

Excel 2016 Shortcuts

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

Edit			Ribbon		
	Windows	Mac		Windows	Mac
Copy	Ctrl + C	Ctrl + C	Show ribbon accelerator keys	Alt	
Paste	Ctrl + V	Ctrl + V	Show/hide ribbon	Ctrl + F1	⌘ + Opt + R
Undo	Ctrl + Z	Ctrl + Z			
Redo	Ctrl + Y	Ctrl + Y			
File			Getting around a worksheet		
Open	Ctrl + O	Ctrl + O	Move from cell to cell	Arrows	Arrows
New	Ctrl + N	Ctrl + N	Go to end of contiguous range	Ctrl + Arrows	⌘ + Arrows
Print	Ctrl + P	Ctrl + P	Move one screen up	PgUp	Fn + ↑
Save	Ctrl + S	Ctrl + S	Move one screen down	PgDn	Fn + ↓
Save as	F12	⌘ + ⌥ + S	Move one screen left	Alt + PgUp	Fn + Opt + ↑
Go to next workbook	Ctrl + Tab	Ctrl + ~	Move one screen right	Alt + PgDn	Fn + Opt + ↓
Close file	Ctrl + F4	Ctrl + W	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
Formatting			Selecting data in a worksheet		
Open Format Cells dialog box	Ctrl + 1	⌘ + 1	Select a cell range	↑ + Arrows	↑ + Arrows
Bold	Ctrl + B	Ctrl + B	Highlight a contiguous range	Ctrl + ↑ + Arrows	Ctrl + ↑ + Arrows
Italic	Ctrl + I	Ctrl + I	Extend selection up a screen	PgUp	Fn + ↑ + ↑
Underline	Ctrl + U	⌘ + U	Extend selection down a screen	PgDn	Fn + ↑ + ↓
Number format	Ctrl + ↑ + !	Ctrl + ↑ + !	Extend selection left a screen	Alt + ↑ + PgUp	Fn + ↑ + ⌘ + ↑
Percent format	Ctrl + ↑ + %	Ctrl + ↑ + %	Extend selection right a screen	Alt + ↑ + PgDn	Fn + ↑ + ⌘ + ↓
Date format	Ctrl + ↑ + #	Ctrl + ↑ + #	Select all	Ctrl + A	⌘ + A
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	Ctrl + Opt + V V			
Clear cell comments	Alt H E M	Ctrl + Opt + V F			
Clear all	Alt H E A	Ctrl + Opt + V C			
Borders			Data editing		
Outline border	Ctrl + ↑ + &	Ctrl + ↑ + &	Fill down from cell above	Ctrl + D	Ctrl + D
Remove border	Ctrl + ↑ + -	Ctrl + ↑ + -	Fill right from cell left	Ctrl + R	Ctrl + R
Left border	Alt H B L	⌘ + Opt + ←	Find and replace	Ctrl + F	Ctrl + F
Right border	Alt H B R	⌘ + Opt + →	Show all constants	F5 Alt + S O	
Top border	Alt H B T	⌘ + Opt + ↑	Highlight cells with comments	F5 Alt S C	
Bottom border	Alt H B O	⌘ + Opt + ↓			
Paste Special			Data editing when inside cell		
Paste special formats	Ctrl + Alt + V T	Ctrl + ⌘ + V T	Edit the active cell (Edit mode)	F2	F2
Paste special values	Ctrl + Alt + V V	Ctrl + ⌘ + V V	While editing cell, allow use of arrow keys to create reference	F2	F2
Paste special formulas	Ctrl + Alt + V F	Ctrl + ⌘ + V F	Confirm change and leave cell	Enter	Return
Paste special comments	Ctrl + Alt + V C	Ctrl + ⌘ + V C	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	Fn + ←
			Jump to end of cell	End	Fn + →
			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 + Fn + ↑ Arrows
				Ctrl + PgDn Arrows	Ctrl + Fn + ↓ Arrows

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Calculations

Windows

Mac

Start a formula	=	=
Insert autosum formula	Alt + =	Ctrl + ⌘ + T
Recalculate all worksheets	F9	F9
Anchor cells (A\$1\$), toggle anchors (edit mode)	F4	F4
Insert a function	⌘ + 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

Recalculate all worksheets	F9	F9
Open Excel Options dialog box	Alt F O	Ctrl + ,
Accessing data validation	Alt A V V	
Get inside a drop-down list	Alt ⬆ or ⬇	Opt + ⬆ or ⬇
Insert data table	Alt A W T	
Sort a data range	Alt A S S	⌘ + Ctrl + 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	Fn + Ctrl + ⬇
Jump to previous worksheet	Ctrl + PgUp	Fn + Ctrl + ⬆
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" 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."