



Essential Excel Shortcuts For Windows



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Essential Excel Windows Shortcuts



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Key Command	Description
ALT+DOWNARROW KEY	Activates filter
ALT+F4	Closes Excel
ALT+F8	Displays the Macro dialog box to create, run, edit, or delete a macro.
CONTROL+SHIFT+=	Inserts cells
CTRL + HYPHEN	Deletes cells
CTRL +\	Selects cells in a row that don't match the value in the active cell in that row. The row starting with the active cell must be
CTRL+ /	Selects an array (array that the active cell belongs to)
CTRL+0	Hides the selected columns.
CTRL+1	Displays the Format Cells dialog box.
CTRL+6	Alternates between hiding objects, displaying objects, and displaying placeholders for objects.
CTRL+8	Displays or hides the outline symbols.
CTRL+9	Hides the selected rows.
CTRL+ALT+F9	Calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.
CTRL+ALT+V	Displays the Paste Special dialog box. Available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program.
CTRL+B	Applies or removes bold formatting
CTRL+C	Copies the selected cells
CTRL+F	Displays Find and replace dialog

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Key Command	Description
CTRL+I	Applies or removes Italic formatting
CTRL+K	Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for existing hyperlinks.
CTRL+N	Creates a new workbook
CTRL+O	Opens a workbook
CTRL+P	Displays the print dialog
CTRL+S	Saves a workbook
CTRL+SHIFT+L	Toggles Autofilter
CTRL+SPACEBAR	Selects an entire column in a worksheet.
CTRL+T	Inserts table
CTRL+U or CTRL+4	Applies or removes underline formatting
CTRL+V	Pastes copied content
CTRL+W	Closes an active workbook window
CTRL+X	Cuts the selected cells
CTRL+Y	Redo last action
CTRL+Z	Undo last action



Essential Excel Shortcuts For MAC



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Essential Excel MAC Shortcuts



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Key Command	Description
COMMAND + 1 or CTRL + 1	Displays the Format Cells dialog box.
COMMAND+B or CTRL+B	Applies or removes bold formatting
COMMAND+C or CTRL+C	Copies the selected cells
COMMAND+CTRL+V or CTRL+OPTION+V or COMMAND+OPTION+V	Displays the Paste Special dialog box. Available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program.
COMMAND+F	Displays Find and replace dialog
COMMAND+G	Repeats the last Find action.
COMMAND+HYPHEN or CTRL+HYPHEN	Deletes cells
COMMAND+I or CTRL+I	Applies or removes Italic formatting
COMMAND+K	Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for existing hyperlinks.
COMMAND+N	Creates a new workbook
COMMAND+O	Opens a workbook
COMMAND+P or CTRL+P	Displays the print dialog
COMMAND+Q	Closes Excel
COMMAND+S or CTRL+S	Saves a workbook
COMMAND+SHIFT +F	Toggles Autofilter
COMMAND+U	Applies or removes underline formatting
COMMAND+V or CTRL+V	Pastes copied content

Essential Excel MAC Shortcuts



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Key Command	Description
COMMAND+W	Closes an active workbook window
COMMAND+X or CTRL+X	Cuts the selected cells
COMMAND+Y	Redo last action
COMMAND+Z or CTRL+Z	Undo last action
CONTROL+SHIFT+=	Inserts cells
CTRL +\	Selects cells in a row that don't match the value in the active cell in that row. The row starting with the active cell must be selected.
CTRL+/ 	Selects an array (array that the active cell belongs to)
CTRL+0	Hides the selected columns.
CTRL+6	Alternates between hiding objects, displaying objects, and displaying placeholders for objects.
CTRL+8	Displays or hides the outline symbols.
CTRL+9	Hides the selected rows.
CTRL+SPACEBAR	Selects an entire column in a worksheet.
CTRL+T	Inserts table
F1 or COMMAND+/ 	Opens Excel Help
F7	Displays check spelling dialog