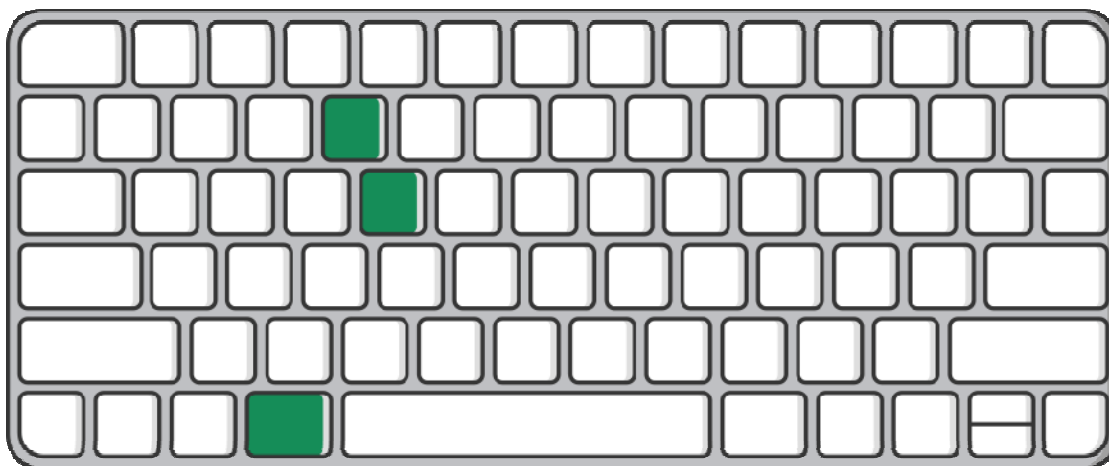


## Excel shortcuts for Windows and Mac



This page contains a list of over 300+ Excel shortcuts for the Windows and Mac versions of Excel to speed up your work and productivity.

### How to use Excel Shortcuts (Press, Hold, and Release Keys)

Before deep diving into the topic, remember the following rules. Excel shortcuts use two types of dividers: **the comma sign (,)** and **the plus (+) sign**.

**Just a few words about the key differences:**



**A comma sign (,)** means you must press and release keys in order. For example, if you want to use the 'Increase font size' shortcut in Excel, use the Alt, H, F, G combination. Press Alt, then release Alt, then press H, release H, and so on.



A **plus sign (+)** means that you need to press and hold each key in order. To increase the font size in Mac Excel, use the Command + Shift + > shortcut. In this case, press the keys at the same time.

Let's get started! Also, discover our latest post on what if your shortcuts are **not working**.

## Types of Excel Shortcuts

- **Formula**
  - **WorkSheet Tab**
  - **Navigation**
  - **Other**
- 
- **Grid Operation**
  - **Formatting**
  - **Workbook**
  - **Pivot Table**
- 
- **Data Entry**
  - **Rows and Columns (Selection)**
  - **Ribbon**
- 
- **Editing Text (Cell edit mode)**
  - **Table and Filter**
  - **Copy & Paste**

## Formula Shortcuts

**Formulas are the core of Excel's calculation capabilities.** These shortcuts make managing and editing formulas much faster, from inserting functions to evaluating formulas. Whether toggling between absolute and relative references or quickly recalculating the worksheet, these shortcuts support formula management.



Command	Description	Windows Shortcuts	Mac Shortcuts
<b>Begin entering a formula</b>	You can start entering a formula in Excel by typing either the = or + symbol. This signals to Excel that you are about to input a formula rather than plain text.	= OR +	= OR +
<b>Toggle Enter and Edit modes while editing formula</b>	Pressing this key allows you to toggle between entering and editing mode in Excel. It moves the cursor inside the formula bar or cell to allow you to change an existing formula.	F2	Ctrl + U
<b>Exit cell edit mode</b>	Pressing Esc exits the editing mode in Excel without saving any changes made to the formula in the active cell.	Esc	Esc
<b>Toggle absolute and relative references</b>	This shortcut toggles between absolute (\$A\$1), relative (A1), and mixed (\$A1 or A\$1) references. This is useful when working with formulas involving cell references that may need to remain static.	F4	Cmd + T
<b>Open the Insert Function Dialog Box</b>	Opens the dialog box where you can search for and insert functions into your Excel worksheet,	Shift + F3	Fn + Shift + F3



Command	Description	Windows Shortcuts	Mac Shortcuts
	making it easier to find and use built-in Excel functions.		
<b>Autosum selected cells</b>	This shortcut automatically sums up the selected range of cells and inserts the total directly into the cell below or to the side, depending on the range.	Alt + =	Cmd + Shift + T
<b>Toggle formulas on and off</b>	This command switches the display between showing formulas or their results. You can see the actual formulas written in the cells rather than their computed values.	Ctrl + `	Ctrl + `
<b>Insert function arguments</b>	This shortcut helps to automatically insert function arguments into the formula after typing the function name, making it quicker to input complex functions.	Ctrl + Shift + A	Ctrl + Shift + A
<b>Enter array formula</b>	This shortcut automatically inserts function arguments into the formula after typing the function name, making it quicker to input complex functions.	Ctrl + Shift + Enter	Ctrl + Shift + Enter
<b>Calculate worksheets</b>	Forces a recalculation of all the formulas in all open workbooks.	F9	Fn + F9



Command	Description	Windows Shortcuts	Mac Shortcuts
	This is helpful when working with large datasets where automatic recalculation is turned off.		
<b>Calculate active worksheet</b>	Forces the recalculation of only the active worksheet, instead of all open worksheets, for quicker performance.	Shift + F9	Fn + Shift + F9
<b>Force calculates all worksheets</b>	Forces Excel to recalculate all open worksheets, regardless of whether the data has changed. This is useful if Excel is not automatically updating values due to performance settings.	Ctrl + Alt + F9	
<b>Evaluate part of a formula</b>	You can evaluate a portion of a formula by selecting part of it in the formula bar and pressing this shortcut to see the result of the selection.	F9	Fn + F9
<b>Expand or collapse the formula bar</b>	This toggles the expansion or collapse of the formula bar, giving you more or less space to work with when editing complex formulas.	Ctrl + Shift + U	Ctrl + Shift + U



Command	Description	Windows Shortcuts	Mac Shortcuts
<b>Display function arguments dialog box</b>	Opens the Function Arguments dialog box, where you can enter and edit arguments for the selected function in a more user-friendly format.	Ctrl + A	Ctrl + A
<b>Open the Name Manager</b>	After defining names for ranges, this shortcut allows you to paste them into a formula without manually typing them out.	Ctrl + F3	Fn + Ctrl + F3
<b>Define name using row and column labels</b>	Automatically defines names for ranges in a selected area based on the row or column labels. This is handy for simplifying formula writing.	Ctrl + Shift + F3	Fn + Ctrl + Shift + F3
<b>Paste name into formula</b>	It opens the dialog box where you can search for and insert functions into your Excel worksheet, making it easier to find and use built-in Excel functions.	F3	
Accept function with autocomplete	When typing a formula, this shortcut completes the function name for you, based on the suggestions that Excel provides as you type.	Tab	↓ + Tab



## Grid Operation Shortcuts

In Excel, efficient navigation and management of the grid are crucial for productivity. The table below lists essential keyboard shortcuts for grid operations, such as inserting, deleting, or managing rows and columns. These shortcuts allow users to easily handle cell structures, making operations like hiding/unhiding rows or merging cells faster.

Command	Description	Windows Shortcuts	Mac Shortcuts
<b>Display Insert Dialog box</b>	Opens the Insert dialog box, where you can choose to insert entire rows, columns, or cells into the spreadsheet.	Ctrl + Shift + +	Ctrl + Shift + +
<b>Insert rows</b>	Inserts a new row above the selected row. This is useful for quickly adding new data without navigating through the ribbon.	Ctrl + Shift + +	Ctrl + Shift + +
<b>Insert columns</b>	Inserts a new column to the left of the selected column.	Ctrl + Shift + +	Ctrl + Shift + +
<b>Display Delete dialog box</b>	Opens the Delete dialog box, allowing you to delete cells, rows, or columns.	Ctrl + -	Cmd + -
<b>Delete rows</b>	Deletes the selected row(s) from the worksheet.	Ctrl + -	Cmd + -
<b>Delete columns</b>	Deletes the selected column(s) from the worksheet.	Ctrl + -	Cmd + -



Command	Description	Windows Shortcuts	Mac Shortcuts
<b>Delete cells</b>	Deletes the selected cell(s), shifting the surrounding cells to adjust for the deletion.	Ctrl + –	Cmd + –
<b>Delete contents of selected cells</b>	Removes the contents of the selected cells but does not delete the cell itself. The cell remains in place but is emptied.	Delete	Fn + Delete
<b>Merge cells</b>	Merges selected cells into one larger cell. The data from the top-left cell is retained, and the rest is discarded.	Alt, H, M, C	Ctrl + M
<b>Hide columns</b>	Hides the selected column(s), making them invisible in the spreadsheet but not deleted.	Ctrl + 0	Ctrl + 0
<b>Hide rows</b>	Hides the selected row(s) in the spreadsheet, keeping them from view but not deleting them.	Ctrl + 9	Ctrl + 9
<b>Unhide rows</b>	Unhides any hidden rows in the selection, making them visible again in the spreadsheet.	Ctrl + Shift + 9	Ctrl + Shift + 9
<b>Unhide columns</b>	Unhides any hidden columns in the selection, making them visible again in the spreadsheet.	Ctrl + Shift + 0	Ctrl + Shift + 0





Command	Description	Windows Shortcuts	Mac Shortcuts
<b>Group rows or columns</b>	Groups selected rows or columns together, creating an outline or collapsible structure in the spreadsheet.	Alt + Shift + →	Cmd + Shift + K
<b>Ungroup rows or columns</b>	Removes any grouping previously applied to rows or columns, original layout.	Alt + Shift + ←	Cmd + Shift + J
<b>Open Group Dialog Box</b> (with cell or range selected)	Opens the dialog box for grouping rows or columns, giving more control over how groupings are applied.	Alt + Shift + →	Cmd + Shift + K
<b>Open Ungroup Dialog Box</b> (with cell or range selected)	Opens the dialog box to ungroup rows or columns.	Alt + Shift + ←	Cmd + Shift + J
<b>Hide or show outline symbols</b>	Toggles the display of outline symbols (e.g., for grouped rows or columns). These expand or collapse the groups.	Ctrl + 8	Ctrl + 8

## Data Entry Shortcuts

Speeding up data entry is key to boosting productivity. The following table provides the most useful shortcuts for entering data, copying, and filling values across cells. Whether inserting the current date and time or quickly copying values from nearby cells, these shortcuts streamline data entry tasks.



Command	Description	Windows Shortcuts	Mac Shortcuts
<b>Enter and move down</b>	Moves the cursor down to the next cell after entering data.	Enter	Return
<b>Enter and move up</b>	Moves the cursor to the cell above after entering data.	Shift + Enter	Shift + Return
<b>Enter and move right</b>	Moves the cursor to the next cell on the right after entering data.	Tab	Tab
<b>Enter and move left</b>	Moves the cursor to the cell on the left after entering data.	Shift + Tab	Shift + Tab
<b>Complete entry and stay in the same cell</b>	Completes the entry in the active cell without moving the cursor to another cell.	Ctrl + Enter	Ctrl + Return
<b>Enter same data in multiple cells</b>	Enters the same data into multiple selected cells simultaneously.	Ctrl + Enter	Ctrl + Return
<b>Insert current date</b>	Inserts the current date into the active cell.	Ctrl + ;	Ctrl + ;
<b>Insert current time</b>	Inserts the current time into the active cell.	Ctrl + Shift + :	Cmd + :
<b>Fill down from cell above</b>	Copies the content or formula from the cell above into the selected cell(s).	Ctrl + D	Ctrl + D
<b>Fill right from cell left</b>	Copies the content or formula from the cell to the left into the selected cell(s).	Ctrl + R	Ctrl + R



Command	Description	Windows Shortcuts	Mac Shortcuts
<b>Copy value from the cell above</b>	Copies the value from the cell directly above into the selected cell(s).	Ctrl + '	Ctrl + '
<b>Copy value (the result of formula) from the cell above</b>	Copies the result of the formula from the cell above into the selected cell, without copying the formula itself.	Ctrl + Shift + "	Ctrl + Shift + "
<b>Display AutoComplete list</b>	Displays a list of previously entered values or suggestions for autocomplete, helping to quickly fill in data based on past entries.	Alt + ↓	Alt + ↓
<b>Flash fill</b>	It automatically fills data based on a pattern that Excel detects in adjacent cells. Useful for transforming or combining data efficiently.	Ctrl + E	
<b>Quick Analysis Tool (select cells first)</b>	This opens the Quick Analysis tool, providing quick access to formatting, charts, totals, and other common actions based on the selected data.	Ctrl + Q	



## Editing Text (Cell edit mode)

Using the right shortcuts can save time when working with text or custom formulas inside cells. This table outlines the shortcuts for entering and editing cell content. Whether you select characters or words, navigate the text, or reply to cell comments, these shortcuts simplify text management across both operating systems.

Command	Description	Windows shortcuts	Mac shortcuts
<b>Edit the active cell</b>	Puts the cursor inside the active cell or formula bar to edit the cell's content without needing to click on it.	F2	Ctrl + U
<b>Insert or edit cell note</b>	Adds or edits a note (formerly known as a comment) to the active cell.	Shift + F2	Fn+Shift+F2
<b>Insert or reply to Cell Comment</b>	Allows you to insert or respond to a threaded comment within a cell.	Ctrl + Shift + F2	Fn + Ctrl + Shift + F2
<b>Delete comment</b>	Deletes the comment from the selected cell.	Shift + F10, M	
<b>Cancel entry</b>	Cancels data entry in the cell or formula bar, reverting the cell to its previous state.	Esc	Esc
<b>Select one character right</b>	Selects the next character to the right of the cursor within the cell content.	Shift + →	Shift + →
<b>Select one character left</b>	Selects the next character to the left of the cursor within the cell content.	Shift + ←	Shift + ←
<b>Move one word right</b>	Moves the cursor one word to the right	Ctrl + →	Ctrl + →



Command	Description	Windows shortcuts	Mac shortcuts
	within the cell or formula bar.		
<b>Move one word left</b>	Moves the cursor one word to the left within the cell or formula bar.	Ctrl + ←	Ctrl + ←
<b>Select one word right</b>	Selects the word to the right of the cursor.	Ctrl + Shift + →	Ctrl + Shift + →
<b>Select one word left</b>	Selects the word to the left of the cursor.	Ctrl + Shift + ←	Ctrl + Shift + ←
<b>Select to the beginning of the cell</b>	Selects from the current cursor position to the beginning of the cell's content or formula.	Shift + Home	Fn + Shift + ←
<b>Select to end of the cell</b>	Selects from the current cursor position to the end of the cell's content or formula.	Shift + End	Fn + Shift + →
<b>Delete to end of line</b>	Deletes everything from the current cursor position to the end of the line in the cell or formula bar.	Ctrl + Delete	Ctrl + Delete
<b>Delete a character to the left of the cursor</b>	Deletes the character immediately to the left of the cursor.	Backspace	Backspace
<b>Delete characters to the right of the cursor</b>	Deletes the character immediately to the right of the cursor.	Delete	Fn + Delete
<b>Start a new line in the same cell (line break command)</b>	Inserts a line break within a cell, allowing you to enter data on multiple lines in a single cell.	Alt + Enter	Ctrl + Alt + Return



## Formatting Shortcuts

### Number Formatting

Applying the correct number format is essential for ensuring data clarity in Excel. This section highlights keyboard shortcuts for quickly applying common number formats, from currency and percentage to scientific and general formats.

Command	Description	Windows Shortcuts	Mac Shortcuts
<b>Format Painter</b>	Copies the formatting from one cell or range and applies it to another cell or range. Useful for quickly applying consistent formatting across multiple cells.	Alt, H, F, P	
<b>Transpose data</b>	Transposes rows into columns and columns into rows. This is helpful when you need to switch the orientation of your data without manually rearranging it.	Alt, H, V, S then Alt + E	
<b>Apply general format</b>	Applies the general number format to the selected cell(s). The general format does not alter the appearance of the cell values.	Ctrl + Shift + ~	Ctrl + Shift + ~
<b>Apply currency format</b>	Formats the selected cell(s) with the currency format, displaying numbers	Ctrl + Shift + \$	Ctrl + Shift + \$



Command	Description	Windows Shortcuts	Mac Shortcuts
	with a currency symbol.		
<b>Apply percentage format</b>	Formats the selected cell(s) as percentages, multiplying the cell's value by 100 and adding a percentage sign.	Ctrl + Shift + %	Ctrl + Shift + %
<b>Apply scientific format</b>	Applies scientific notation formatting to the selected cell(s), which is useful for displaying very large or small numbers.	Ctrl + Shift + ^	Ctrl + Shift + ^
<b>Apply date format</b>	Formats the selected cell(s) with a standard date format, such as day, month, and year.	Ctrl + Shift + #	Ctrl + Shift + #
<b>Apply time format</b>	Formats the selected cell(s) to display time, using hours and minutes or a combination of time elements.	Ctrl + Shift + @	Ctrl + Shift + @
<b>Apply number format</b>	Applies the number format to the selected cell(s), which typically includes a separator for thousands and two decimal places.	Ctrl + Shift + !	Ctrl + Shift + !

## Cell and Font Formatting



Cell and font formatting is crucial for presenting data professionally. This list of shortcuts helps users format cells, apply bold, italic, or underline, and align text to make tables more readable. Mac and Windows shortcuts are provided to help with efficient cell styling.

Command	Description	Windows shortcut	Mac shortcut
<b>Format Window for cells and objects</b>	Opens the Format Cells window, where you can adjust formatting options for the selected cells, including number format, font, border, and more.	Ctrl + 1	Cmd + 1
<b>Display Format Cells with Font tab selected</b>	Opens the Format Cells dialog box with the Font tab preselected, allowing you to modify the font type, size, and style.	Ctrl + Shift + F	Ctrl + Shift + F
<b>Apply or remove bold formatting</b>	Toggles bold formatting on or off for the selected text or cell contents.	Ctrl + B	Cmd + B
<b>Apply or remove italic formatting</b>	Toggles italic formatting on or off for the selected text or cell contents.	Ctrl + I	Cmd + I
<b>Apply or remove underscoring</b>	Toggles underline formatting on or off for the selected text or cell contents.	Ctrl + U	Cmd + U
<b>Apply or remove strikethrough formatting</b>	Toggles strikethrough formatting on or off, drawing a line through the middle of the selected text or cell contents.	Ctrl + 5	Cmd + Shift + X





Command	Description	Windows shortcut	Mac shortcut
<b>Superscript format on a selected character</b>	Applies superscript formatting to the selected text, which raises the text slightly above the baseline (typically for exponents).	Ctrl + Shift + F then Alt + F	Ctrl + Cmd + +
<b>Subscript format on a selected character</b>	Applies subscript formatting, which lowers the text slightly below the baseline (often used in chemical formulas).	Ctrl + 1 then Alt + B	Cmd + 1 then select the Subscript checkbox
<b>Apply fill color</b>	Opens the fill color options to apply a background color to the selected cell(s).	Alt, H, V, R	
<b>Add or remove the shadow font style</b>	Applies or removes a shadow effect to the font in the selected cells.		Cmd + Shift + W
<b>Add or remove the outline font style</b>	Applies or removes an outline effect to the font, giving it a hollow appearance.		Cmd + Shift + D
<b>Align center</b>	Aligns the content of the selected cell(s) to the center.	Alt, H, A, C	Cmd + E
<b>Align left</b>	Aligns the content of the selected cell(s) to the left.	Alt, H, A, L	Cmd + L
<b>Align right</b>	Aligns the content of the selected cell(s) to the right.	Alt, H, A, R	Cmd + R



Command	Description	Windows shortcut	Mac shortcut
<b>Align top</b>	Aligns the content of the selected cell(s) to the top of the cell.	Alt, H, A, T	
<b>Align middle</b>	Aligns the content of the selected cell(s) to the middle of the cell, both vertically and horizontally.	Alt, H, A, M	
<b>Indent</b>	Indents the content of the selected cell(s) to the right.	Alt, H, 6	Ctrl+Alt+Tab
<b>Remove indent</b>	Decreases or removes the indent from the selected cell(s).	Alt, H, 5	Ctrl + Alt + Shift + Tab
<b>Increase font size one step</b>	Increases the font size by one increment.	Alt, H, F, G	Cmd + Shift + >
<b>Decrease font size one step</b>	Decreases the font size by one increment.	Alt, H, F, K	Cmd + Shift + <
<b>Wrap Text</b>	Toggles the wrap text option on or off, which ensures that the text wraps within the cell rather than overflowing into adjacent cells.	Alt, H, W	

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## Formatting Charts and Shapes

Excel offers powerful tools for creating charts and shapes to visualize data. Shortcuts allow users to create and format charts, adjust object visibility, and snap elements to the grid for alignment.



Command	Description	Windows shortcut	Mac shortcut
<b>Create a chart or PivotChart on the same worksheet</b>	Creates a default chart (usually a column chart) using the selected data and places it on the same worksheet.	Alt + F1	Fn + Alt + F1
<b>Create a chart in the new ChartSheet</b>	Creates a chart based on the selected data and places it in a new ChartSheet (a separate sheet dedicated to the chart).	F11	Fn + F11
<b>Open Format Chart Area Task Pane</b>	Opens the Format Chart Area task pane, where you can adjust the appearance, layout, and other formatting options for the selected chart area.	Ctrl + 1	Cmd + 1
<b>Show or Hide All Field Buttons on PivotChart</b>	Toggles the display of all field buttons on a PivotChart, helping to show or hide the filters and fields for easy interaction with the PivotChart.	Alt, J, T, D, A	
<b>Snap to Grid</b>	Toggles the Snap to Grid feature on or off. When enabled, objects such as charts and shapes align to the grid lines in the worksheet.	Alt	Cmd +
<b>Hide or show objects (shapes, charts, slicers)</b>	Toggles between showing or hiding objects like shapes, charts, and slicers in	Ctrl + 6	Ctrl + 6



Command	Description	Windows shortcut	Mac shortcut
	the workbook, useful for decluttering the view or focusing on data.		

## Rows and Columns Shortcuts (Selection)

When selecting rows and columns in Excel, keyboard shortcuts allow for quick and precise selection. This table covers selecting entire rows, columns, or worksheets simultaneously. It also includes options for adding adjacent and non-adjacent selections, helping you manage large data sets.

Command	Description	Windows shortcut	Mac shortcut
<b>Select entire row</b>	Selects the entire row of the active cell or selection.	Shift + Space	Shift + Space
<b>Select entire column</b>	Selects the entire column of the active cell or selection.	Ctrl + Space	Ctrl + Space
<b>Select entire worksheet</b>	Selects the entire worksheet. If done within a data range, it selects only the contiguous range first, and a second press selects the whole sheet.	Ctrl + A	Cmd + A
<b>Add adjacent cells to selection</b>	Extends the current selection by adding adjacent cells to the current selection.	Shift + Click	Shift + Click
<b>Add non-adjacent cells to selection</b>	Adds non-adjacent cells or ranges to the	Ctrl + Click	Cmd + Click



Command	Description	Windows shortcut	Mac shortcut
	current selection.		
<b>Same selection in next column</b>	Moves the selection to the same row in the next column.		Opt + Tab
<b>Same selection in the previous column</b>	Moves the selection to the same row in the previous column.		Opt + Shift + Tab
<b>Move right between non-adjacent selections</b>	Moves the active cell to the next non-adjacent selection on the right.	Ctrl + Alt + →	Ctrl + Alt + →
<b>Move left between non-adjacent selections</b>	Moves the active cell to the next non-adjacent selection on the left.	Ctrl + Alt + ←	Ctrl + Alt + ←
<b>Toggle add or remove to selection mode</b>	Allows you to add or remove cells from the current selection without holding down Ctrl or Cmd.	Shift + F8	Fn + Shift + F8
<b>Cancel selection</b>	Cancels the current selection and returns to the active cell.	Esc	Esc

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## Active Cell

The table below highlights shortcuts that allow users to navigate and select the active cell efficiently. These commands quickly control cell focus, whether moving between cells in a selected range or showing the active cell on the worksheet.



Command	Description	Windows shortcut	Mac shortcut
<b>Select a single (active) cell when the range is selected</b>	This command reduces a multiple cell selection to just the active cell within the range.	Shift + Backspace	Shift + Delete
<b>Show the active cell on the worksheet</b>	Scrolls the worksheet to bring the active cell into view, useful when navigating large datasets where the active cell is out of sight.	Ctrl + Backspace	Cmd + Delete
<b>Activate each corner cell in selected range in clockwise direction</b>	Cycles through the corner cells of the selected range in a clockwise direction.	Ctrl + .	Ctrl + .
<b>Activate next cell in the selected range</b> (based on direction set in Excel Options)	Moves to the next cell in the selection, following the direction set in Excel (usually down or to the right).	Enter	Return
<b>Activate the previous cell in selection</b> (based on direction set in Excel Options)	Moves to the previous cell in the selection, following the direction set in Excel (usually up or to the left).	Shift + Enter	Shift + Return
<b>Activate next cell to right/below in the selected range</b>	Moves to the next cell to the right (or below if at the end of a row) in the selected range.	Tab	Tab
<b>Activate the previous cell to left/above in a selected range</b>	Moves to the previous cell to the left (or above if at the beginning of a row) in the selected range.	Shift + Tab	Shift + Tab



## Extend Selection

Extending your selection across rows and columns is essential for managing large data sets in Excel. The shortcuts below enable users to quickly expand their selection by one cell, one screen, or even to the first and last cells in the worksheet.

Command	Description	Windows shortcut	Mac shortcut
<b>Extend selection by one cell right</b>	Expands the selection by one cell to the right.	Shift + →	Shift + →
<b>Extend selection by one cell left</b>	Expands the selection by one cell to the left.	Shift + ←	Shift + ←
<b>Extend selection by one cell up</b>	Expands the selection by one cell upward.	Shift + ↑	Shift + ↑
<b>Extend selection by one cell down</b>	Expands the selection by one cell downward.	Shift + ↓	Shift + ↓
<b>Extend the selection to the last cell right</b>	Expands the selection to the last non-blank cell to the right in the row.	Ctrl + Shift + →	Ctrl + Shift + →
<b>Extend the selection to the last cell left</b>	Expands the selection to the last non-blank cell to the left in the row.	Ctrl + Shift + ←	Ctrl + Shift + ←
<b>Extend the selection to the last cell up</b>	Expands the selection to the last non-blank cell upward in the column.	Ctrl + Shift + ↑	Ctrl + Shift + ↑
<b>Extend the selection to the last cell down</b>	Expands the selection to the last non-blank cell downward in the column.	Ctrl + Shift + ↓	Ctrl + Shift + ↓



Command	Description	Windows shortcut	Mac shortcut
<b>Extend selection up one screen</b>	Expands the selection upward by one screen of data.	Shift + PgUp	Fn + Shift + ↑
<b>Extend selection down one screen</b>	Expands the selection downward by one screen of data.	Shift + PgDn	Fn + Shift + ↓
<b>Extend selection right one screen</b>	Expands the selection to the right by one screen width of data.	Alt + Shift + PgDn	Fn + Shift + Alt + ↓
<b>Extend selection left one screen</b>	Expands the selection to the left by one screen width of data.	Alt + Shift + PgUp	Fn + Shift + Alt + ↑
<b>Extend selection to start of the row</b>	Expands the selection to the beginning of the row from the active cell.	Shift + Home	Fn + Shift + ←
<b>Extend selection to the first cell in a worksheet</b>	Expands the selection to the very first cell (A1) in the worksheet.	Ctrl + Shift + Home	Fn + Ctrl + Shift + ←
<b>Extend selection to the last cell in a worksheet</b>	Expands the selection to the last non-blank cell in the worksheet.	Ctrl + Shift + End	Fn + Ctrl + Shift + →
<b>Toggle extend selection mode</b>	Enables or disables the extend selection mode, allowing the use of arrow keys to extend the selection.	F8	Fn + F8
<b>Select Spill Range</b>	Selects the entire spill range for a dynamic array.	Ctrl + A	





## Select Special Cells

Excel provides powerful tools for selecting special types of cells, such as cells with comments, differences, or visible cells in a range. The table below presents the most useful shortcuts for selecting these special cells efficiently. Whether you are navigating precedents and dependents or selecting an entire region around the active cell, these shortcuts simplify complex selections.

Command	Description	Windows shortcut	Mac shortcut
<b>Display 'Go To' dialog box</b>	Opens the "Go To" dialog box, which allows you to quickly navigate to a specific cell or range by typing its reference.	Ctrl + G	Ctrl + G
<b>Open the Go To Special window</b>	Opens the "Go To Special" dialog box, where you can select special cells, such as blanks, formulas, constants, and more.	Alt, H, F, D, S	
<b>Select cells with comments (Note)</b>	Selects all cells that have comments (or notes) attached to them.	Ctrl + Shift + O	Fn + Ctrl + Shift + O
<b>Select current region around the active cell</b>	Selects the entire region (contiguous cells) around the active cell.	Ctrl + Shift + 8	Shift + Ctrl + Space
<b>Select current region</b>	Selects the current region. If pressed twice, it selects the entire worksheet.	Ctrl + A	Cmd + A
<b>Select current array</b>	Selects the entire array that the active cell is part of. This is helpful for array formulas.	Ctrl + /	Ctrl + /



Command	Description	Windows shortcut	Mac shortcut
<b>Select row differences</b>	Selects cells that differ from the active cell in a selected row.	Ctrl + \	Ctrl + \
<b>Select column differences</b>	Selects cells that differ from the active cell in a selected column.	Ctrl + Shift +	Ctrl + Shift +
<b>Select direct precedents</b>	Selects the cells that are directly referenced by the formula in the active cell.	Ctrl + [	Ctrl + [
<b>Select all precedents</b>	Selects all cells that are referenced by the formula in the active cell, even if indirectly.	Ctrl + Shift + {	Ctrl + Shift + {
<b>Select direct dependents</b>	Selects the cells that directly depend on the active cell's value through formulas.	Ctrl + ]	Ctrl + ]
<b>Select all dependents</b>	Selects all cells that depend on the active cell's value, including those that are indirectly dependent.	Ctrl + Shift + }	Ctrl + Shift + }
<b>Select visible cells only (when range is selected)</b>	Selects only the visible cells within the selected range. This is useful when working with filtered data or hidden rows and columns.	Alt + ;	

## Cell Borders



Applying borders to cells can help improve the organization and presentation of data in Excel. The following table provides shortcuts for adding or removing borders to cells in a selected range, including specific borders like top, bottom, left, or right.

Command	Description	Windows shortcut	Mac shortcut
<b>Open Border dropdown menu on Home Tab</b>	Opens the Border dropdown menu in the Home tab, allowing you to apply or modify borders on the selected cells.	Alt, H, B	
<b>Add all borders to cells in the selected range</b>	Applies borders to all four sides of the selected cells.	Alt, H, B, A	
<b>Add or remove Right Border</b>	Adds or removes the right border of the selected cells.	Alt, H, B, R	Cmd + Alt + →
<b>Add or remove Left Border</b>	Adds or removes the left border of the selected cells.	Alt, H, B, L	Cmd + Alt + ←
<b>Add or remove Top Border</b>	Adds or removes the top border of the selected cells.	Alt, H, B, P	Cmd + Alt + ↑
<b>Add or remove Bottom Border</b>	Adds or removes the bottom border of the selected cells.	Alt, H, B, O	Cmd + Alt + ↓
<b>Remove all borders (apply no borders)</b>	Removes all borders from the selected cells, leaving them with no borders applied.	Ctrl + Shift + _	Cmd + Alt + _



Managing multiple worksheets is essential when dealing with large data sets. The table below outlines useful shortcuts for navigating between worksheets, inserting new sheets, and renaming or deleting them.

Command	Description	Windows shortcut	Mac shortcut
<b>Insert new worksheet</b>	Inserts a new worksheet into the workbook.	Shift + F11	Fn + Shift + F11
<b>Go to the next worksheet</b>	Navigates to the next worksheet in the workbook.	Ctrl + PgDn	Fn + Ctrl + ↓
<b>Go to the previous worksheet</b>	Navigates to the previous worksheet in the workbook.	Ctrl + PgUp	Fn + Ctrl + ↑
<b>Delete selected worksheets</b>	Deletes the currently selected worksheet(s).	Alt, E, L	
<b>Rename current worksheet</b>	Opens the rename option for the currently active worksheet.	Alt, O, H, R	
<b>Select adjacent worksheets</b>	Selects adjacent worksheets either to the left or right of the current sheet.	Ctrl + Shift + PgUp/PgDn	
<b>Select adjacent worksheets (mouse)</b>	Selects adjacent worksheets using the mouse. Hold the Shift key and click on another sheet tab to select the range between them.	Shift + Click	Shift + Click
<b>Select non-adjacent worksheets (mouse)</b>	Selects non-adjacent worksheets. Hold Ctrl (or Cmd on Mac) and click on the sheet tabs you want to select.	Ctrl + Click	Cmd + Click



Command	Description	Windows shortcut	Mac shortcut
<b>Open Move or Copy window for selected sheets</b>	Opens the "Move or Copy" dialog box, where you can move or copy the selected worksheet(s) to another location within the workbook or to a different workbook.	Alt, E, M	
<b>Duplicate worksheet (mouse)</b>	Duplicates the current worksheet by dragging it with the Ctrl (or Alt on Mac) key held down.	Ctrl + drag	Alt + drag
<b>Protect or Unprotect a WorkSheet</b>	Opens the dialog box to protect or unprotect the active worksheet.	Alt, R, P, S	
<b>Clear print area</b>	Clears the defined print area for the current worksheet.	Alt, P, R, C	
<b>Set print area</b>	Sets the print area for the current worksheet to the selected range of cells.	Alt, P, R, S	

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## Workbook Shortcuts

Managing workbooks in Excel is easy using custom shortcuts. The list below provides essential shortcuts for creating, saving, and managing workbooks. These shortcuts also cover printing, opening print previews, and adjusting the zoom level within the workbook.



Command	Description	Windows shortcut	Mac shortcut
<b>Create a new Workbook</b>	Opens a new blank workbook.	Ctrl + N	Cmd + N
<b>Open Workbook</b>	Opens the file dialog to select and open an existing workbook.	Ctrl + O	Cmd + O
<b>Save Workbook</b>	Saves the current workbook. If it hasn't been saved before, this opens the "Save As" dialog.	Ctrl + S	Cmd + S
<b>Save As</b>	Opens the "Save As" dialog, allowing you to save the current workbook with a different name or location.	F12	Cmd + Shift + S
<b>Print File</b>	Opens the print dialog, allowing you to configure print settings and print the active worksheet or workbook.	Ctrl + P	Cmd + P
<b>Open Print Preview Window</b>	Opens the print preview, allowing you to see how the workbook will appear when printed.	Ctrl + F2	
<b>Close Current Workbook</b>	Closes the currently active workbook.	Ctrl + W	Cmd + W
<b>Close Excel</b>	Exits the Excel application.	Alt + F4	Cmd + Q
<b>Increase or decrease Zoom</b>	Adjusts the zoom level by scrolling the mouse wheel while holding Ctrl + Alt, increasing or	Ctrl + Alt + mouse wheel	



Command	Description	Windows shortcut	Mac shortcut
	decreasing the zoom level of the current sheet.		

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## Workbook Actions & Options

Excel provides various actions and options to improve user productivity, from undoing and redoing actions to accessing the help menu or performing spell checks. The structured list below helps users quickly execute common workbook actions and open menus and dialog boxes like Excel Options or the thesaurus.

Command	Description	Windows shortcut	Mac shortcut
<b>Undo the last action</b>	Reverses the last action you performed, whether it's data entry, formatting, or other tasks.	Ctrl + Z	Cmd + Z
<b>Redo the last action</b>	Reapplies the last action that was undone using the "Undo" command.	Ctrl + Y	Cmd + Y
<b>Repeat last action</b>	Repeats the most recent action you performed, such as applying formatting or editing.	F4	Cmd + Y
<b>Open Excel Options window</b>	Opens the Excel Options window, where you can configure settings for Excel, such as default fonts, auto-save options, and more.	Alt, F, T	Cmd + ,



Command	Description	Windows shortcut	Mac shortcut
<b>Open help</b>	Opens the Help system in Excel, allowing you to search for assistance or topics related to Excel functions.	F1	
<b>Open the Control Menu</b>	Opens the Control Menu, where you can restore, minimize, maximize, or close the Excel window.	Alt + Space	
<b>Open Spelling window (Spell Check)</b>	Opens the Spell Check tool to review spelling errors in the worksheet.	F7	Fn + F7
<b>Open Thesaurus dialog box</b>	Opens the Thesaurus tool to help find synonyms or related words.	Shift + F7	Fn + Shift + F7
<b>Open Right-click menu</b>	Opens the context (right-click) menu for the active cell or selected item, similar to a mouse right-click.	Shift + F10	Fn + Shift + F10
<b>Move to the next pane in the application window</b>	Moves the focus to the next pane in Excel, such as between the worksheet, ribbon, and task panes.	F6	Fn + F6
<b>Move to the previous pane</b>	Moves the focus to the previous pane in Excel.	Shift + F6	Fn + Shift + F6
<b>Protect and Unprotect Workbook</b>	Opens the "Protect Workbook" dialog, allowing you to protect or unprotect	Alt, R, P, W	





Command	Description	Windows shortcut	Mac shortcut
	the workbook with a password.		

## Workbook View Settings

The shortcuts below allow users to minimize, maximize, or restore workbook windows, toggle full screen, and navigate between workbooks. These commands help users stay organized and maintain focus.

Command	Description	Windows shortcut	Mac shortcut
<b>Minimize current workbook window</b>	Minimizes the current workbook window, but keeps Excel running.	Ctrl + F9	Cmd + M
<b>Maximize or Restore current workbook window</b>	Maximizes the current workbook window if it's not already maximized. If the window is maximized, the shortcut restores it to its previous size.	Ctrl + F10	Fn + Ctrl + F10
<b>Toggle full screen</b>	Switches Excel to full screen mode, hiding the ribbon and other interface elements. Press the shortcut again to exit full screen.	Ctrl + Shift + F1	Ctrl + Cmd + F
<b>Go to previous workbook</b>	Switches to the previous workbook when multiple workbooks are open in Excel.	Ctrl + Shift + Tab	Ctrl + Shift + Tab



Command	Description	Windows shortcut	Mac shortcut
<b>Go to next workbook</b>	Switches to the next workbook when multiple workbooks are open in Excel.	Ctrl + Tab	Ctrl + Tab

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## Ribbon Shortcuts

Ribbon is an interface element that provides access to various tools and commands. The commands below enable users to navigate the Ribbon efficiently, open dropdown menus, expand or collapse the Ribbon, and activate specific controls.

Command	Description	Windows shortcut	Mac shortcut
<b>Quick Access Toolbar (QAT)</b>	Activates commands from the Quick Access Toolbar using shortcut keys assigned to each item (represented by numbers).	Alt, Num keys	
<b>Activate Ribbon shortcut keys</b>	Activates the Ribbon shortcut keys, allowing navigation and selection of tabs and commands from the Ribbon without using the mouse.	Alt	
<b>Move to the next ribbon control</b>	Moves the focus to the next control within the Ribbon or pane.	Tab	Tab
<b>Move through Ribbon tabs and groups</b>	Navigates between Ribbon tabs and within groups of commands on the Ribbon.	→ ← ↑ ↓	



Command	Description	Windows shortcut	Mac shortcut
<b>Open dropdown menu of the selected button</b>	Opens the dropdown menu associated with the selected button or command.	Alt + ↓	Alt + ↓
<b>Expand or collapse the ribbon</b>	Expands or collapses the Ribbon, giving more screen space for the worksheet or bringing back the Ribbon commands.	Ctrl + N	Cmd + Alt + R
<b>Activate access key</b>	Activates the access key assigned to a specific control or button on the Ribbon.	Ctrl + O	Ctrl + O
<b>Move to the next ribbon control</b>	Moves to the next control in the Ribbon.	Ctrl + S	Ctrl + S
<b>Activate or open the selected control</b>	Opens or activates the selected control or command, such as opening a dialog box or applying a command.	F12	Ctrl + Shift + S
<b>Confirm control change</b>	Confirms changes or settings related to a control or command, such as confirming a print job.	Ctrl + P	Ctrl + P
<b>Get help on selected control</b>	Opens help information or documentation related to the currently selected control or command.	Ctrl + W	Cmd + W



## Table and Filter Shortcuts

**Tables and filters** are essential tools for managing and analyzing data in Excel. The shortcuts below enable users to insert tables, manage rows and columns, and **apply filters quickly and efficiently**.

Command	Description	Windows shortcut	Mac shortcut
<b>Insert table</b>	Converts the selected data into a table format, applying table styles and features like filtering and sorting.	Ctrl +T	Ctrl +T
<b>Insert Table (select style first)</b>	Opens the Insert Table dialog box where you can select a specific style before inserting the table.	Alt, H, T	
<b>Insert a row above the current row</b>	Inserts a new row directly above the current row in the table.	Alt, H, I, R	
<b>Insert a column to the left of the current column</b>	Inserts a new column to the left of the current column in the table.	Alt, H, I, C	
<b>Select Table Body</b>	Selects the entire table body, which excludes the header and total rows if present.	Ctrl + A	Cmd + A
<b>Select Table row</b>	Selects the entire row within the table that contains the active cell.	Shift + Space	Shift + Space
<b>Open Filter Dropdown Menu</b>	Opens the dropdown filter menu for the selected column header in the table.	Alt + ↓	Alt + ↓
<b>Open Filter Dropdown Menu</b>	Opens the filter dropdown menu from	Shift + Alt+ ↓	Shift + Alt+ ↓



Command	Description	Windows shortcut	Mac shortcut
<b>(from any cell in a Table)</b>	any cell within the table, not just the header.		
<b>Toggle Total Row on/off</b>	Toggles the total row at the bottom of the table, which calculates sums, averages, etc., for columns in the table.	Ctrl + Shift + T	Cmd + Shift + T
<b>Clear slicer filter (with slicer selected)</b>	Clears the filter applied by a slicer when a slicer is selected.	Alt + C	Alt + C

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## Copy & Paste Shortcuts (Objects)

Copying and pasting objects like cells, ranges, and shapes is a frequent task in Excel. The following shortcuts allow users to copy, cut, and paste objects efficiently and perform specific tasks like pasting values or opening the Paste Special window.

Command	Description	Windows shortcut	Mac shortcut
<b>Copy selected object (cells, range, shape)</b>	Copies the selected object, whether it's a cell, range, or shape, to the clipboard.	Ctrl + C	Cmd + C
<b>Cut selected object</b>	Cuts the selected object and places it in the clipboard, allowing it to be moved elsewhere.	Ctrl + X	Cmd + X
<b>Paste content from the clipboard</b>	Pastes the content from the clipboard	Ctrl + V	Cmd + V



Command	Description	Windows shortcut	Mac shortcut
	into the selected area or cell.		
<b>Paste Values</b>	Pastes only the values from the clipboard, without formatting or formulas.	Alt, E, S, V	Cmd, Ctrl, V, V
<b>Open the Paste Special window</b>	Opens the Paste Special dialog, giving options like pasting values, formulas, formats, and more.	Ctrl + Alt + V	Cmd + Ctrl + V
<b>Duplicate selected object (shapes, charts, slicers)</b>	Duplicates the selected object, creating a copy in the same worksheet.	Ctrl + D	Cmd + D
<b>Copy selected range or shape (mouse)</b>	Copies the selected range or shape by dragging it with the mouse.	Ctrl + Drag	Alt + Drag
<b>Copy selected objects and retain vertical or horizontal alignment (mouse)</b>	Copies the selected objects while keeping them aligned either vertically or horizontally during the drag.	Ctrl + Shift + Drag	Cmd + Shift + Drag
<b>Copy selected objects (mouse right-click)</b>	Right-click and drag to copy the selected objects.	Right-click + Drag	Right-click + Drag
<b>Copy selected objects and retain vertical or horizontal alignment (right-click mouse)</b>	Right-click and shift-drag the selected objects to copy them while retaining alignment either vertically or horizontally.	Right-click + Shift + Drag	Right-click + Shift + Drag



## Pivot Table Shortcuts

Pivot tables are one of Excel's most powerful tools for data analysis. The shortcuts below enable users to create, refresh, and manage pivot tables, including grouping or ungrouping items, filtering, and working with pivot charts.

Command	Description	Windows shortcut	Mac shortcut
<b>Insert a new Pivot Table</b>	Opens the Insert Pivot Table dialog, allowing you to create a new Pivot Table.	Alt, N, V	
<b>Refresh Pivot Table or Query</b>	Refreshes the selected Pivot Table or query, updating it with the latest data.	Alt + F5	
<b>Refresh All</b>	Refreshes all Pivot Tables and queries in the workbook.	Ctrl + Alt + F5	Cmd + Alt + P
<b>Open pivot table wizard</b>	Opens the Pivot Table wizard, allowing you to create or modify Pivot Tables using the old-school wizard interface.	Alt, D, P	Cmd + Alt + P
<b>Select entire pivot table</b>	Selects the entire Pivot Table.	Ctrl + A	Cmd + A
<b>Group pivot table items</b>	Groups the selected items in a Pivot Table.	Shift + Alt + →	Cmd + Shift + K
<b>Ungroup pivot table items</b>	Ungroups the selected items in a Pivot Table.	Shift + Alt + ←	Cmd + Shift + J
<b>Unhide (clear filter on) pivot table item</b>	Clears filters applied to a Pivot Table item and unhides it.	Alt, H, S, C	



Command	Description	Windows shortcut	Mac shortcut
<b>Filter out (exclude/hide) pivot item</b>	Excludes or hides the selected pivot item from the view.	Ctrl + -	Ctrl + -
<b>Open Filter Dropdown Menu in Pivot Table cells</b>	Opens the filter dropdown menu for the selected Pivot Table cell.	Alt + ↓	Alt + ↓
<b>Toggle pivot table field checkbox</b>	Toggles the checkbox for adding or removing a field from the Pivot Table.	Space	Space
<b>Insert pivot chart</b>	Inserts a PivotChart on the same worksheet as the Pivot Table.	Alt + F1	Fn + Alt + F1
<b>Create pivot chart on new Chart Sheet</b>	Creates a PivotChart and places it on a new chart sheet.	F11	Fn + F11

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## Navigation Shortcuts

Navigating through cells, rows, and sheets is crucial. The shortcuts below help users move between cells, select large ranges, and jump to the first or last used cell. These navigation commands are essential for moving around and locating specific data quickly.

Command	Description	Windows shortcut	Mac shortcut
<b>Move one cell right</b>	Moves the selection one cell to the right.	→	→
<b>Move one cell left</b>	Moves the selection one cell to the left.	←	←





Command	Description	Windows shortcut	Mac shortcut
<b>Move one cell up</b>	Moves the selection one cell upward.	↑	↑
Move one cell down	Moves the selection one cell downward.	↓	↓
<b>Select cell one screen to the right of the active cell</b>	Moves the selection one full screen width to the right.	Alt + PgDn	
<b>Select cell one screen to the left of the active cell</b>	Moves the selection one full screen width to the left.	Alt + PgUp	
<b>Move one screen down</b>	Moves the selection down by one screen of data.	PgDn	
<b>Select the first/last cell of a region (non-blank cells) moving right</b>	Selects the last cell in the current row that contains data.	Ctrl + →	Ctrl + →
<b>Select the first/last cell of a region (non-blank cells) moving down</b>	Selects the first cell in the current row that contains data.	Ctrl + ←	Ctrl + ←
<b>Select the first/last cell of a region (non-blank cells) moving up</b>	Selects the first cell in the current column that contains data.	Ctrl + ↑	Ctrl + ↑
<b>Select the first/last cell of a region (non-blank cells) moving down</b>	Selects the last cell in the current column that contains data.	Ctrl + ↓	Ctrl + ↓
<b>Move to begin of row</b>	Moves the selection to the beginning of the current row.	Home	Fn + ←
<b>Select the last used cell in the sheet</b>	Selects the last used cell in the worksheet.	Ctrl + End	Fn + Ctrl + →



Command	Description	Windows shortcut	Mac shortcut
<b>Select the first visible cell in the sheet</b>	Moves the selection to the first cell in the worksheet (cell A1).	Ctrl + Home	Fn + Ctrl + Home
<b>Turn End mode on (like Ctrl+Arrow Keys)</b>	Activates End mode, allowing for quick navigation through large data ranges.	End	Fn + →
<b>Go back to the hyperlink</b>	Returns to the previously selected hyperlink.	Ctrl+G, Enter	Ctrl+G, Return

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## Other Shortcuts

### Macros and VBA Editor

For users who want to automate tasks or work with VBA (Visual Basic for Applications), these shortcuts help access the VBA editor, run or edit macros, and record new ones. They also include shortcuts for managing add-ins. These commands make developing and managing Excel macros easier through automation.

Command	Description	Windows shortcut	Mac shortcut
<b>Open the VBE window</b>	Opens the Visual Basic for Applications (VBA) editor, where you can write and edit VBA code in Excel.	Alt + F11	Fn + Alt + F11
<b>Open the Macro window</b>	Opens the Macro dialog, where you can run, create, or edit macros.	Alt + F8	Fn + Alt + F8
<b>Record Macro</b>	Starts recording a macro, allowing you to	Alt, L, R	



Command	Description	Windows shortcut	Mac shortcut
	automate repetitive tasks.		
<b>Open Excel Add-ins Window</b>	Opens the Add-ins window, where you can manage and install Excel Add-ins.	Alt, L, H	
<b>Open COM Add-ins Window</b>	Opens the COM Add-ins window, allowing you to manage and install COM Add-ins.	Alt, L, J	
<b>Open Excel Web Add-ins Window</b>	Opens the Excel Web Add-ins window, where you can manage and install web-based Add-ins.	Alt, L, A, 1	

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## Power Query

Power Query is built for data transformation in Excel. The shortcuts below help users open the Power Query editor, rename or remove columns, and quickly select multiple columns. With shortcuts for filtering and accessing right-click menus, these commands simplify **data-cleansing projects**.

Command	Description	Windows shortcut	Mac shortcut
<b>Open the Power Query Editor</b>	Opens the Power Query Editor, where you can manage and transform data queries.	Alt, A, P, L, N	
<b>Press any button in the Power Query Ribbon</b>	Activates any button in the Power Query Ribbon using a letter sequence.	Alt, Letter Sequence	



Command	Description	Windows shortcut	Mac shortcut
<b>Rename Column</b>	Renames the currently selected column in the Power Query Editor.	F2	
<b>Remove Column(s)</b>	Deletes the selected column(s) from the Power Query table.	Delete	
<b>Select All Columns</b>	Selects all columns in the current table in Power Query.	Ctrl + A	
<b>Select First Column</b>	Selects the first column in the table.	Home	
<b>Select Last Column</b>	Selects the last column in the table.	End	
<b>Select Multiple Adjacent Columns</b>	Selects multiple adjacent columns by holding Shift and using the arrow keys.	Shift + → or ←	
<b>Select Multiple Non-Adjacent Columns</b>	Selects non-adjacent columns by holding Ctrl and using the arrow keys, and pressing Space to select.	Ctrl + → or ←, Space	
<b>Open Filter Drop-down Menu</b>	Opens the filter drop-down menu for the selected column.	Alt + ↓	
<b>Open Right-click Menus</b>	Opens the context (right-click) menu for the selected item.	Menu Key	
<b>Open Table Options Menu</b>	Opens the table options menu for the current table.	Select First Column, ←, Space	
<b>Select Task Panes &amp; Ribbon</b>	Cycles through the task panes and Ribbon	Tab & Shift + Tab	



Command	Description	Windows shortcut	Mac shortcut
	using Tab and Shift + Tab.		
<b>Close Power Query Window</b>	Closes the Power Query window.	Alt + F4	
<b>Close &amp; Load</b>	Closes the Power Query window and loads the query results into the worksheet.	Alt, F, Enter	

We hope you find this Excel shortcuts list helpful. **Stay tuned.**