

Excel Cheat Sheet

Principal Shortcuts // How to manage your Excel file

| Actions | Windows | Mac |
|---|----------|-----------------|
| New workbook <i>Create a new workbook.</i> | Ctrl + N | Cmd + N |
| Save <i>Save the progress you've made in your workbook.</i> | Ctrl + S | Cmd + S |
| Save as... <i>Save a copy of a workbook under a different name.</i> | F12 | Shift + Cmd + S |
| Open <i>Search for and open other workbooks you're working on.</i> | Ctrl + O | Cmd + O |
| Print <i>Print your workbook.</i> | Ctrl + P | Cmd + P |
| Close workbook <i>Close the workbook you are working on.</i> | Ctrl + W | Cmd + W |

Principal Shortcuts // How to set up your workbook

| Actions | Windows | Mac |
|---|-------------------|-----------------|
| Insert sheet <i>Insert a new sheet into your workbook.</i> | Alt + Shift + F11 | Shift + F11 |
| Hide selected columns <i>Hide columns in your workbook that you don't need displayed.</i> | Ctrl + 0 | Cmd + 0 |
| Hide selected rows <i>Hide rows in your workbook that you don't need displayed.</i> | Ctrl + 9 | Cmd + 9 |
| Unhide selected columns <i>Display columns that are currently hidden.</i> | Ctrl + Shift +) | Cmd + Shift +) |
| Unhide selected rows <i>Display rows that are currently hidden.</i> | Ctrl + Shift + (| Cmd + Shift + (|

Principal Shortcuts // How to move around your workbook

| Actions | Windows | Mac |
|--|------------|--------------|
| Go to the first row <i>Go back to the first row in the workbook regardless of the cell you are currently in.</i> | Ctrl + ↑ | Cmd + ↑ |
| Go to the last row <i>Go to the last row in the workbook regardless of the cell you are currently in. This will take you to the end of the workbook.</i> | Ctrl + ↓ | Cmd + ↓ |
| Go to the last cell with a value <i>Go to the last cell where you have entered a value.</i> | Ctrl + End | Cmd + Fn + → |
| Find and replace <i>Display the Find & Replace dialog box to find or replace values in a workbook.</i> | Ctrl + F | Cmd + F |

Principal Shortcuts // How to copy, cut and paste cells

| Actions | Windows | Mac |
|---|----------------|----------------|
| Copy <i>Copy values from one or several cells.</i> | Ctrl + C | Cmd + C |
| Cut <i>Cut values from one or several cells.</i> | Ctrl + X | Cmd + X |
| Paste <i>Paste values from one or several cells into other cells.</i> | Ctrl + V | Cmd + V |
| Paste special <i>Paste values from one or several cells into others, maintaining their original format.</i> | Ctrl + Alt + V | Ctrl + Cmd + V |
| Undo <i>Undo an action.</i> | Ctrl + Z | Cmd + Z |
| Redo <i>Redo an action you have undone or repeat an action you have just performed.</i> | Ctrl + Y | Cmd + Y |

Principal Shortcuts // How to select elements in your workbook

| Actions | Windows | Mac |
|---|-----------------|-----------------|
| Select a column <i>Select one entire column in your workbook.</i> | Ctrl + Spacebar | Ctrl + Spacebar |
| Select a row <i>Select one entire row in your workbook.</i> | Ctrl + Shift | Cmd + Spacebar |
| Select the whole worksheet <i>Select all rows and columns in a worksheet.</i> | Ctrl + A | Cmd + A |

Principal Shortcuts // How to format cells

| Actions | Windows | Mac |
|--|----------------------|-------------------------|
| Display the Format Cells dialog box <i>Open the Format Cells pop-up window.</i> | Ctrl + 1 | Cmd + 1 |
| Display the Modify Cell Style dialog box <i>Display the dialog box to modify the style of a cell.</i> | Alt + ' (apostrophe) | Option + ' (apostrophe) |
| Apply outline border <i>Apply an outline border to a cell or several cells.</i> | Ctrl + Shift + & | Cmd + Option + 0 |
| Remove border <i>Remove a border from a cell or several cells.</i> | Ctrl + Shift + - | Cmd + Option + - |
| Apply the currency format <i>Apply the currency format with two decimal places to a cell or several cells.</i> | Ctrl + Shift + \$ | Cmd + Option + \$ |
| Apply the number format <i>Apply the number format to a cell or several cells.</i> | Ctrl + Shift + ~ | Cmd + Option + ~ |
| Apply the percentage format <i>Apply the percentage format with no decimal places to a cell or several cells.</i> | Ctrl + Shift + % | Cmd + Option + % |
| Apply the date format <i>Apply the date format to a cell or several cells. The date will appear in the following format: 01/Dec/2022</i> | Ctrl + Shift + # | Cmd + Shift + # |

| Actions | Windows | Mac |
|---|------------------|-----------------|
| Apply the time format <i>Apply the time format to a cell or several cells. This option uses the 12-hour clock. The time will appear in the following format: 01:30.</i> | Ctrl + Shift + @ | Cmd + Shift + @ |
| Add a hyperlink <i>Add a hyperlink to a cell or several cells.</i> | Ctrl + K | Cmd + K |
| Bold format <i>Make the text bold in one cell or several cells.</i> | Ctrl + B | Cmd + B |
| Italic format <i>Italicize the text in one cell or several cells.</i> | Ctrl + I | Cmd + I |
| Underline format <i>Underline the text in one cell or several cells.</i> | Ctrl + U | Cmd + U |

Abbreviations Glossary

| | |
|-------------|------------------------|
| Ctrl | Control |
| Cmd | Command |
| ↑ | Up arrow key |
| ↓ | Down arrow key |
| ← | Left arrow key |
| → | Right arrow key |

Keep in mind !

These shortcuts work for laptops or computers where English is set as the main language.

