

Excel Shortcuts Cheat Sheet

DYNAMIC WEB TRAINING

dynamicwebtraining.com.au

Press the keys in sequence · the high-value shortcuts for day-to-day work · Windows & Mac

WINDOWS

MAC

Navigate & Select

Jump to edge of data

Ctrl Arrows

Cmd Arrows

Extend selection to edge

Ctrl Shift Arrows

Cmd Shift Arrows

Select entire column

Ctrl Space

Ctrl Space

Select entire row

Shift Space

Shift Space

Select current region

Ctrl A

Cmd A

Editing

Edit the active cell

F2

F2

Fill down from cell above

Ctrl D

Ctrl D

Fill right from cell left

Ctrl R

Ctrl R

Fill selected cells at once

Ctrl Enter

Ctrl Return

New line within a cell

Alt Enter

Ctrl Opt Return

Flash Fill

Ctrl E

Ctrl E

Insert today's date

Ctrl ;

Ctrl ;

Repeat last action

F4

Cmd Y

WINDOWS

MAC

Formulas

AutoSum

Alt =

Cmd Shift T

Toggle absolute reference (\$)

F4

Cmd T

Show all formulas

Ctrl `

Ctrl `

Insert function

Shift F3

Shift F3

Formatting

Format Cells dialog

Ctrl 1

Cmd 1

Strikethrough

Ctrl 5

Cmd Shift X

Percentage format

Ctrl Shift %

Ctrl Shift %

Currency format

Ctrl Shift \$

Ctrl Shift \$

Bold

Ctrl B

Cmd B

Data & Tables

Toggle filters on/off

Ctrl Shift L

Cmd Shift F

Open filter dropdown

Alt Down

Opt Down

Format as Table

Ctrl T

Ctrl T

Paste Special

Ctrl Alt V

Ctrl Cmd V