

Some Keyboard Shortcuts in Excel

These can greatly improve your efficiency in the use of Excel.

Notes:

The shortcuts described below refer to the US keyboard layout. Keys for other layouts might not correspond exactly to the keys on a US keyboard.

A plus sign (+) in a shortcut means that you need to press multiple keys at the same time.

A comma sign (,) in a shortcut means that you need to press multiple keys in order.

Action	Windows	macOS
Save a workbook	Ctrl+S	Command (⌘) + S
Copy selection	Ctrl+C	⌘+C
Paste selection	Ctrl+V	⌘+V
Cut selection	Ctrl+X	⌘+X
Undo action	Ctrl+Z	⌘+Z
Redo action	Ctrl+Y	⌘+Y
Use Paste Special	Ctrl+Alt+V	⌘+Ctrl+V
Navigation		
Move to cell A1	Ctrl+Home	Fn+Left Arrow key
Move to last cell in use on the sheet	Ctrl+End	Ctrl+Fn+Down Arrow Key
Move to the edge of the current data region	Ctrl+Arrow Key	⌘+Arrow Key
Selecting Data Ranges		
Select current region or entire worksheet. Press more than once to expand the selection	Ctrl+A	⌘+A
Expand selection to last non-blank cell in the same column or row as the active cell	Ctrl+Shift+Arrow key	⌘+Shift+Arrow Key
Entire row	Shift+Spacebar	Shift+Spacebar
Entire column	Ctrl+Spacebar	Ctrl+Spacebar
Worksheet Tabs		
Add a worksheet	Shift+F11	Shift+F11
Toggle between worksheets	Ctrl+Page up or Page down	Ctrl+Page up or Page down
Shortcuts in Functions		
Enter Edit mode	F2	F2
Lock cell references. Press more than once to toggle between locking both row and column references, just the row reference, just the column reference, no locks	F4	F4