

Advance Excel Shortcut Keys

Command to	Mac shortcut
Create New Workbook	Command Key + N
Open already saved a workbook	Command Key + O
Close opened workbook	Command Key + W
Close Excel	Command Key + Q
Move to Next in Ribbon Control	TAB
Move to previous in Ribbon Control	Shift Key + TAB
Apply and Remove the Filter	Command Key + Shift + F
Open Selected cell filter option	Option Key + ↓
Select option or Checkbox within the filter options	Space Key
Insert Table in the Selected cell	Control Key + T
Select Table Row	Shift Key + Space Key
Select Table Column	Ctrl + Space Key
Insert "Total Row" in a table	Command Key + Shift Key + T
Drag and Cut cell value	drag with mouse and drop where you want to paste
Drag and Copy cell value	Option Key + Drag
Drag and Insert cell value	Shift Key + Drag
Drag and Insert Copy cell value	Option Key + Shift Key + Drag
Drag and Cut worksheet	drag with mouse and drop where you want to paste
Drag and Create duplicate Worksheet	Option Key + Drag
Select active cell	Shift key + Delete
Show active cell	Command key + Delete
Cancel selection	Esc
Select Direct Precedent	Control key + [
Select All Precedent	Control key + Shift key + {
Select Direct Dependent	Control key +]
Select All Dependent	Control key + Shift key + }
Display "Go To" Dialog Box	Control key + G
Select All cell with comments	Control key + Shift key + O
Select visible cell only	Command key + Shift Key + Z
Edit Active Cell	Control key + U
Insert or Edit comments	Fn + Shift key + F2
Start a new line in the same cell	Control key + Option Key + Return
Select one character Right within the active cell	Shift key + →
Select one character Left within the active cell	Shift key + ←
Select one word Left within the active cell	Control key + Shift Key + →
Select one word Right within the active cell	Control key + Shift Key + ←
Only move one word from left to right	Control key + →
Only move one word from right to Left	Control key + ←
Select from end to beginning	Fn + Shift Key + →
Select from beginning to end	Fn + Shift Key + ←