

Excel Keyboard Shortcuts Cheat Sheet

A printable Windows and Mac reference for navigation, editing, formatting, formulas, tables, charts, PivotTables, and everyday workbook tasks.



WINDOWS + MAC

PRINTABLE A4

VERSION 1.0 - AUGUST 2026

Free interactive guide: cheatsheetsilo.com/excel-shortcuts-cheat-sheet/

01 - START HERE

Essential Shortcuts

These commands cover the actions most people perform repeatedly. Learn this page first, then add shortcuts by task.

ACTION	WINDOWS	MAC
New workbook	Ctrl+N	Command+N
Open workbook	Ctrl+O	Command+O
Save workbook	Ctrl+S	Command+S
Copy	Ctrl+C	Command+C
Paste	Ctrl+V	Command+V
Undo	Ctrl+Z	Command+Z
Bold	Ctrl+B	Command+B
Format Cells	Ctrl+1	Command+1
Edit active cell	F2	F2 (Fn+F2 on some keyboards)
Insert worksheet	Shift+F11	Shift+F11
Toggle filters	Ctrl+Shift+L	Ctrl+Shift+L
AutoSum	Alt+=	Shift+Command+T

Tip: Save, Undo, Copy, Paste, Find, and Format Cells provide the largest immediate productivity gain.

02 - KNOW YOUR KEYBOARD

Windows and Mac Key Differences

Excel shortcuts are not always direct translations. Command often replaces Ctrl, but some actions use Control or Option on Mac.

ACTION	WINDOWS	MAC
Primary command modifier	Ctrl	Command
Ribbon or menu access	Alt	F6, Tab, or menu commands
Alternate modifier	Alt	Option
Home key on MacBook	Home	Fn+Left Arrow
End key on MacBook	End	Fn+Right Arrow
Page Up on MacBook	Page Up	Fn+Up Arrow
Page Down on MacBook	Page Down	Fn+Down Arrow
Context menu	Shift+F10	Shift+F10
Show or hide ribbon	Ctrl+F1	Command+Option+R

Function keys may control brightness, volume, or manufacturer utilities. Hold Fn when Excel does not receive F1-F12.

03 - MOVE WITHOUT THE MOUSE

Navigation and Selection

Jump across data regions, worksheet boundaries, and sheet tabs, then extend the selection with Shift.

ACTION	WINDOWS	MAC
Move one cell	Arrow key	Arrow key
Edge of data region	Ctrl+Arrow	Command+Arrow
Beginning of worksheet	Ctrl+Home	Ctrl+Home / Ctrl+Fn+Left
Last used cell	Ctrl+End	Ctrl+End / Ctrl+Fn+Right
Next worksheet	Ctrl+Page Down	Option+Right Arrow
Previous worksheet	Ctrl+Page Up	Option+Left Arrow
Extend by one cell	Shift+Arrow	Shift+Arrow
Extend to data edge	Ctrl+Shift+Arrow	Shift+Command+Arrow
Select column	Ctrl+Spacebar	Ctrl+Spacebar
Select row	Shift+Spacebar	Shift+Spacebar
Select region / worksheet	Ctrl+A	Command+A

If arrow keys scroll the sheet instead of moving the active cell, turn off Scroll Lock.

04 - WORK WITH CELL CONTENT

Enter, Edit, Copy, and Fill

Complete entries, add line breaks, fill ranges, and use Paste Special without interrupting the keyboard workflow.

ACTION	WINDOWS	MAC
Edit active cell	F2	F2
Complete and move down	Enter	Return
Complete and move up	Shift+Enter	Shift+Return
Complete and move right	Tab	Tab
Cancel entry	Esc	Esc
Line break inside cell	Alt+Enter	Option+Return
Fill selected cells	Ctrl+Enter	Command+Return
Paste Special	Ctrl+Alt+V	Ctrl+Command+V
Fill down	Ctrl+D	Ctrl+D
Fill right	Ctrl+R	Ctrl+R
Insert current date	Ctrl+;	Ctrl+;
Insert current time	Ctrl+Shift+;	Command+;

05 - FORMAT FASTER

Formatting and Number Formats

Open Format Cells for complete control, or apply common styles and number formats directly.

ACTION	WINDOWS	MAC
Format Cells	Ctrl+I	Command+I
Bold	Ctrl+B	Command+B
Italic	Ctrl+I	Command+I
Underline	Ctrl+U	Command+U
General format	Ctrl+Shift+~	Ctrl+Shift+~
Number format	Ctrl+Shift+!	Ctrl+Shift+!
Currency format	Ctrl+Shift+\$	Ctrl+Shift+\$
Percentage format	Ctrl+Shift+%	Ctrl+Shift+%
Date format	Ctrl+Shift+#	Ctrl+Shift+#
Time format	Ctrl+Shift+@	Ctrl+Shift+@
Insert cells / rows / columns	Ctrl++	Ctrl++
Delete cells / rows / columns	Ctrl+-	Ctrl+-

Symbol shortcuts follow a US keyboard layout. On other layouts, use Format Cells when a symbol key is difficult to locate.

06 - CALCULATE EFFICIENTLY

Formulas and Functions

Start formulas, insert functions, reveal formulas, change reference types, and control workbook recalculation.

ACTION	WINDOWS	MAC
Start a formula	=	=
Insert Function / Formula Builder	Shift+F3	Shift+F3
AutoSum	Alt+=	Shift+Command+T
Show or hide formulas	Ctrl+`	Ctrl+`
Cycle reference types	F4	Command+T / F4
Calculate active worksheet	Shift+F9	Shift+F9
Calculate open workbooks	F9	F9
Force full recalculation	Ctrl+Alt+F9	Ctrl+Option+F9
Find	Ctrl+F	Ctrl+F
Replace	Ctrl+H	Ctrl+H / Command+Shift+H

F4 changes A1 to \$A\$1, A\$1, and \$A1 while the reference is selected inside a formula.

07 - ANALYZE DATA

Tables, Filters, Charts, and PivotTables

Create structured tables, filter records, build charts, and refresh PivotTables from the keyboard.

ACTION	WINDOWS	MAC
Create Excel table	Ctrl+T	Command+T
Toggle AutoFilter	Ctrl+Shift+L	Command+Shift+F
Open filter list	Alt+Down Arrow	Option+Down Arrow
Open Sort dialog	Alt, A, S, S	Command+Shift+R
Reapply sort and filter	Ctrl+Alt+L	Use Data tab controls
Flash Fill	Ctrl+E	Ctrl+E
Embedded chart	Alt+F1	Use Insert and choose chart
New chart sheet	F11	F11
Create PivotTable	Alt, N, V, T	Insert > PivotTable
PivotTable field menu	Alt+Down Arrow	Option+Down Arrow
Refresh selected data	Alt+F5	PivotTable tab > Refresh
Refresh all data	Ctrl+Alt+F5	Data > Refresh All

Select clean tabular data with one header row before creating a table, chart, filter, or PivotTable.

08 - MASTER THE TOP ROW

Function Keys F1-F12

Function keys combine editing, navigation, calculation, chart, and file commands. Laptop keyboards may require Fn.

ACTION	WINDOWS	MAC
F1	Open Excel Help	Open Excel Help
F2	Edit active cell	Edit active cell
F3	Paste Name	Shift+F3: Formula Builder
F4	Repeat / change reference	Change reference type
F5	Go To	Go To
F6	Cycle interface areas	Cycle interface areas
F7	Check spelling	Check spelling
F8	Extend Selection mode	Extend Selection mode
F9	Calculate workbooks	Calculate workbooks
F10	Show Key Tips	Shift+F10: context menu
F11	Create chart sheet	Create chart sheet
F12	Save As	Save As

09 - FIX COMMON PROBLEMS

Troubleshooting and Learning Tips

Most shortcut problems come from keyboard modes, editing state, platform differences, or regional layouts.

F-key opens another app	Hold Fn, enable Fn Lock, or set F1-F12 as standard function keys.
Arrow keys scroll	Turn off Scroll Lock. On Windows, use the On-Screen Keyboard if necessary.
Shortcut types in the cell	Finish the current edit with Enter or cancel it with Esc, then retry.
Shortcut fails in Excel for the web	Switch to Editing mode. The browser may intercept some commands.
Symbol key gives another result	The reference uses a US layout. Locate the symbol on your regional keyboard.
Mac opens a system feature	Change the conflicting command in macOS Keyboard Shortcuts settings.
Learn efficiently	Choose three to five shortcuts each week and practice them in real tasks.
Protect important work	Save before insert, delete, fill, sort, refresh, or paste operations.

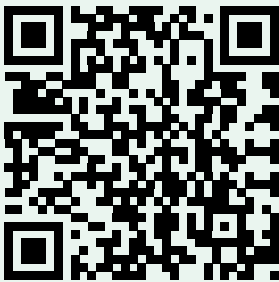
A practical core set

Save - Undo - Copy - Paste - Find - Edit Cell - Format Cells - Navigate Data - Toggle Filters

FULL INTERACTIVE REFERENCE

Continue learning online

The web version includes all 26 sections, 154 Copy buttons, searchable content, expanded notes, official resources, and related spreadsheet guides.



Scan the QR code or open:

cheatsheetsilo.com/
excel-shortcuts-cheat-sheet/

Free to use. No sign-up required.

About CheatSheetSilo

CheatSheetSilo creates free, practical references for spreadsheets, programming, productivity, and AI. Each guide is designed for fast lookup, clear examples, and everyday use.