

# Excel Keyboard Shortcuts (Mac)

## Basic Shortcuts

Shortcut	Function
Cmd + N	Create new workbook
Cmd + O	Open workbook
Cmd + S	Save workbook
Cmd + P	Print workbook
Cmd + W	Close workbook
Cmd + Q	Quit Excel
Shift + Cmd + S	Save As

## Editing Shortcuts

Shortcut	Function
Cmd + X	Cut
Cmd + C	Copy
Cmd + V	Paste
Cmd + Z	Undo
Cmd + Shift + Z	Redo
Cmd + A	Select All
Ctrl + U	Edit active cell
Cmd + D	Fill down
Cmd + R	Fill right

## Formatting Shortcuts

Shortcut	Function
Cmd + 1	Format cells dialog
Cmd + B	Bold
Cmd + I	Italic
Cmd + U	Underline
Alt + Cmd + H	Fill color
Alt + Cmd + B	Add border
Cmd + Shift + \$	Apply currency format
Cmd + Shift + %	Apply percentage format
Cmd + Shift + #	Apply date format

## Navigation Shortcuts

Shortcut	Function
Cmd + Arrow Keys	Move to edge of data region
Cmd + Home	Move to beginning of worksheet
Cmd + End	Move to last cell with data
Fn + Cmd + Up Arrow	Move to previous worksheet
Fn + Cmd + Down Arrow	Move to next worksheet

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## Data Management Shortcuts

Shortcut	Function
Cmd + T	Create table
Cmd + L	Create table (alternative)
Cmd + ;	Insert current date
Cmd + Shift + :	Insert current time
Cmd + Shift + L	Toggle autofilters
Alt + Down Arrow	Open autofilter menu
Cmd + `	Toggle show formulas
Cmd + Shift + U	Expand/collapse formula bar

## Function Shortcuts

Shortcut	Function
Cmd + =	AutoSum
Shift + F3	Insert function
Cmd + Shift + A	Insert function arguments
Cmd + Shift + Enter	Enter array formula
Cmd + F3	Define name
Cmd + K	Insert hyperlink
Cmd + Y	Repeat last action

## Miscellaneous Shortcuts

Shortcut	Function
Cmd + F	Find
Cmd + H	Replace
Cmd + G	Go To
Cmd + =	Calculate all worksheets
Cmd + Option + Shift + F9	Force calculate all worksheets
Cmd + Shift + F9	Recheck dependent formulas
Option + F8	Open macro dialog
Option + F11	Open VBA editor