

Excel shortcuts for Mac

Printable one-page reference | Excel Help

Files	New workbook	Command + N
Files	Save	Command + S
Files	Print / preview	Command + P
Edit	Copy	Command + C
Edit	Paste	Command + V
Edit	Cut	Command + X
Edit	Undo	Command + Z
Edit	Fill down	Command + D
Edit	Fill right	Command + R
Edit	Find	Command + F
Cells	Format Cells	Command + 1
Cells	Bold	Command + B
Cells	Go To	Control + G or F5
Data	Toggle filter	Command + Shift + F
Data	Create new sheet	Shift + F11
Formula	Formula Builder	Shift + F3
Formula	Calculate open workbooks	Command + = or F9

Source: Microsoft Support, Keyboard shortcuts in Excel (Mac), checked 2026-09-21.

US keyboard layout. macOS or utility shortcuts may conflict; Fn may be needed for function keys.

These are desktop Excel shortcuts; Excel for web may differ.

excel-help.com/excel-shortcuts-for-mac/