




































































## Frequently used shortcuts

Paste		
Copy		
Clear		
Save		
Undo		
Redo		
Cut		
Bold		
Print		
Open Visual Basic		
Fill Down		
Fill Right		
Insert cells		
Delete cells		
Calculate all open workbooks		
Close window		
Quit Excel		
Display the Go To dialog box		
Display the Format Cells dialog box		
Display the Replace dialog box		
Paste Special		
Underline		
Italic		
New blank workbook		
New workbook from template		
Display the Save As dialog box		
Display the Help window		
Select All		
Display the Open dialog box		
Check spelling		
Open the thesaurus		
Display the Formula Builder		

Open the Define Name dialog box  

Open the Create names dialog box   



Insert a new sheet \*  



Print  



## Work in windows and dialogs




Expand or minimize the ribbon   



Switch to full screen view   

Switch to the next application  

Switch to the previous application   


Close the active workbook window  



Copy the image of the screen and save it to a Screen Shot file on your desktop.   

Minimize the active window  


Maximize or restore the active window  


Hide Excel.  

Move to the next box, \, control, or command 

Move to the previous box, \, control, or command  





Exit a dialog or cancel an action 


Perform the action assigned to the default command button (the button with the bold outline, often the OK button) 



Cancel the command and close 



## Move and scroll in a sheet or workbook


Move one cell up, down, left, or right  


Move to the edge of the current data region    


Move to the beginning of the row 

Move to the beginning of the sheet  

Move to the last cell in use on the sheet  



Move down one screen 

Move up one screen 


Move one screen to the right  



Move one screen to the left  

Scroll to display the active cell  

Display the Go To dialog box  

Search  

Move between unlocked cells on a protected sheet 

Move to next workbook  



## Enter data on a sheet

Edit the selected cell	
Complete a cell entry and move forward in the selection	
Start a new line in the same cell	
Fill the selected cell range with the text that you type	
Complete a cell entry and move up in the selection	
Complete a cell entry and move to the right in the selection	
Complete a cell entry and move to the left in the selection	
Cancel a cell entry	
Delete the character to the left of the insertion point, or delete the selection	
Move to the beginning of the line	
Insert a comment	
Open and edit a cell comment	
Fill down	
Fill to the right	
Define a name	

## Work in cells or the Formula bar

Edit the selected cell	
Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents	
Complete a cell entry	
Cancel an entry in the cell or formula bar	
Display the Formula Builder after you type a valid function name in a formula	
Insert a hyperlink	
Edit the active cell and position the insertion point at the end of the line	
Open the Formula Builder	
Calculate the active sheet	
Display a contextual menu	
Start a formula	
Toggle the formula reference style between absolute, relative, and mixed	
Insert the AutoSum formula	
Enter the date	
Enter the time	
Copy the value from the cell above the active cell into the cell or the formula bar	
Alternate between displaying cell values and displaying cell formulas	
Copy a formula from the cell above the active cell into the cell or the formula bar	
Display the AutoComplete list	
Define a name	
Open the Smart Lookup pane	

## Format and edit data

Edit the selected cell	
Create a table	
Insert a line break in a cell	
Increase font size	
Decrease font size	
Align center	
Align left	
Display the Format Cells dialog box	
Apply the general number format	
Apply the currency format with two decimal places (negative numbers appear in red with parentheses)	
Apply the percentage format with no decimal places	
Apply the exponential number format with two decimal places	
Apply the date format with the day, month, and year	
Apply the time format with the hour and minute, and indicate AM or PM	
Apply the number format with two decimal places, thousands separator, and minus sign (-) for negative values	
Apply the outline border around the selected cells	
Add an outline border to the right of the selection	
Add an outline border to the left of the selection	
Add an outline border to the top of the selection	
Add an outline border to the bottom of the selection	
Remove outline borders	
Apply or remove bold formatting	
Apply or remove italic formatting	



Apply or remove underscoring ⌘ U

Apply or remove strikethrough formatting ⌘ ↑ X

Hide a column ⌘ )

Unhide a column ⌘ ↑ )

Hide a row ⌘ (

Unhide a row ⌘ ↑ (

Edit the active cell ^ U

Cancel an entry in the cell or the formula bar ESC

Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents ⌘

Paste text into the active cell ⌘ V

Complete a cell entry ↵

Enter a formula as an array formula ⌘ ↑ RETURN

Display the Formula Builder after you type a valid function name in a formula ^ A

## Select cells, columns, or rows

Extend the selection by one cell shift ↓→↑←

Extend the selection to the last nonblank cell in the same column or row as the active cell ⌘ shift ↓→↑←

Extend the selection to the beginning of the row ↑ HOME

Extend the selection to the beginning of the sheet ^ ↑ HOME

Extend the selection to the last cell used on the sheet (lower-right corner) ^ ↑ END

Select the entire column ^ SPACE

Select the entire row ↑ SPACE

Select the entire sheet ⌘ A

Select only visible cells ⌘ ↑ \*

Select only the active cell when multiple cells are selected ↑ ⌘

Extend the selection down one screen ↑ PAGE DOWN

Extend the selection up one screen ↑ PAGE UP

Alternate between hiding objects, displaying objects, and displaying placeholders for objects ^ 6

Turn on the capability to extend a selection by using the arrow keys F8

Add another range of cells to the selection ↑ F8

Select cells in a row that don't match the value in the active cell in that row. You must select the row starting with the active cell. ^ \

Select only cells that are directly referred to by formulas in the selection ^ ↑ [

Select all cells that are directly or indirectly referred to by formulas in the selection ^ ↑ {

Select only cells with formulas that refer directly to the active cell ^ ]

Select all cells with formulas that refer directly or indirectly to the active cell ^ ↑ }

## Work with a selection

Copy ⌘ C

Paste ⌘ V

Cut ⌘ X

Clear ⌘

Delete the selection ^ -

Undo the last action ⌘ Z

Hide a column ⌘ )

Unhide a column ⌘ ↑ )

Hide a row ⌘ (

Unhide a row ⌘ ↑ (

Move from top to bottom within the selection (down)\* ↵

Move from bottom to top within the selection (up)\* ↑ ↵

Move from left to right within the selection, or move down one cell if only one column is selected →

Move from right to left within the selection, or move down one cell if only one column is selected ↑ →

Move clockwise to the next corner of the selection ^ .

Group selected cells ⌘ ↑ K

Ungroup selected cells ⌘ ↑ J

## Use charts

Insert a new chart sheet. F11

## Sort, filter, and use PivotTable reports

Open the Sort dialog box ⌘ ↑ R

Add or remove a filter ⌘ ↑ F

Display the Filter list or PivotTable page field pop-up menu for the selected cell ⌘ ↓



## Outline data

Display or hide outline symbols	^	8	
Hide selected rows	^	9	
Unhide selected rows	^	↑	(
Hide selected columns	^	0	
Unhide selected columns	^	↑	)

## The following table provides the function key shortcuts for Excel 2016 for Mac\*

Display the Help window		F1	
Edit the selected cell		F2	
Insert or edit a cell comment	↑	F2	
Open the Save dialog	⌘	F2	
Open the Formula Builder	↑	F3	
Open the Define Name dialog	⌘	F3	
Close	⌘	F4	
Display the Go To dialog		F5	
Display the Find dialog	↑	F5	
Move to the Search Sheet dialog	^	F5	
Check spelling		F7	
Extend the selection		F8	
Add to the selection	↑	F8	
Display the Macro dialog	⌘	F8	
Calculate all open workbooks		F9	
Calculate the active sheet	↑	F9	
Minimize the active window	^	F9	
Display a contextual menu, or "right click" menu	↑	F10	
Maximize or restore the active window	^	F10 OR ⌘	F10
Insert a new chart sheet*		F11	
Insert a new sheet*	↑	F11	
Insert an Excel 4.0 macro sheet	⌘	F11	
Open Visual Basic	⌘	F11	
Display the Save As dialog		F12	
Display the Open dialog	⌘	F12	

## Pie Menu for Microsoft Excel

Work faster with a customized radial menu for Microsoft Excel. Add whatever shortcut you want!

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