

Professor Excel's Keyboard Shortcuts for Microsoft Excel 2011 (Mac)

Action	Shortcut	Type	Action	Shortcut	Type	Action	Shortcut	Type
Copy	⌘ + c	Copy & Paste	Cell Format	⌘ + 1	Cell Format	Go To Special	F5 → ⌘ + s	Search
Paste	⌘ + v		Format as %	⌃ + ⌂ + %		Find	⌘ + f	
Paste Special	⌘ + ⌂ + v		Format as Number	⌃ + ⌂ + !		Replace	⌃ + ⌂ + h	
Select Row	⌃ + Space		Add Autofilter	⌘ + ⌂ + f	Filter	Save as	⌘ + ⌂ + s	Worksheet functions
Select Column	⌃ + Space		Show Dropdown List	⌥ + Arrow down		Insert new Worksheet	⌃ + F11	
Jump to End	⌘ + Arrow		Add \$ in Formula	⌘ + t	In Cell	Go to next/ previous Sheet	Fn + ⌃ + Arrow up/ down	
Mark + Jump to End	⌘ + ⌂ + Arrow		Line break within Cell	⌥ + ⌘ + ↵		Delete/ insert Row/ Column	⌃ + - / ⌃ + +	
Group	⌘ + ⌂ + k	Group & Ungroup	Calculate all worksheets	fn + F9		Create Pivot Table	fn + F11	
Ungroup	⌘ + ⌂ + j		Calculate active worksheet	fn + ⌂ + F9	Calculate	Repeat last Action	⌃ + y	Others
						Enter Cell	⌃ + u	

⌃ = cmd

⌘ = cmd

⌃ = Shift

⌥ = alt

↵ = Enter

→ = press keys after each other

+ = press keys at the same time

Note: Some shortcuts (such as "%" or "!") may require additional keys (such as ⌃)

