

EXCEL SHORTCUT – COMPUTE EXPERT

FILE

| Description | Windows | Mac |
|----------------------------|-----------|---------------------|
| Create a new workbook file | Ctrl + N | Command + N |
| Open a workbook file | Ctrl + O | Command + O |
| Save a workbook file | Ctrl + S | Command + S |
| Save as a workbook file | F12 | Command + Shift + S |
| Close current workbook | Ctrl + F4 | Command + W |
| Close excel | Alt + F4 | Command + Q |

PRINT

| Description | Windows | Mac |
|--------------------|-----------|-------------|
| Print file | Ctrl + P | Command + P |
| Open Print Preview | Ctrl + F2 | |

RIBBON

| Description | Windows | Mac |
|--|-----------|----------------------|
| Expand/collapse ribbon | Ctrl + F1 | Command + Option + R |
| Activate ribbon direct access button | Alt | |
| Move to the next ribbon control | Tab | Tab |
| Activate/open selected ribbon control | Space | Space |
| Confirm the change in ribbon control | Enter | Return |
| Get explanation help about selected ribbon control | F1 | |

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TABLE AND ITS FILTER

| Description | Windows | Mac |
|-----------------------------------|------------------|---------------------|
| Create table | Ctrl + T | Control + T |
| Select table rows | Shift + Space | Shift + Space |
| Select table columns | Ctrl + Space | Control + Space |
| Select the whole table | Ctrl + A | Command + A |
| Show/hide table total row | Ctrl + Shift + T | Command + Shift + T |
| Show/hide Autofilter in the table | Ctrl + Shift + L | Command + Shift + F |
| Activate filter in the table | Alt + ↓ | Option + ↓ |
| Remove slicer filter | Alt + C | Option + C |

DRAG AND DROP (CELL CONTENT)

| Description | Windows | Mac |
|-------------------------------------|---------------------|-----------------------|
| Drag and Cut (Overwrite) | Drag | Drag |
| Drag and Copy (Overwrite) | Ctrl + Drag | Option + Drag |
| Drag and Cut (To a new cell) | Shift + Drag | Shift + Drag |
| Drag and Copy (To a new cell) | Ctrl + Shift + Drag | Option + Shift + Drag |
| Drag and Cut (To another worksheet) | Alt + Drag | Command + Drag |

DRAG AND DROP (WORKSHEET)

| Description | Windows | Mac |
|---------------------|-------------|---------------|
| Move worksheet | Drag | Drag |
| Duplicate worksheet | Ctrl + Drag | Option + Drag |

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NAVIGATION

| Description | Windows | Mac |
|---|------------------|---------------------|
| Move one screen to the right | Alt + Page Down | Fn + Option + ↓ |
| Move one screen to the left | Alt + Page Up | Fn + Option + ↑ |
| Move one screen down | Page Down | Fn + ↓ |
| Move one screen up | Page Up | Fn + ↑ |
| Move to the data region's far right | Ctrl + → | Command + → |
| Move to the data region's far left | Ctrl + ← | Command + ← |
| Move to the data region's bottom | Ctrl + ↓ | Command + ↓ |
| Move to the data region's top | Ctrl + ↑ | Command + ↑ |
| Move to the beginning of the row | Home | Fn + ← |
| Move to the most top left in the worksheet where the row has data | Ctrl + End | Fn + Control + ← |
| Move to the most bottom right in the worksheet where the row has data | Ctrl + Home | Fn + Control + → |
| Toggle End Mode | End | Fn + → |
| Move back to the hyperlink | Ctrl + G + Enter | Control + G + Enter |

ACTIVE CELL

| Description | Windows | Mac |
|---|-------------------|------------------|
| Select just the active cell | Shift + Backspace | Shift + Delete |
| Show active cell in the worksheet | Ctrl + Backspace | Control + Delete |
| Move active cell clockwise in a cell range selection | Ctrl + . | Control + . |
| Move active cell down in a cell range selection | Enter | Enter |
| Move active cell up in a cell range selection | Shift + Enter | Shift + Enter |
| Move active cell to the right in a cell range selection | Tab | Tab |
| Move active cell to the left in a cell range selection | Shift + Tab | Shift + Tab |

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CELL SELECTION

| Description | Windows | Mac |
|--|----------------|----------------------|
| Select the whole row | Shift + Space | Shift + Space |
| Select the whole column | Ctrl + Space | Option + Space |
| Select the whole worksheet | Ctrl + A | Command + A |
| Select all the cells from where the currently selected cell is to where you click | Shift + Click | Shift + Click |
| Select the cells currently selected and the one you click simultaneously | Ctrl + Click | Command + Click |
| Select the same cell region in the column to the left | | Option + Tab |
| Select the same cell region in the column to the right | | Option + Shift + Tab |
| Move selection to the right in between the cells/cell ranges which are not connected | Ctrl + Alt + → | Control + Option + → |
| Move selection to the left in between the cells/cell ranges which are not connected | Ctrl + Alt + ← | Control + Option + ← |
| Toggle Add to Selection mode | Shift + F8 | Fn + Shift + F8 |
| Cancel cell selection | Esc | Esc |

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SELECTION EXTENSION

| Description | Windows | Mac |
|--|-------------------------|--------------------------|
| Extend selection one cell to the right | Shift + → | Shift + → |
| Extend selection one cell to the left | Shift + ← | Shift + ← |
| Extend selection one cell up | Shift + ↑ | Shift + ↑ |
| Extend selection one cell down | Shift + ↓ | Shift + ↓ |
| Extend selection to the last cell filled with data on the right | Ctrl + Shift + → | Control + Shift + → |
| Extend selection to the last cell filled with data on the left | Ctrl + Shift + ← | Control + Shift + ← |
| Extend selection to the last cell filled with data on the top | Ctrl + Shift + ↑ | Control + Shift + ↑ |
| Extend selection to the last cell filled with data on the bottom | Ctrl + Shift + ↓ | Control + Shift + ↓ |
| Extend selection one screen up | Shift + Page Up | Fn + Shift + ↑ |
| Extend selection one screen down | Shift + Page Down | Fn + Shift + ↓ |
| Extend selection one screen to the right | Alt + Shift + Page Down | Fn + Control + Shift + ↑ |
| Extend selection one screen to the left | Alt + Shift + Page Up | Fn + Control + Shift + ↓ |
| Extend selection to the beginning of the row | Shift + Home | Fn + Shift + ← |
| Extend selection to the first worksheet's cell | Ctrl + Shift + Home | Fn + Control + Shift + ← |
| Extend selection to the last worksheet's cell | Ctrl + Shift + End | Fn + Control + Shift + → |
| Toggle Selection Extension mode | F8 | Fn + F8 |

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SPECIAL SELECTION

| Description | Windows | Mac |
|--|------------------|--|
| Show Go To dialog box | Ctrl + G | Control + G |
| Select cells with comments | Ctrl + Shift + O | Fn + Control + Shift + O |
| Select the whole worksheet with the current active cell | Ctrl + Shift + * | Shift + Command + Space |
| Select the active cell's array | Ctrl + / | Control + / |
| Select the cell with different content to the active cell on one row in the selected cell range | Ctrl + \ | Control + \ |
| Select the cell with different content to the active cell on one column in the selected cell range | Ctrl + Shift + | Control + Shift + |
| Select direct cell references of the active cell's formula | Ctrl + [| Control + [|
| Select direct and indirect cell references of the active cell's formula | Ctrl + Shift + { | Control + Shift + { |
| Select all the cells that directly refer to the active cell in their formulas | Ctrl +] | Control +] |
| Select all the cells that directly and indirectly refer to the active cell in their formulas | Ctrl + Shift + } | Control + Shift + } |
| Select all the cells which are not hidden in the selected cell range | Alt + ; | Before Excel 2016: Command + Shift + Z After Excel 2016: Option + ; |

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EDIT CELL MENU

| Description | Windows | Mac |
|--|------------------|---------------------|
| Go to the edit mode of the active cell | F2 | Control + U |
| Insert or delete comment | Shift + F2 | Fn + Shift + F2 |
| Cancel edit mode | Esc | Esc |
| Select one character to the right | Shift + → | Shift + → |
| Select one character to the left | Shift + ← | Shift + ← |
| Move one word to the right | Ctrl + → | Option + → |
| Move one word to the left | Ctrl + ← | Option + ← |
| Select one word to the right | Ctrl + Shift + → | Control + Shift + → |
| Select one word to the left | Ctrl + Shift + ← | Control + Shift + ← |
| Select until the beginning of the cell | Shift + Home | Fn + Shift + ← |
| Select until the end of the cell | Shift + End | Fn + Shift + → |
| Delete until the end of the cell | Ctrl + Delete | |
| Delete one character to the left | Backspace | Delete |
| Delete one character to the right | Delete | Fn + Delete |
| Create new line in the text | Alt + Enter | Option + Enter |

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DATA INPUT

| Description | Windows | Mac |
|--|------------------|---------------------|
| Finish data input and move down | Enter | Enter |
| Finish data input and move up | Shift + Enter | Shift + Enter |
| Finish data input and move to the right | Tab | Tab |
| Finish data input and move to the left | Shift + Tab | Shift + Tab |
| Finish data input and stay in the same cell (when the selection is only in one cell) | Ctrl + Enter | Control + Enter |
| Input the same data on all cells in the selected cell range (when the selection is a cell range) | Ctrl + Enter | Control + Enter |
| Input current date | Ctrl + ; | Control + ; |
| Input current time | Ctrl + Shift + : | Command + ; |
| Input data from the top cell to the bottom one in the selected cell range | Ctrl + D | Command + D |
| Input data from the most left cell to the rightmost cell in the selected cell range | Ctrl + R | Command + R |
| Copy formula from the above cell | Ctrl + ' | Control + ' |
| Copy value from the above cell | Ctrl + Shift + " | Control + Shift + " |
| Add hyperlink | Ctrl + K | Command + K |
| Show AutoComplete list | Alt + ↓ | Option + ↓ |
| Flash fill (From excel 2013) | Ctrl + E | Control + E |

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GENERAL FORMAT

| Description | Windows | Mac |
|---|------------------|--------------------------------|
| Show Format Cells dialog box | Ctrl + 1 | Command + 1 |
| Show Format Cells dialog box with Font tab selected | Ctrl + Shift + F | Control + Shift + P |
| Toggle bold | Ctrl + B | Command + B |
| Toggle italic | Ctrl + I | Command + I |
| Toggle underline | Ctrl + U | Command + U |
| Toggle strikethrough | Ctrl + 5 | Command + Shift + X |
| Toggle shadow font | | Command + Shift + W |
| Toggle text outline | | Command + Shift + D |
| Align center | Alt + H > A > C | Command + E |
| Align left | Alt + H > A > L | Command + L |
| Align right | Alt + H > A > R | Command + R |
| Add indent | Alt + H > 6 | Control + Option + Tab |
| Remove indent | Alt + H > 5 | Control + Option + Shift + Tab |
| Increase font size | Alt + H > F > G | Command + Shift + > |
| Decrease font size | Alt + H > F > K | Command + Shift + < |

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NUMBER FORMAT

| Description | Windows | Mac |
|-------------------------|-------------------|----------------------|
| Apply general format | Ctrl + Shift + ~ | Control + Shift + ~ |
| Apply currency format | Ctrl + Shift + \$ | Control + Shift + \$ |
| Apply percentage format | Ctrl + Shift + % | Control + Shift + % |
| Apply scientific format | Ctrl + Shift + ^ | Control + Shift + ^ |
| Apply date format | Ctrl + Shift + # | Control + Shift + # |
| Apply time format | Ctrl + Shift + @ | Control + Shift + @ |
| Apply number format | Ctrl + Shift + ! | Control + Shift + ! |

BORDER

| Description | Windows | Mac |
|---------------------------------------|------------------|----------------------|
| Add outside border | Ctrl + Shift + & | Command + Option + 0 |
| Add/remove right side border | Alt + R | Command + Option + → |
| Add/remove left side border | Alt + L | Command + Option + ← |
| Add/remove top side border | Alt + T | Command + Option + ↑ |
| Add/remove bottom side border | Alt + B | Command + Option + ↓ |
| Add/remove upward diagonal border | Alt + D | |
| Add/remove horizontal interior border | Alt + H | |
| Add/remove vertical interior border | Alt + V | |
| Remove borders | Ctrl + Shift + _ | Command + Option + - |

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FORMULA

| Description | Windows | Mac |
|--|----------------------|---------------------------|
| Toggle absolute and relative reference | F4 | Command + T |
| Show Insert Function dialog box | Shift + F3 | Fn + Shift + F3 |
| AutoSum selected cell range | Alt + = | Command + Shift + T |
| Show/hide formula | Ctrl + ` | Control + ` |
| Input the argument that is needed by the formula (after the formula name is typed) | Ctrl + Shift + A | Control + Shift + A |
| Input array formula | Ctrl + Shift + Enter | Control + Shift + Enter |
| Trigger all worksheets' calculation process | F9 | Fn + F9 |
| Trigger the active worksheet's calculation process | Shift + F9 | Fn + Shift + F9 |
| Force to trigger all worksheets' calculation worksheet | Ctrl + Alt + F9 | |
| Evaluate formula part | F9 | Fn + F9 |
| Expand/collapse the formula bar | Ctrl + Shift + U | Control + Shift + U |
| Show Function Arguments dialog box | Ctrl + A | Control + A |
| Define name | Ctrl + F3 | Command + Fn + F3 |
| Define name using row/column label | Ctrl + Shift + F3 | Command + Fn + Shift + F3 |
| Add defined name when typing a formula | F3 | |
| Input the formula suggested by the AutoComplete | Tab | ↓ + Tab |

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WORKSHEET STRUCTURE

| Description | Windows | Mac |
|--|------------------------------------|--|
| Show Insert dialog box (row/column) | Ctrl + Shift + + | Command + Shift + + |
| Show Delete dialog box (cell/row/column) | Ctrl + - | Command + - |
| Hide column | Ctrl + 0 | Control + 0 |
| Hide row | Ctrl + 9 | Control + 9 |
| Show hidden column | Ctrl + Shift + 9 | Control + Shift + 0 |
| Show hidden row | Ctrl + Shift + 0 | Control + Shift + 9 |
| Show Group dialog box (row/column) | Alt + Shift + → | Command + Shift + K |
| Show Ungroup dialog box (row/column) | Alt + Shift + ← | Command + Shift + J |
| Toggle row/column grouping symbol | Ctrl + 8 | Control + 8 |
| Zoom in | Ctrl + Scroll the Mouse Wheel Up | Control + Trackpad/ Scroll the Mouse Wheel Up |
| Zoom out | Ctrl + Scroll the Mouse Wheel Down | Control + Trackpad/ Scroll the Mouse Wheel Down |

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PIVOT TABLE

| Description | Windows | Mac |
|--|-----------------|---------------------|
| Select the whole pivot table | Ctrl + A | Command + A |
| Check/uncheck pivot table's field checkbox | Space | Space |
| Group pivot table's items | Alt + Shift + → | Command + Shift + K |
| Ungroup pivot table's items | Alt + Shift + ← | Command + Shift + J |
| Hide pivot table's items | Ctrl + - | |
| Create pivot chart in the same worksheet | Alt + F1 | |
| Create pivot chart in a new worksheet | F11 | |
| Show PivotTable Wizard dialog box | Alt + D + P | |

DIALOG BOX

| Description | Windows | Mac |
|---|--------------------|-----------------------|
| Move to the next settings | Tab | Tab |
| Move to the previous settings | Shift + Tab | Shift + Tab |
| Move to the next tab | Ctrl + Tab | Control + Tab |
| Move to the previous tab | Ctrl + Shift + Tab | Control + Shift + Tab |
| Apply selected settings | Enter | Enter |
| Check/uncheck checkbox | Space | Space |
| Cancel selected settings and close the dialog box | Esc | Esc |

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WORKBOOK

| Description | Windows | Mac |
|---|--------------------|---|
| Insert a new workbook | Shift + F11 | Fn + Shift + F11 |
| Move to the next worksheet | Ctrl + Page Down | Fn + Control + ↓ |
| Move to the previous worksheet | Ctrl + Page Up | Fn + Control + ↑ |
| Move to the next panel | F6 | Fn + F6 |
| Move to the previous panel | Shift + F6 | Fn + F6 |
| Move to the next workbook | Ctrl + Tab | Before Excel 2016: Control + Tab After Excel 2016: Command + ` |
| Move to the previous workbook | Ctrl + Shift + Tab | Before Excel 2016: Control + Shift + Tab After Excel 2016: Command + Shift + ` |
| Minimize current workbook | Ctrl + F9 | Command + M |
| Maximize current workbook | Ctrl + F10 | Fn + Control + F10 |
| Select from the active worksheet to the clicked one | Shift + Click | Shift + Click |
| Select the active and the clicked worksheet | Ctrl + Click | Command + Click |
| Toggle scroll lock | ScrLk | Shift + F14 |
| Toggle full screen | Ctrl + Shift + F11 | Command + Control + F |

EXCEL SHORTCUT – COMPUTE EXPERT

GENERAL - 1

| Description | Windows | Mac |
|--|-------------------|----------------------|
| Show Excel Options/Preferences dialog box | Alt + F > T | Command + , |
| Show Help dialog box | F1 | Command + / |
| Show Cell Style dialog box | Alt + ' | Command + Shift + L |
| Show Spelling dialog box | F7 | Fn + F7 |
| Show Thesaurus dialog box | Shift + F7 | Fn + Shift + F7 |
| Show Macro dialog box | Alt + F8 | Fn + Option + F8 |
| Open VBA editor | Alt + F11 | Fn + Option + F11 |
| Cancel last action | Ctrl + Z | Command + Z |
| Redo the cancelled last action | Ctrl + Y | Command + Y |
| Repeat last action | F4 | Command + Y |
| Copy selected cells | Ctrl + C | Command + C |
| Cut selected cells | Ctrl + X | Command + X |
| Paste from the clipboard | Ctrl + V | Command + V |
| Show Paste Special dialog box | Ctrl + Alt + V | Command + Option + V |
| Show Find and Replace dialog box (Find) | Ctrl + F | Command + F |
| Show Find and Replace dialog box (Replace) | Ctrl + H | Control + H |
| Find next (Find menu) | Shift + F4 | Command + G |
| Find previous (Find menu) | Ctrl + Shift + F4 | Command + Shift + G |
| Create chart in the same worksheet | Alt + F1 | Fn + Option + F1 |
| Create chart in a new worksheet | F11 | |

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GENERAL – 2

| Description | Windows | Mac |
|---|----------------|------------------|
| Duplicate object | Ctrl + D | Command + D |
| Snap object to the gridlines (when moving/changing the object size) | Alt + Drag | Option + Drag |
| Hide/show object | Ctrl + 6 | Control + 6 |
| Show right-click menu | Shift + F10 | Fn + Shift + F10 |
| Show control menu | Alt + Space | |