

## 150+ Mac Excel Keyboard Shortcuts

120+ Mac Excel Keyboard Shortcuts

# Excel Tip & Excel Forum

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**M**icrosoft Excel

*having so many unbelievable capabilities that are not instantly perceived. It is such a*

*powerful spreadsheet and data analysis application, in which shortcut keys are most useful and powerful way to save the time.*































*Shortcut keys help to provide an easier and usually quicker method of directing and finishing commands in Microsoft Excel. Mostly we prefer to use the shortcuts as it's kind of amazing how much time we can save by not using the mouse clicks. Shortcut keys are commonly accessed by using the Option, Control, Shift, Function key and Command key.*

































*In this article we are providing you the shortcuts for MAC. By using you can save your time and increase the productivity as well.*

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


































## Document's Keyboard Shortcuts:-

Shortcuts	Description
 +  + 	To show/ hide the definition of the selected word.
 +  + 	Display the Spelling and Grammar window.
 + 	To find misspelled words in the document.
 + 	Delete the word to the left
 + 	Delete the character to the left
 + 	Delete the character to the right
 + 	Delete the character to the between
 + 	To scroll up one page.
 + 	To scroll down one page.
 + 	To scroll to the beginning
 + 	To Scroll to the end to the begining.
 + 	To Move the beginning of the document.
 + 	To Move the End of the document.
 + 	To Move the beginning of current line.

























Shortcuts	Description
 + 	To Move the end of current line of the document.
 + 	To move the beginning of the previous word.
 + 	To move the end of the next word.
 +  + 	To select the text between the beginning.
 +  + 	To select the text between the end.
 +  + 	To select the text between the beginning.
 +  + 	To select the text between the end in Current line
 + 	Extend text selection the horizontal in line above.
 + 	Extend text selection the horizontal in line below.
 + 	To extend text selection one character to the left.
 + 	To extend text selection one character to the right
 + 	To move the beginning of the line or paragraph.
 + 	To move the end of the line or paragraph.
 + 	Move one character forward.





























Shortcuts	Description
⌘ + B	Move one character backward.
⌘ + L	To center the cursor in the visible area.
⌘ + P	To move up one line.
⌘ + N	To move down one line.
⌘ + O	To insert a new line.
⌘ + T	To swap character behind the selection of character
⌘ + {	For left align.
⌘ + }	For right align.
⌘ + ⌈ + I	For center align.
⌘ + ⌘ + F	Go to the search field.
⌘ + ⌘ + T	To show/hide a toolbar in the app.
⌘ + ⌘ + C	To copy the formatting of selected items
⌘ + ⌘ + V	To apply the copied formatting
⌘ + ⌘ + I	To show/hide the inspector window.
⌘ + ⌈ + P	To display a window for selecting document setting
⌘ + ⌈ + S	To display the Save As dialog
⌘ + ⌈ + -	Use to decrease the size of the selected item.
⌘ + ⌈ + +	Use to increase the size of the selected item.
⌘ + ⌈ + ?	Open the Help menu.

## ***Finder Keyboard Shortcuts:-***























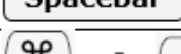



















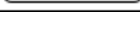
Shortcuts	Description
 + 	Duplicate the selected files.
 + 	Release the selected disk or volume.
 + 	Start a Spotlight search in the Finder window.
 + 	To show the Get Info window for a selected file.
 +  + 	To open the Computer window.
 +  + 	To open the desktop folder.
 +  + 	To open the All My Files window.
 +  + 	To open a Go to Folder window.
 +  + 	Open the Network window.
 +  + 	Open the Downloads folder.
 +  + 	Open the Documents folder.
 +  + 	Open the AirDrop window.
 +  + 	Open the Utilities folder.









































Shortcuts	Description
 +  + <b>D</b>	To show or hide the Doc
 +  + <b>T</b>	To add the selected item to the sidebar
 +  + <b>P</b>	To Hide/show the path bar in Finder windows.
 +  + <b>S</b>	To Hide/show the side bar in Finder windows.
 + <b>/</b>	To Hide/show the status bar in Finder windows.
 + <b>J</b>	To show View Options.
 + <b>K</b>	Open the Connect to server window.
 + <b>N</b>	To open a new finder window.
 +  + <b>N</b>	Create a new folder.
 +  + <b>N</b>	Create a new Smart Folder.
 + <b>R</b>	To Show the original file for the selected alias.
 + <b>T</b>	To show/hide the tab bar
 +  + <b>T</b>	To show/hide the finder bar
 +  + <b>T</b>	To show/hide the tool bar
 +  + <b>V</b>	To Move the files in the Clipboard.

Shortcuts	Description
 + 	Use Quick Look to preview the selected files.
 + 	View the items in the Finder window as icons.
 + 	View the items in a Finder window as a list.
 + 	View the items in a Finder window in columns.
 + 	View the items in a Finder window with Cover Flow.
 + 	Go to the previous folder.
 + 	Go to the next folder.
 + 	Open the folder that contains the current folder.
 +  + 	Open the current folder in a new window.
 + 	Open the selected item.
 + 	Move the selected item to the Trash.
 +  + 	Empty the Trash.
 + 	To Quick Look to preview the files.





























## General Shortcut keys:-

Shortcuts	Description
 + 	To Copy the text
 + 	To Paste the copied text
 + 	To bold the selected text
 + 	To change the font as italic
 + 	to underline the text
 + 	To find the item
 + 	To find the next item
 + 	To open new file
 + 	To open the selected item
 + 	To print the file
 + 	To save the file
	Use to quick preview of selected item
 +  + 	To take the screenshot of entire screen
 +  + 	To Displays The "Paste Special" Dialog Box
	Cancel The Selection
 + 	To Create The Chart
 + 	To Find Next
 +  + 	To Find Previous
 + 	To Insert Chart
 + 	To Open Help Section
 + 	Show Active Cell
























## Navigating Shortcut Keys:-

Shortcuts	Description
 + 	To Cut/Remove the text
	Go To Left
	Go To Right
	Go To Up
	Go To Down
 + 	To Display Auto Complete List
 + 	Move To Beginning Of Line
 + 	Move To End Of Line
 +  + 	Top Of Module
 +  + 	End Of Module
 +  + 	Move One Word To Left
 +  + 	Move One Word To Right
 + 	Move To Right Cell
 + 	Move To Left Cell
 + 	Move To Upper Cell
 + 	Move To Down Cell
 +  + 	Move Right Non Adjacent
 +  + 	Move Left Non Adjacent

## Keyboard shortcuts for selecting rows/column/cell

Shortcuts	Description
 + 	For Undo
 + 	To select all items
 +  + 	To Add Selection
 + 	To Select The Entire Row
 + 	To Select Only Active Cell
 + 	Select The Complete Column
 + 	To Select The Entire Worksheet
 + 	Same Selection In Next Column
 +  + 	Same Selection In Previous Column
 + 	Move Active Cell Clockwise In Selection
	Move Active Cell Down In Selection
 + 	Move Active Cell Up
	Move Active In Right Direction
 + 	Move Active In Left Direction

## Window Keyboard Shortcuts:-

Shortcuts	Description
 +  + 	To restart the Mac
 +  + 	To put the Mac on sleep mode
 +  + 	Put your displays to sleep.
 + 	To Hide the windows of the front app
 + 	To minimize the front window to the Doc
 + 	To close the window
 + 	To quit the app
 + 	To force quit the app
 + 	To show /hide the Fonts window.
 + 	To select the Desktop folder.