

Excel 2016 Shortcuts

Find shortcuts for previous Excel versions at www.wallstreetprep.com/excel-shortcuts

Edit	Windows	Mac
Copy	Ctrl + C	Ctrl + C
Paste	Ctrl + V	Ctrl + V
Undo	Ctrl + Z	Ctrl + Z
Redo	Ctrl + Y	Ctrl + Y

File	Windows	Mac
Open	Ctrl + O	Ctrl + O
New	Ctrl + N	Ctrl + N
Print	Ctrl + P	Ctrl + P
Save	Ctrl + S	Ctrl + S
Save as	F12	⌘ + ⌥ + S
Go to next workbook	Ctrl + Tab	⌘ + ~
Close file	Ctrl + F4	Ctrl + W

Formatting

Open Format Cells dialog	Ctrl + 1	⌘ + 1
Bold	Ctrl + B	⌘ + B
Italic	Ctrl + I	⌘ + I
Underline	Ctrl + U	⌘ + U
Number format	Ctrl + ⬆ + !	Ctrl + ⬆ + !
Percent format	Ctrl + ⬆ + %	Ctrl + ⬆ + %
Date format	Ctrl + ⬆ + #	Ctrl + ⬆ + #
Increase font size	Alt H FG	⌘ + ⬆ + >
Decrease font size	Alt H FK	⌘ + ⬆ + <
Insert/edit comment	⬆ + F2	⬆ + F2
Increase decimal	Alt H 0	
Decrease decimal	Alt H 9	
Increase indent	Alt H 6	Ctrl + M
Decrease indent	Alt H 5	⌘ + ⬆ + M
Clear cell data	Delete	Delete
Clear cell formats	Alt H E F	
Clear cell comments	Alt H E M	
Clear all	Alt H E A	

Borders

Outline border	Ctrl + ⬆ + &	Ctrl + ⬆ + &
Remove border	Ctrl + ⬆ + -	Ctrl + ⬆ + -
Left border	Alt H B L	⌘ + Opt + ←
Right border	Alt H B R	⌘ + Opt + →
Top border	Alt H B T	⌘ + Opt + ↑
Bottom border	Alt H B O	⌘ + Opt + ↓

Paste Special

Paste special formats	Ctrl + Alt + V T	Ctrl + ⌘ + V T
Paste special values	Ctrl + Alt + V V	Ctrl + ⌘ + V V
Paste special formulas	Ctrl + Alt + V F	Ctrl + ⌘ + V F
Paste special comments	Ctrl + Alt + V C	Ctrl + ⌘ + V C

Ribbon	Windows	Mac
Show ribbon accelerator keys	Alt	
Show/hide ribbon	Ctrl + F1	⌘ + Opt + R

Getting around a worksheet

Move from cell to cell	Arrows	Arrows
Go to end of contiguous range	Ctrl + Arrows	⌘ + Arrows
Move one screen up	PgUp	Fn + ↑
Move one screen down	PgDn	Fn + ↓
Move one screen left	Alt + PgUp	Fn + Opt + ↑
Move one screen right	Alt + PgDn	Fn + Opt + ↓
Go to cell A1	Ctrl + Home	Fn + Ctrl + ←
Go to beginning of row	Home	Fn + ←
Go to last cell in worksheet	Ctrl + End	Fn + Ctrl + →
Open the Go To dialog box	F5	F5

Selecting data in a worksheet

Select a cell range	⬆ + Arrows	⬆ + Arrows
Highlight a contiguous range	Ctrl + ⬆ + Arrows	⌘ + ⬆ + Arrows
Extend selection up a screen	PgUp	Fn + ⬆ + ↑
Extend selection down a screen	PgDn	Fn + ⬆ + ↓
Extend selection left a screen	Alt + ⬆ + PgUp	Fn + ⬆ + ⌘ + ↑
Extend selection right a screen	Alt + ⬆ + PgDn	Fn + ⬆ + ⌘ + ↓
Select all	Ctrl + A	⌘ + A

Data editing

Fill down from cell above	Ctrl + D	Ctrl + D
Fill right from cell left	Ctrl + R	Ctrl + R
Find and replace	Ctrl + F	Ctrl + F
Show all constants	F5 Alt + S O	
Highlight cells with comments	F5 Alt S C	

Data editing when inside cell

Edit the active cell (Edit mode)	F2	F2
While editing cell, allow use of arrow keys to create reference	F2	F2
Confirm change and leave cell	Enter	Return
Cancel cell entry and leave cell	Esc	Esc
Insert line break within cell	Alt + Enter	Opt + Enter
Highlight within a cell	⬆ + ← or →	⬆ + ← or →
Highlight contiguous items	Ctrl + ⬆ + ← or →	Ctrl + ⬆ + ← or →
Jump to beginning of cell	Home	
Jump to end of cell	End	
Delete character to left	Backspace	Delete
Delete character to right	Delete	Fn + Delete
Accept AutoComplete suggestion	Tab	Tab
Reference a cell from another worksheet	Ctrl + PgUp Arrows Ctrl + PgDn Arrows	Ctrl + Fn + ↑ Arrows Ctrl + Fn + ↓ Arrows

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Calculations

Windows Mac

Start a formula	=	=
Insert autosum formula	Alt + =	⌘ + ⬆ + T
Recalculate all worksheets	F9	F9
Anchor cells (A\$1\$), toggle anchors (edit mode)	F4	F4
Open Insert Formula dialog	⬆ + F3	⬆ + F3
Enter array formula (edit mode)	⬆ + Ctrl + Enter	⬆ + Ctrl + Enter

Auditing formulas

Inspect cell values (edit mode)	F9	F9
Switch to formula view	Ctrl + ~	Ctrl + ~
Select direct precedents	Ctrl + I	Ctrl + I
Select direct dependents	Ctrl + J	Ctrl + J
Trace immediate precedents	Alt M P	
Trace immediate dependents	Alt M D	
Remove tracing arrows	Alt M A A	
Go to last cell	F5 + Enter	F5 + Enter

Excel Utilities

Calculate all open workbooks	F9	F9
Open Excel Options dialog box	Alt F O	⌘ + ,
Accessing data validation	Alt A V V	
Get inside a drop-down list	Alt ⬆ or ⬇	Opt + ⬆ or ⬇
Insert data table	Alt A W T	
Open Sort dialog	Alt A S S	⌘ + ⬆ + R
Autofilter selection	Alt A T	
Insert a pivot table	Alt N V	
Insert a chart	Alt N R	
Zoom	Alt W Q	Ctrl + Mouse scroll
Name a cell or cell range	Ctrl + F3	Ctrl + L

Rows and Columns

Windows Mac

Select column	Ctrl + Space	Ctrl + Space
Select row	⬆ + Space	⬆ + Space
Delete row(s)/column(s)	Ctrl + -	Ctrl + -
Add row(s)/column(s)	Ctrl + ⬆ + +	Ctrl + ⬆ + +
Set column width	Alt H O W	
Autofit column width	Alt H O I	
Fit to specific row height	Alt H O H	
Group rows/columns	Alt + ⬆ + →	Opt + ⬆ + →
Ungroup rows/columns	Alt + ⬆ + ←	Opt + ⬆ + ←

Navigating across worksheets and panes

Jump to next worksheet	Ctrl + PgDn	Opt + →
Jump to previous worksheet	Ctrl + PgUp	Opt + ←
Change worksheet name	Alt H O R	
Rearrange tab order	Alt H O M	
Freeze pane	Alt W F F	
Split screen	Alt W S	
Toggle from tab, ribbon, task pane, status bar	F6	
Close help (and other panes)	Ctrl + Space + C	

Moving inside Excel forms (format dialog, page setup, etc.)

Move to next control	Tab	Tab
Move from tab to tab	Ctrl + Tab	Ctrl + Tab
Move to previous control	⬆ + Tab	⬆ + Tab
Move within a list	Arrows	Arrows
Activate control	Alt + Underlined Ltr	
Toggle checkboxes	Spacebar	Spacebar
Close a dialog	Esc	Esc
Apply change	Enter	Enter

Optimal Excel settings (PC and Mac)

1. Calculation options

Open Excel settings/preferences (Alt T O on Windows, Ctrl + , on Mac). Under "Calculation options," (under the "Formulas" tab in Windows), chose "Automatic except for data tables" and click on "Enable iterative calculation."

2. Disable Autocomplete

Open Excel settings/preferences. Click off "Enable Auto-Complete for cell values. In Windows, this can be found under Options > Advanced > Editing Options.

3. Disable Error Checking

Open Excel settings/preferences. Click off "background error checking." (Found under the "Formulas" tab in Windows.)

Disabling conflicting Mac OS shortcuts

Enable Ctrl + Arrows by disabling Mission Control settings

1. Go to System Preferences > Keyboard.
2. Go to "Keyboard shortcuts" tab.
3. Click "Mission Control" in the left window.
4. Expand the "Mission Control" tab in the right window and click off "Move left a space" and "Move right a space"

Enable Ctrl+Spacebar for highlighting columns by disabling Spotlight Search

1. System Preferences > Keyboard.
2. Go to "Keyboard shortcuts"s" tab.
3. Click "Spotlight" in the left window.
4. Disable "Show Spotlight Search."

A Note on Mac function keys

By default, Mac function keys control system settings and Mission Control. To use function keys for shortcuts, you'll need to hold down the "fn" key before you press F2, F3, etc. You can change this in **System Preferences > Keyboard** by checking "Use all F1, F2, etc. keys as standard function keys." You can now use the function keys without pressing "fn."