

# Excel for Mac Commonly-Used Keyboard Shortcuts

**CTRL+U** Edits the active cell

**CMD+T** Used after CTRL+U, applies absolute reference (cell anchoring) notation to cell coordinates. Repeat to cycle through the different types of anchoring.

**CMD+OPTION+O** Applies the outline border to the selected cells

**CTRL+SHIFT+\$** Applies the Currency format with two decimal places (negative numbers in parentheses)

**CTRL+SHIFT+%** Applies the Percentage format with no decimals

**CTRL+~ (tilde)** Alternates between displaying cell values and displaying formulas in the worksheet

**CTRL+'** Copies a formula from the cell above the active cell into the active cell and the Formula Bar

**CMD+1** Displays the Format Cells dialog box

**CTRL+D** Uses the Fill Down command to copy the contents and the format of the top-most cell of a selected range into the cells below

**FUNCTION+SHIFT+F2** Enters/edits a Comment in a cell

**CTRL+SHIFT+O** Selects all cells that contain Comments

**CTRL+R** Uses the Fill Right command to copy the contents and format of the left-most cell of a selected range into the cells to the right

**CMD+Y** Repeats the last command or action

**CMD+Z** Uses the Undo command to reverse the last command or action

**FUNCTION+ALT+F1** Creates a chart of selected data in a new worksheet

**FUNCTION+F9** Calculates entire workbook incl. data tables

**CTRL+[** Jumps you to the cell that feeds the current cell; then **CTRL+G+RETURN** returns you to the original cell

**SHIFT+ARROW KEY** Extends the selection of cells by 1 in the direction of the arrow used

**CTRL+SHIFT+ARROW KEY** Extends the selection of cells to the last nonblank cell in the same column or row as the active cell

**DELETE** Removes the cell contents, data and formulas from selected cells without affecting cell formats or comments

**FUNCTION+CTRL+RIGHT ARROW** Moves to the last cell on a worksheet, in the lowest used row of the right-most used column

**FUNCTION+CTRL+LEFT ARROW** Moves to the beginning of a worksheet

**FUNCTION+CTRL+SHIFT+LEFT ARROW** Extends the selection of cells to the beginning of the worksheet

**FUNCTION+CTRL+DOWN ARROW** Moves to the next sheet in a workbook

**FUNCTION+CTRL+UP ARROW** Moves to the prior sheet in a workbook

**CTRL+SPACEBAR** Selects an entire column in a worksheet; then **CTRL+ -** to delete the column

**SHIFT+SPACEBAR** Selects an entire row in a worksheet; then **CTRL+[** to add a row, or **CTRL+ -** to delete a row

**CTRL+] ]** Traces dependents

After **CMD+C**:

**CMD+CTRL+V+T** Pastes copied format only

**CMD+CTRL+V+R** Pastes copied formula and number format only

**CMD+CTRL+V+F** Pastes copied formula only

**CMD+CTRL+V+C** Pastes copied comment only

**Data > What-If Analysis > Goal Seek** Brings up Goal Seek dialog box

**Data > What-If Analysis > Data Table** Brings up Data Tables dialog box