



Most Frequently Used Excel Shortcuts

Mac Edition

According to Microsoft (and they would know), the most frequently used shortcuts in Excel are all around basic navigation and essential usage. Favorites, like Command+C, Command+V (copy and paste) are present as well as Command+S to save.

However, did you know that F5 opens the Go To dialog box? There's often a quicker way to do something in Excel, master this one page of shortcuts and watch your productivity soar.

Paste	+ or +	Quit Excel	+	Add or remove a filter	+ +
Copy	+ or +	Display the Go To dialog	+ or		+ +
Clear		Display the Format Cells dialog	+ or +	Minimize or maximize the ribbon tabs	+ +
Save	+ or +	Display the Replace dialog	+ or + +	Display the Open dialog	+ or +
Undo	+ or +			Check spelling	
Redo	+ or + or + +	Paste Special	+ + or + + or + +	Open the thesaurus	+
Cut	+ or +			Display the Formula Builder	+
Bold	+ or +	Underline	+	Open the Define Name dialog	+
Print	+ or +	Italic	+ or +	Open the Create names dialog	+ +
Open Visual Basic	+	New blank workbook	+ or +	Insert a new sheet *	+
Fill Down	+ or +	New workbook from template	+ + or + +	Print preview	+ or +
Fill Right	+ or +	Display the Save As dialog			
Insert cells	+ +	Display the Help window	+ or or +		
Calculate all open workbooks	+ or	Select All	+ +		
Close window	+ or +				