

## Keyboard Shortcuts: Excel for Mac 2011

Keyboard Shortcut	Action	Source	Comment
Shift + F8	Add to selection (non-contiguous)	Excel default	Function key might not work, depending on system prefs
Cmd + E	Align center	Excel default	
Cmd + L	Align left	Excel default	
Cmd + R	Align right	Excel default	
Ctrl + Shift + `	Apply general number format	Excel default	Only affects displayed format, not internal precision
Cmd + B	Bold selection	Excel default	
Cmd + =	Calculate now	Excel default	
Cmd + F4	Close window	Excel default	
Ctrl + Shift + F3 or Cmd + Shift + F3	Create name (using labels)	Excel default	Function key might not work, depending on system prefs
Ctrl + F3 or Cmd + F3	Define name	Excel default	Function key might not work, depending on system prefs
Ctrl + -	Delete cells	Excel default	
Ctrl + Shift + 5	Display number as percent with zero decimal places	Excel default	Memory aid: shift-5 is "%"
Ctrl + Shift + 6	Display number in scientific format with 2 decimal pts	Excel default	Memory aid: shift-6 is "^"
Ctrl + Shift + 1	Display number with 2 decimal places	Excel default	
Ctrl + U	Edit cell; toggle edit mode while editing	Excel default	
Cmd + Return (or Ctrl + Shift + Return)	Enter as array formula	Excel default	
Shift + arrow	Extend selection by a cell	Excel default	
Ctrl + Shift + arrow	Extend selection to end of col/row of current region	Excel default	
Cmd + 1	Format selection dialog box	Excel default	
Ctrl + End (fn+cmd+rt arrow)	Go to bottom right corner of sheet	Excel default	Use FN combo if keyboard has no END key
Home (fn + left arrow)	Go to col 1 of current row (or beginning of cell during edit mode)	Excel default	Use FN combo if keyboard has no HOME key
Ctrl + Pg Dn (Ctrl + fn + dn arrow)	Go to next sheet	Excel default	Combo in parens for macs w/out PG DN key
Opt + Pg Up (opt + fn + up arrow)	Go to one screen to left	Excel default	Use FN combo if keyboard has no PG UP key
Opt + Pg Dn (opt + fn + dn arrow)	Go to one screen to right	Excel default	Use FN combo if keyboard has no PG DN key
Ctrl + Pg Up (Ctrl + fn + up arrow)	Go to previous sheet	Excel default	Combo in parens for macs w/out PG UP key
Ctrl + Home (fn+cmd+left arrow)	Go to upper left corner of sheet	Excel default	Use FN combo if keyboard has no HOME key
Ctrl + G (or F5)	Go to...	Excel default	Function key might not work, depending on system prefs
Ctrl + 0	Hide column(s)	Excel default	
Ctrl + 9	Hide row(s)	Excel default	
Ctrl + I	Insert cells dialog box	Excel default	Shortcut uses the character "I" not the number 1
Ctrl + ;	Insert current date	Excel default	
Shift + F11	Insert sheet	Excel default	Function key might not work, depending on system prefs
Shift + F2	Insert/edit cell comment	Excel default	
Ctrl + arrow	Move to edge of region	Excel default	
Shift + F10	Open contextual menu (like right-clicking the mouse)	Excel default	Function key might not work, depending on system prefs
Cmd + Ctrl + V	Paste special dialog box	Excel default	
Cmd + Y	Redo	Excel default	Mac OS X system default is Cmd + Shift + Z but this is taken
Ctrl + Space	Select entire column	Excel default	
Shift + Space	Select entire row	Excel default	
Ctrl + Opt + down arrow	Toggle border on bottom of cell/selection	Excel default	
Ctrl + Opt + left arrow	Toggle border on left of cell/selection	Excel default	
Ctrl + Opt + right arrow	Toggle border on right of cell/selection	Excel default	
Ctrl + Opt + up arrow	Toggle border on top of cell/selection	Excel default	
Cmd + Shift + F	Toggle data filtering	Excel default	Database-like functionality for table of data
Ctrl + Shift + U	Toggle expand/collapse of formula bar	Excel default	Allows you to see very long formulas
Cmd + T	When editing a formula, toggle thru absolute/relative address combos	Excel default	

## Keyboard Shortcuts: Excel for Mac 2011

Keyboard Shortcut	Action	Source	Comment
Ctrl + Shift + 0	Unhide column(s)	Excel default	
Ctrl + Shift + 9	Unhide row(s)	Excel default	
<b>Esc</b>	<b>Cancel edit or change</b>	<b>Mac OS X system default</b>	
<b>Forward Delete (fn + del)</b>	<b>Clear selection</b>	<b>Mac OS X system default</b>	Use the FN+DEL combo if keyboard has no Fwd Del key
<b>Cmd + C</b>	<b>Copy</b>	<b>Mac OS X system default</b>	
<b>Cmd + X</b>	<b>Cut</b>	<b>Mac OS X system default</b>	
Fn + down arrow	Go to one screen down	Mac OS X system default	For macs w/out PG DN key
Fn + up arrow	Go to one screen up	Mac OS X system default	For macs w/out PG UP key
<b>Cmd + `</b>	<b>Next window</b>	<b>Mac OS X system default</b>	
<b>Cmd + V</b>	<b>Paste</b>	<b>Mac OS X system default</b>	
<b>Cmd + Z</b>	<b>Undo</b>	<b>Mac OS X system default</b>	
Cmd + Shift + C	Add column at insertion point	Personal (keyboard shortcut tool)	
Cmd + Shift + R	Add row at insertion point	Personal (keyboard shortcut tool)	
Cmd + Ctrl + Opt + F	Clear filters	Personal (keyboard shortcut tool)	Database-like functionality for table of data
<b>Ctrl + Opt + Cmd + left arrow</b>	<b>Decrease decimal places</b>	<b>Personal (keyboard shortcut tool)</b>	Only affects displayed format, not internal precision
Cmd + Ctrl + S	Delete current sheet (with confirmation)	Personal (keyboard shortcut tool)	
Cmd + Ctrl + C	Delete selected columns	Personal (keyboard shortcut tool)	
Cmd + Ctrl + R	Delete selected rows	Personal (keyboard shortcut tool)	
Cmd + Opt + L	Format selection as subscript	Personal (keyboard shortcut tool)	
Cmd + Opt + U	Format selection as superscript	Personal (keyboard shortcut tool)	
<b>Ctrl + Opt + Cmd + right arrow</b>	<b>Increase decimal places</b>	<b>Personal (keyboard shortcut tool)</b>	Only affects displayed format, not internal precision
<b>Cmd + F11</b>	<b>Insert XY scatter chart</b>	<b>Personal (keyboard shortcut tool)</b>	
Cmd + Opt + E	Merge and center	Personal (keyboard shortcut tool)	
<b>Cmd + Opt + V</b>	<b>Paste values</b>	<b>Personal (keyboard shortcut tool)</b>	
Cmd + Opt + =	Zoom in	Personal (keyboard shortcut tool)	
Cmd + Opt + -	Zoom out	Personal (keyboard shortcut tool)	
Ctrl + W	Column autofit selection	Personal (macro in startup file)	