

# EXCEL KEYBOARD SHORTCUTS FOR MAC

Shortcut	Action
Ctrl + fn + left arrow or Ctrl + fn + right arrow	Jump to cell A1 or last populated cell on sheet
⌘ + arrow key	Move to the edge of the current data region
⌘ + return	Fill the selected range with the current entry
Ctrl + shift + ~	Apply the default format
Ctrl + shift + \$	Apply the currency format
Ctrl C, X, V	Copy, Cut, Paste
Ctrl B, I, U	Bold, italics or underline
Ctrl + option + return	Start a new line within the same cell (text wrap)
Shift + ← → ↑ ↓	Select cells or extend/decrease an existing selection
⌘ + A	Select All
Ctrl Squiggle (key underneath ESC)	Show or hide formulae on a worksheet
⌘ + SHIFT + T	Insert the AutoSum formula to calculate a total
F5	Go to specific cell reference
Shift Click	To group consecutive sheets, click the 1st sheet, hold down shift and click the last sheet
Ctrl Click	To group non consecutive sheets, click the 1st sheet, hold down Ctrl and click other sheets
Option + Drag sheet	Duplicate sheet
Ctrl + semicolon (;)	Insert current date
⌘ + semicolon (;)	Insert current time
⌘ + W	Close Window (same as file close)
F2	Edit the current cell
⌘ + T	Insert an absolute cell reference
Fn F11	Create a chart based on the selected range
⌘⇧S	Save As

Legend: ⌘ Command | Option key is same as Alt key on PC  
Ctrl key is ^

