Excel Keyboard Shortcuts for a MAC

Navigating Shortcuts

Shortcut	Action	Shortcut	Action
⌘ + Tab	Toggle between programs	Fn + ⌘ + Right Arrow	Move to the last cell on the worksheet
Shift + ⌘ + `	Toggle between open Excel files	⌘ + ,	Open Excel Options menu
Fn + Up Arrow (Down Arrow)	Page Up / Page down	⌘ + Arrow Keys	Move by one block of data within a row or column
Fn + Ctrl + Up Arrow (Down Arrow)	Move between worksheets within the active file	Ctrl + [/ Ctrl +]	Jump to precedent cells / Jump to dependent cells
Shift + Fn + Ctrl + Up Arrow (Down Arrow)	Select multiple worksheets within the active file	F5 (or Ctrl + G) and then Enter	Return to the last cell visited
Fn + Left Arrow	Move to the beginning of the line	Ctrl + \	In a selected row, select the cells that don't match the formula in the active cell
Fn + ⌘ + Left Arrow	Move to the beginning of the worksheet		

Function Key Equivalents

Shortcut	Action
⌘ + /	Display Help
⌘ + W	Close Help (or any window)
Ctrl + U	Edit the active cell
⌘ + Y	Repeat the last action
⌘ + T	Absolute referencing
F5 or (Ctrl+G)	Go To
F7	Spell check
Shift + F9	Calculate (manual)

Function Shortcuts

Shortcut	Action
⌘ + N	Create a new file
⌘ + O	Open an existing file
⌘ + P	Print
⌘ + S	Save
⌘ + W	Close the existing file
Shift + ⌘ + T	Sum a column
Shift + F2	Insert a comment
Ctrl + Shift + A	Prompts to edit a formula

Formatting Shortcuts

Shortcut	Action
⌘ + 1	Display the Cells command
⌘ + B	Apply bold formatting
⌘ + I	Apply italic formatting
⌘ + U	Underline cells
Ctrl + ;	Enter the date
Ctrl + Shift + ;	Enter the time
Ctrl + Shift + !	Apply the number format
Ctrl + Shift + #	Apply the date format
Ctrl + Shift + $	Apply currency format
Ctrl + Shift + %	Apply percent format
Alt + ⌘ + 0	Apply an outline border
Alt + ⌘ + _	Remove an outline border
Ctrl + 0	Hide selected column(s)
Ctrl + Shift + 0	Unhide selected column (s)
Ctrl + 9	Hide selected row(s)
Ctrl + Shift + 9	Unhide selected row(s)
Ctrl + ~	View cell formulas

Editing Shortcuts

Shortcut	Action
Ctrl + U (or F2)	Edit the active cell
⌘ + C	Copy
⌘ + D	Copy down
⌘ + F	Find
Ctrl + G (or F5)	Go To
Ctrl + H	Replace
⌘ + R	Copy right
⌘ + V	Paste
⌘ + X	Cut
Ctrl + ⌘ + V	Paste Special
⌘ + Z	Undo last action
Option + Enter	Start new line in same cell
Option + Down arrow	Open a filter drop down box
Fn + Ctrl + Delete	Delete text to end of line
Ctrl + '	Copy formula from cell above
Ctrl + Shift + '	Copy value from cell above
Fn + Delete	Delete contents from cell(s)

Selecting Cells

Shortcut	Action
⌘ + A	Select entire sheet
Ctrl + Spacebar	Select the column
Shift + Spacebar	Select the row
Shift + ⌘ + K (J to ungroup)	Group (ungroup) selected rows or columns
Shift + ⌘ + Arrow Keys	Extend the selection to the last non-blank cell in the same row or column

Setting Tips

Your Mac customizations may interfere w/ shortcuts
For optimal Excel keyboard settings on a Mac go to:
System Preferences --> Keyboard
Keyboard tab: Enable "Use all F1, F2, etc. keys..."
Shortcuts tab: Enable "Move focus to menu bar"
(use Ctrl + F2 to access Excel menus w/ keyboard)