

# Frequently used shortcuts

This table itemizes the most frequently used shortcuts in Excel 2016 for Mac.

To do this	Press
Paste	⌘ + V or CONTROL + V
Copy	⌘ + C or CONTROL + C
Clear	DELETE
Save	⌘ + S or CONTROL + S
Undo	⌘ + Z or CONTROL + Z
Redo	⌘ + Y or CONTROL + Y or ⌘ + SHIFT + Z
Cut	⌘ + X or CONTROL + X
Bold	⌘ + B or CONTROL + B

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To do this	Press
Print	⌘ + P or CONTROL + P
Open Visual Basic	OPTION + F11
Fill Down	⌘ + D or CONTROL + D
Fill Right	⌘ + R or CONTROL + R
Insert cells	CONTROL + SHIFT + =
Delete cells	⌘ + HYPHEN or CONTROL + HYPHEN
Calculate all open workbooks	⌘ + = or F9
Close window	⌘ + W or CONTROL + W
Quit Excel	⌘ + Q
Display the <b>Go To</b> dialog box	CONTROL + G or F5
Display the <b>Format Cells</b> dialog box	⌘ + 1 or CONTROL + 1
Display the <b>Replace</b> dialog box	CONTROL + H or ⌘ + SHIFT + H
Paste Special	⌘ + CONTROL + V or CONTROL + OPTION + V

To do this	Press
	or ⌘ + OPTION + V
Underline	⌘ + U
Italic	⌘ + I or CONTROL + I
New blank workbook	⌘ + N or CONTROL + N
New workbook from template	⌘ + SHIFT + P
Display the <b>Save As</b> dialog box	⌘ + SHIFT + S or F12
Display the <b>Help</b> window	F1 or ⌘ + /
Select All	⌘ + A or ⌘ + SHIFT + SPACEBAR
Add or remove a filter	⌘ + SHIFT + F or CONTROL + SHIFT + L
Minimize or maximize the ribbon tabs	⌘ + OPTION + R
Display the <b>Open</b> dialog box	⌘ + O or CONTROL + O
Check spelling	F7
Open the thesaurus	SHIFT + F7
Display the <b>Formula Builder</b>	SHIFT + F3
Open the <b>Define Name</b> dialog box	⌘ + F3
Open the <b>Create names</b> dialog box	⌘ + SHIFT + F3
Insert a new sheet *	SHIFT + F11

To do this	Press
Print	⌘ + P or CONTROL + P
Print preview	⌘ + P or CONTROL + P

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Undo	⌘ + Z or CONTROL + Z
Redo	⌘ + Y or CONTROL + Y or ⌘ + SHIFT+ Z
Cut	⌘ + X or CONTROL + X

To do this	Press
Bold	⌘ + B or CONTROL + B
Print	⌘ + P or CONTROL + P
Open Visual Basic	OPTION + F11
Fill Down	⌘ + D or CONTROL + D
Fill Right	⌘ + R or CONTROL + R
Insert cells	CONTROL + SHIFT + =
Delete cells	⌘ + HYPHEN or CONTROL + HYPHEN
Calculate all open workbooks	⌘ + = or F9
Close window	⌘ + W or CONTROL + W
Quit Excel	⌘ + Q
Display the <b>Go To</b> dialog box	CONTROL + G or F5
Display the <b>Format Cells</b> dialog box	⌘ + 1 or CONTROL + 1

To do this	Press
Display the <b>Replace</b> dialog box	CONTROL + H or ⌘ + SHIFT + H
Paste Special	⌘ + CONTROL + V or CONTROL + OPTION + V or ⌘ + OPTION + V
Underline	⌘ + U
Italic	⌘ + I or CONTROL + I
New blank workbook	⌘ + N or CONTROL + N
New workbook from template	⌘ + SHIFT + P
Display the <b>Save As</b> dialog box	⌘ + SHIFT + S or F12
Display the <b>Help</b> window	F1 or ⌘ + /
Select All	⌘ + A or ⌘ + SHIFT + SPACEBAR
Add or remove a filter	⌘ + SHIFT + F or CONTROL + SHIFT + L
Minimize or maximize the ribbon tabs	⌘ + OPTION + R

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To do this	Press
Display the <b>Open</b> dialog box	⌘ + O or CONTROL + O
Check spelling	F7
Open the thesaurus	SHIFT + F7
Display the <b>Formula Builder</b>	SHIFT + F3
Open the <b>Define Name</b> dialog box	⌘ + F3
Open the <b>Create names</b> dialog box	⌘ + SHIFT + F3
Insert a new sheet *	SHIFT + F11
Print	⌘ + P or CONTROL + P
Print preview	⌘ + P or CONTROL + P