

# Excel Keyboard Shortcuts for Mac Users

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Listed below are useful keyboard shortcuts.

⌘+=	Calculate all sheets in all open workbooks.
⌘+1	Displays the <b>Format Cells</b> dialog box.
⌘+A	Selects the entire worksheet.
⌘+B	Applies or removes bold formatting.
⌘+C	Copies the selected cells.
⌘+F	Displays the <b>Find</b> dialog box.
⌘+G	Repeat the last <b>Find</b> action (same as Find Next)
⌘+I	Applies or removes italic formatting.
⌘+K	Displays the <b>Insert Hyperlink</b> dialog box for new hyperlinks or the <b>Edit Hyperlink</b> dialog box for selected existing hyperlinks.
⌘+P	Displays the <b>Print</b> dialog box.
⌘+U	Applies or removes underlining.
⌘+V	Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you cut or copied an object, text, or cell contents.
⌘+W	Closes the active workbook window.
⌘+X	Cuts the selected cells.
⌘+Y	Repeats the last command or action.
⌘+Z	Uses the <b>Undo</b> command to reverse the last command or to delete the last entry you typed.
CTRL+'	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
CTRL+-	Displays the <b>Delete</b> dialog box to delete the selected cells.
CTRL+!	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
CTRL+"	Copies the value from the cell above the active cell into the cell or the Formula Bar.
CTRL+#	Applies the Date format with the day, month, and year.
CTRL+\$	Applies the Currency format with two decimal places (negative numbers in parentheses).
CTRL+%	Applies the Percentage format with no decimal places.

<b>CTRL+(</b>	Unhides any hidden rows within the selection.
<b>CTRL+)</b>	Unhides any hidden columns within the selection.
<b>CTRL+*</b>	Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, it selects the entire PivotTable report.
<b>CTRL+:</b>	Enters the current time.
<b>CTRL+;</b>	Enters the current date.
<b>CTRL+@</b>	Applies the Time format with the hour and minute, and AM or PM.
<b>CTRL+^</b>	Applies the Exponential number format with two decimal places.
<b>CTRL+`</b>	Alternates between displaying cell values and displaying formulas in the worksheet.
<b>CTRL+~</b>	Applies the General number format.
<b>CTRL++</b>	Displays the <b>Insert</b> dialog box to insert blank cells.
<b>CTRL+0</b>	Hides the selected columns.
<b>CTRL+7</b>	Displays or hides the <b>Standard</b> toolbar.
<b>CTRL+8</b>	Displays or hides the outline symbols.
<b>CTRL+9</b>	Hides the selected rows.
<b>CTRL+N</b>	Creates a new, blank file.
<b>CTRL+O</b>	Displays the <b>Open</b> dialog box to open or find a file.
<b>CTRL+S</b>	Saves the active file with its current file name, location, and file format.

<b>F1</b>	Undo
<b>F2</b>	Edits the active cell. <b>SHIFT+F2</b> edits a cell comment.
<b>F3</b>	Copy text from the active cell. <b>SHIFT+F3</b> paste a function into a formula. <b>CTRL+F3</b> define a name. <b>CTRL+SHIFT+F3</b> create names by using row and column labels.
<b>F4</b>	Paste text into the active cell. <b>SHIFT+F4</b> repeat the last <b>Find (Find Next)</b> . <b>CTRL+F4</b> closes the selected workbook window.
<b>F5</b>	Displays the <b>Go To</b> dialog box. <b>SHIFT+F5</b> displays the <b>Find</b> dialog box. <b>CTRL+F5</b> restores the window size of the selected workbook window.
<b>F6</b>	Switches to the next pane in a worksheet that has been split ( <b>Window</b> menu, <b>Split</b> command). <b>SHIFT+F6</b> switches to the previous pane in a worksheet that has been split. <b>CTRL+F6</b> switches to the next workbook window when more than one workbook window is open. <b>CTRL+SHIFT+F6</b> switches to the previous workbook window.
<b>F7</b>	Displays the <b>Spelling</b> dialog box to check spelling in the active worksheet or selected range.
<b>F8</b>	Turns extend mode on or off. In extend mode, <b>EXT</b> appears in the status line, and the arrow keys extend the selection. <b>SHIFT+F8</b> enables you to add a non-adjacent cell or range to a selection of cells by using the arrow keys. <b>OPTION+F8</b> displays the <b>Macro</b> dialog box to run, edit, or delete a macro.
<b>F9</b>	<b>SHIFT+F9</b> calculates all worksheets in all open

	workbooks.
<b>F10</b>	<p><b>SHIFT+F10</b> displays the shortcut menu for a selected item.</p> <p><b>CTRL+F10</b> maximizes or restores the selected workbook window.</p> <p><b>OPTION+F10</b> makes toolbar active.</p>
<b>F11</b>	<p>Creates a chart of the data in the current range.</p> <p><b>SHIFT+F11</b> inserts a new worksheet.</p> <p><b>CTRL+F11</b> inserts a macro sheet.</p>
<b>F12</b>	<p>Displays the <b>Save As</b> dialog box.</p> <p><b>SHIFT+F12</b> saves the active file with its current file name, location, and file format.</p> <p><b>CTRL+F12</b> displays the <b>Open</b> dialog box to open or find a file.</p> <p><b>CTRL+SHIFT+F12</b> displays the <b>Print</b> dialog box.</p>