Excel Keyboard Shortcuts

Workbook essentials & editing | 32 shortcuts

01 Workbook essentials

ACTION	WINDOWS	MAC
New workbook	Ctrl + N	Cmd + N
Open file	Ctrl + O	Cmd + O
Save file	Ctrl + S	Cmd + S
Print	Ctrl + P	Cmd + P
Close workbook	Ctrl + W	Cmd + W
Find text or values	Ctrl + F	Cmd + F
Replace text or values	Ctrl + H	Ctrl + H
Go to a cell	Ctrl + G	Ctrl + G

02 Editing and data entry

ACTION	WINDOWS	MAC
Copy	Ctrl + C	Cmd + C
Cut	Ctrl + X	Cmd + X
Paste	Ctrl + V	Cmd + V
Undo	Ctrl + Z	Cmd + Z
Redo	Ctrl + Y	Cmd + Y
Fill down	Ctrl + D	Cmd + D
Fill right	Ctrl + R	Cmd + R
Paste Special	Ctrl + Alt + V	Cmd + Ctrl + V

Quick tips

Use + to mean keys pressed together. Cmd is the Mac Command key.
Desktop Excel only; web versions and regional keyboard layouts may differ.
Mac function keys may require Fn; system shortcuts can conflict.

Excel Keyboard Shortcuts

Navigation, formatting & analysis | 32 shortcuts

03 Navigation and selection

ACTION	WINDOWS	MAC
Move one cell	Arrow keys	Arrow keys
Move to data edge	Ctrl + Arrow	Cmd + Arrow
Extend selection one cell	Shift + Arrow	Shift + Arrow
Select to data edge	Ctrl + Shift + Arrow	Cmd + Shift + Arrow
Select entire row	Shift + Space	Shift + Space
Select entire column	Ctrl + Space	Ctrl + Space
Select region / whole sheet	Ctrl + A	Cmd + A
New worksheet	Shift + F11	Shift + F11

04 Formatting and analysis

ACTION	WINDOWS	MAC
Bold	Ctrl + B	Cmd + B
Italic	Ctrl + I	Cmd + I
Underline	Ctrl + U	Cmd + U
Format Cells dialog	Ctrl + 1	Cmd + 1
Toggle filters	Ctrl + Shift + L	Cmd + Shift + F
Insert current date	Ctrl + ;	Ctrl + ;
Insert current time	Ctrl + Shift + ;	Cmd + ;
Recalculate open workbooks	F9	F9

Quick tips

Press Ctrl/Cmd + A again to expand the selection if needed.
The date and time shortcuts enter fixed values, not live formulas.
See Microsoft Support: Keyboard shortcuts in Excel for platform-specific details.