROW

### ▼ Entering data on a sheet

To	Press
Complete a cell entry and move forward in the selection	RETURN
Start a new line in the same cell	CONTROL+OPTION+RETURN
Fill the selected cell range with the text that you type	CONTROL+RETURN
Complete a cell entry and move back in the selection	SHIFT+RETURN
Complete a cell entry and move to the right in the selection	TAB
Complete a cell entry and move to the left in the selection	SHIFT+TAB
Cancel a cell entry	ESC
Delete the character to the left of the insertion point, or delete the selection	DELETE
Delete the character to the right of the insertion point, or delete the selection	DELETE ⌘
Delete text to the end of the line	CONTROL+DELETE ⌘
Move one character up, down, left, or right	An arrow key
Move to the beginning of the line	HOME
Repeat the last action	⌘+Y
Edit a cell comment	SHIFT+F2
Fill down	CONTROL+D
Fill to the right	CONTROL+R
Define a name	CONTROL+L

### ▼ Working in cells or the Formula bar

To	Press
Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents	DELETE
Complete a cell entry	RETURN
Enter a formula as an array formula	CONTROL+SHIFT+RETURN

Cancel an entry in the cell or formula bar	ESC
Display the Formula Builder after you type a valid function name in a formula	CONTROL+A
Insert a hyperlink	⌘+K
Edit the active cell and position the insertion point at the end of the line	CONTROL+U
Open the Formula Builder	SHIFT+F3
Calculate all sheets in all open workbooks	⌘+=
Calculate the active sheet	⌘+SHIFT+=
Start a formula	=
Toggle the formula reference style between absolute, relative, and mixed	⌘+T
Insert the AutoSum formula	⌘+SHIFT+T
Enter the date	CONTROL+SEMICOLON (;)
Enter the time	⌘+SEMICOLON (;)
Copy the value from the cell above the active cell into the cell or the formula bar	CONTROL+SHIFT+INCH MARK (")
Alternate between displaying cell values and displaying cell formulas	CONTROL+GRAVE ACCENT (`)
Copy a formula from the cell above the active cell into the cell or the formula bar	CONTROL+APOSTROPHE (')
Display the AutoComplete list	OPTION+DOWN ARROW
Define a name	CONTROL+L

#### ▼ Formatting and editing data

To	Press
Display the <b>Style</b> dialog box	⌘+SHIFT+L
Display the <b>Format Cells</b> dialog box	⌘+1
Apply the general number format	CONTROL+SHIFT+~
Apply the currency format with two decimal places (negative numbers appear in red with parentheses)	CONTROL+SHIFT+\$
Apply the percentage format with no decimal places	CONTROL+SHIFT+%
Apply the exponential number format with two decimal places	CONTROL+SHIFT+^
Apply the date format with the day, month, and year	CONTROL+SHIFT+#
Apply the time format with the hour and minute, and	CONTROL+SHIFT+@

indicate A.M. or P.M.	
Apply the number format with two decimal places, thousands separator, and minus sign (-) for negative values	CONTROL+SHIFT+!
Apply the outline border around the selected cells	⌘+OPTION+ZERO
Add an outline border to the right of the selection	⌘+OPTION+RIGHT ARROW
Add an outline border to the left of the selection	⌘+OPTION+LEFT ARROW
Add an outline border to the top of the selection	⌘+OPTION+UP ARROW
Add an outline border to the bottom of the selection	⌘+OPTION+DOWN ARROW
Remove outline borders	⌘+OPTION+HYPHEN
Apply or remove bold formatting	⌘+B
Apply or remove italic formatting	⌘+I
Apply or remove underscoring	⌘+U
Apply or remove strikethrough formatting	⌘+SHIFT+X
Hide rows	CONTROL+9
Unhide rows	CONTROL+SHIFT+(
Hide columns	CONTROL+ZERO
Unhide columns	CONTROL+SHIFT+)
Add or remove the shadow font style	⌘+SHIFT+W
Add or remove the outline font style	⌘+SHIFT+D
Edit the active cell	CONTROL+U
Cancel an entry in the cell or the formula bar	ESC
Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents	DELETE
Paste text into the active cell	⌘+V
Complete a cell entry	RETURN
Enter a formula as an array formula	CONTROL+SHIFT+RETURN
Display the Formula Builder after you type a valid function name in a formula	CONTROL+A

#### ▼ Working with a selection

To	Press
Copy the selection	⌘+C

Cut the selection	⌘+X
Paste the selection	⌘+V
Paste special	⌘+CONTROL+C
Clear the contents of the selection	DELETE
Delete the selection	CONTROL+HYPHEN
Copy a style	⌘+SHIFT+C
Paste a style	⌘+SHIFT+V
Copy text or graphics to the Scrapbook	CONTROL+OPTION+C
Paste to the Scrapbook	CONTROL+OPTION+V
Undo the last action	⌘+Z
Move from top to bottom within the selection (down), or move in the direction that is selected in <b>Edit</b> in the <b>Preferences</b> dialog box ( <b>Excel</b> menu, <b>Preferences</b> command)	RETURN
Move from bottom to top within the selection (up), or move opposite to the direction that is selected in <b>Edit</b> in the <b>Preferences</b> dialog box ( <b>Excel</b> menu, <b>Preferences</b> command)	SHIFT+RETURN
Move from left to right within the selection, or move down one cell if only one column is selected	TAB
Move from right to left within the selection, or move up one cell if only one column is selected	SHIFT+TAB
Move clockwise to the next corner of the selection	CONTROL+PERIOD
Move to the right between nonadjacent selections	CONTROL+OPTION+RIGHT ARROW
Move to the left between nonadjacent selections	CONTROL+OPTION+LEFT ARROW
Insert graphics using the Media Browser	⌘+CONTROL+M

#### ▼ Selecting cells, columns, or rows

To	Press
Extend the selection by one cell	SHIFT+arrow key
Extend the selection to the last nonblank cell in the same column or row as the active cell	CONTROL+SHIFT+arrow key
Extend the selection to the beginning of the row	SHIFT+HOME
Extend the selection to the beginning of the sheet	CONTROL+SHIFT+HOME
Extend the selection to the last cell used on the sheet	CONTROL+SHIFT+END

(lower-right corner)	
Select the entire column	CONTROL+SPACEBAR
Select the entire row	SHIFT+SPACEBAR
Select the entire sheet	⌘+A
Select only the active cell when multiple cells are selected	SHIFT+DELETE
Extend the selection down one screen	SHIFT+PAGE DOWN
Extend the selection up one screen	SHIFT+PAGE UP
Alternate between hiding objects, displaying objects, and displaying placeholders for objects	CONTROL+6
Show or hide the Standard toolbar	CONTROL+7
Turn on the capability to extend a selection by using the arrow keys	F8
Add another range of cells to the selection; or use the arrow keys to move to the start of the range you want to add, and then press F8 and the arrow keys to select the next range	SHIFT+F8
Select the current array, which is the array that the active cell belongs to	CONTROL+ /
Select cells in a row that don't match the value in the active cell in that row. You must select the row starting with the active cell.	CONTROL+ \
Select only cells that are directly referred to by formulas in the selection	CONTROL+SHIFT+[
Select cells in a column that don't match the value in the active cell in that column. You must select the column starting with the active cell.	CONTROL+[
Select all cells that are directly or indirectly referred to by formulas in the selection	CONTROL+SHIFT+{
Select only cells with formulas that refer directly to the active cell	CONTROL+]
Select all cells with formulas that refer directly or indirectly to the active cell	CONTROL+SHIFT+}
Select only visible cells in the current selection	⌘+SHIFT+Z

## ▼ Charts

To	Press
Insert a new chart sheet.	F11

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Cycle through chart object selection

An arrow key

#### ▼ Data forms

To	Press
Move to the same field in the next record	DOWN ARROW
Move to the same field in the previous record	UP ARROW
Move to the next field that you can edit in the record	TAB
Move to the previous field that you can edit in the record	SHIFT+TAB
Move to the first field in the next record	RETURN
Move to the first field in the previous record	SHIFT+RETURN
Move to the same field 10 records forward	PAGE DOWN
Move to a new record	CONTROL+PAGE DOWN
Move to the same field 10 records back	PAGE UP
Move to the first record	CONTROL+PAGE UP
Move one character left within a field	LEFT ARROW
Move one character right within a field	RIGHT ARROW
Select the character to the left	SHIFT+LEFT ARROW
Select the character to the right	SHIFT+RIGHT ARROW

#### ▼ Filters and PivotTable reports

To	Press
Display the Filter list or PivotTable page field pop-up menu for the selected cell	OPTION+DOWN ARROW

#### ▼ Outlining data

To	Press
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Display or hide outline symbols	CONTROL+8
Hide selected rows	CONTROL+9
Unhide selected rows	CONTROL+SHIFT+(
Hide selected columns	CONTROL+ZERO
Unhide selected columns	CONTROL+SHIFT+)

#### ▼ Toolbars

To	Press
Make the first button on a floating toolbar active	OPTION+F10
When a toolbar is active, select the next button or menu on the toolbar	TAB
When a toolbar is active, select the previous button or menu on the toolbar	SHIFT+TAB
When a toolbar is active, select the next toolbar	CONTROL+TAB
When a toolbar is active, select the previous toolbar	CONTROL+SHIFT+TAB
Perform the action assigned to the selected button	RETURN

#### ▼ Windows

To	Press
Expand or minimize the ribbon	⌘+OPTION+1
Switch to the next application	⌘+TAB
Switch to the previous application	⌘+SHIFT+TAB
Close the active workbook window	⌘+W
Restore the active workbook window size	⌘+F5
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Move to the next pane in a workbook that has been split	F6
Move to the previous pane in a workbook that has been split	SHIFT+F6
Switch to the next workbook window	⌘+F6
Switch to the previous workbook window	⌘+SHIFT+F6
Maximize or restore the workbook window	CONTROL+F10

Copy the image of the screen to the Clipboard

⌘+SHIFT+3

This keyboard shortcut conflicts with a default Mac OS X key assignment. To use this Office keyboard shortcut, you must first turn off the Mac OS X keyboard shortcut for this key. On the **Apple** menu, click **System Preferences**. Under **Hardware**, click **Keyboard**. Click the **Keyboard Shortcuts** tab, and then clear the **On** check box for the key assignment that you want to turn off.

Copy the image of the active window to the Clipboard (after pressing and releasing the key combination, click the window that you want to take a picture of).

⌘+SHIFT+4

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#### ▼ Dialog boxes

To	Press
Move to the next text box	TAB
Move to the previous text box	SHIFT+TAB
Switch to the next tab in a dialog box	CONTROL+TAB
Switch to the previous tab in a dialog box	CONTROL+SHIFT+TAB
Perform the action assigned to the default command button in the dialog box (the button with the bold outline, often the <b>OK</b> button)	RETURN
Cancel the command and close the dialog box	ESC

#### See also

[Common Office keyboard shortcuts](#)

[Create or delete a keyboard shortcut](#)