

85 Excel Shortcuts for Financial Modeling in Mac & Windows

Columns, Rows & Navigation

Shortcut Name	Windows Keys	Mac Keys
Open the options window	Alt > F > T	⌘ ,
Select column	Ctrl Space	⌘ [space]
Select row	Shift Space	Shift Space
Insert selected column or row	Ctrl +	Control Shift +
Delete selected column or row	Ctrl –	⌘ –
Move between cells	Arrows	Arrows
Screen up	PgUp	Fn ↑
Screen down	PgDn	Fn ↓
Previous sheet	Ctrl PgUp	Fn Option ↑
Next sheet	Ctrl PgDn	Fn Option ↓
Screen jump left	Alt PgUp	Fn Option ⇐
Screen jump right	Alt PgDn	Fn Option ⇒
Go to cell A1	Ctrl Home	Fn Ctrl Left
Go to beginning of row	Home	Fn Left
Jump a contiguous block in arrow direction	Ctrl →	
Select column	Ctrl Space	Ctrl Space
Select row	Shift Space	Shift Space
Select all to the last cell used in the sheet	Ctrl Shift End	Ctrl Shift End
Select all to the last cell used in the row/column	Ctrl Arrow	Ctrl Arrow
Expand formula bar	Ctrl ↑ U	Ctrl Shift U
Quick access tool bar		⌘ Option Tab

Paste Shortcuts

Shortcut Name	Windows Keys	Mac Keys
Paste Special formats	Ctrl Alt V t	Ctrl ⌘ V t
Paste Special values	Ctrl Alt V v	Ctrl ⌘ V v
Paste Special formulas	Ctrl Alt V f	Ctrl ⌘ V f
Paste Special comments	Ctrl Alt V c	Ctrl ⌘ V c

Clear Shortcuts

Shortcut Name	Windows Keys	Mac Keys
Clear cell data	Delete	Delete
Clear cell formats	Alt h e f	

Clear cell comments	Alt h e m	
Clear all (data, formats, comments)	Alt h e a	

Data

Shortcut Name	Windows Keys	Mac Keys
Toggle filters	Ctrl Shift L	⌘ ↑ F
Insert sheet	Shift F11	Shift fn F11
Delete sheet	Alt > E > L	
Delete character to left	Backspace	Delete
Delete character to right	Delete	Fn Delete
Search	Ctrl F	⌘
Replace	Ctrl H	⌘ Shift H
Add decimal place	Alt > H > 0	
Remove decimal place	Alt > H > 9	
Add a non-adjacent cell or range to a selection of cells by using the arrow keys	Shift F8	
Enter multiple lines in a cell	Alt Enter	Control ⌘ Enter
Fill down	Ctrl D	Ctrl D
Fill right	Ctrl R	Ctrl R
Show all constants	F5 Alt s o	
Highlight cells with comments	F5 Alt s c	

View

Shortcut Name	Windows Keys	Mac Keys
Normal view	Alt > W > L	
Page break preview	Alt > W > I	
Toggle freeze panes	Alt > W > F > F	
Select zoom level	Alt > W > Q	
Zoom to 100%	Alt > W > J	
Jump to active cell if off-screen	Ctrl Backspace	

Formulas

Shortcut Name	Windows Keys	Mac Keys
Toggle reveal formulas	Alt > M > H	
Accept function with AutoComplete	Tab	⇩ Tab
Toggle large formula bar	Ctrl Shift U	Control Shift U
AutoSum (checks for values above then left)	Alt =	⌘ Shift T
Enter date	Ctrl ;	Ctrl ;
Enter time	Ctrl Shift :	Ctrl Shift :

Formatting

Shortcut Name	Windows Keys	Mac Keys
Bold	Ctrl B	⌘ B
Italic	Ctrl I	⌘ I
Underline	Ctrl U	⌘ U
Open format cells dialogue box	Ctrl 1	⌘ 1
Open cell styles /styles pane	Alt H J	⌘ ⇧ L
Open fill color dialogue box	Alt H H	
Open font color dialogue box	Alt H F C	
Access font size field	Alt H F C	
Access font field	Alt H F S	
Align left	Alt H A L	⌘ ⇧ L
Align center	Alt H A C	⌘ ⇧ E
Align right	Alt H A R	⌘ ⇧ R
Strikethrough text	Ctrl 5	⌘ ⇧ X
Hide or unhide rows	Ctrl ⇧ 9	⌘ ⇧ 9
Hide of unhide columns	Ctrl ⇧ 0	⌘ ⇧ 0

F Keys

Shortcut Name	Windows Keys	Mac Keys
Help	F1	⌘ /
Go To	F5	Fn F5
Calculate workbook	F9	Fn F9
Add/edit comment	Shift F2	Fn Shift F2
Edit active cell	F2	Control U
Cycle backwards through panes	Shift F6	Fn F6
Show context menu	Shift F10	⇧ F10
Show key tips	F10	
Paste Name	F13	Fn ⇧ F3
Check spelling	F7	Fn F7
Create chart sheet for selection	F11	Fn F11
Cycle cell reference	F4	⌘ T
Toggle extend mode	F8	Fn F8
Save as	F12	⌘ Shift S