Excel Intellect

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Keyboard Shortcuts

The keys worth learning first in Excel and Google Sheets.

Work in both

Action	Excel on Windows	Sheets on PC	Sheets on Mac
Copy	`Ctrl + C`	`Ctrl + C`	`Cmd + C`
Paste	`Ctrl + V`	`Ctrl + V`	`Cmd + V`
Undo	`Ctrl + Z`	`Ctrl + Z`	`Cmd + Z`
Bold	`Ctrl + B`	`Ctrl + B`	`Cmd + B`
Select all	`Ctrl + A`	`Ctrl + A`	`Cmd + A`
Select column	`Ctrl + Space`	`Ctrl + Space`	`Ctrl + Space`
Select row	`Shift + Space`	`Shift + Space`	`Shift + Space`
Fill down	`Ctrl + D`	`Ctrl + D`	`Cmd + D`
Insert today's date	`Ctrl + ;`	`Ctrl + ;`	`Cmd + ;`
Insert current time	`Ctrl + Shift + :`	`Ctrl + Shift + ;`	`Cmd + Shift + ;`
Format as percent	`Ctrl + Shift + %`	`Ctrl + Shift + 5`	`Ctrl + Shift + 5`
Format as currency	`Ctrl + Shift + $`	`Ctrl + Shift + 4`	`Ctrl + Shift + 4`
Insert note	`Shift + F2`	`Shift + F2`	`Shift + F2`
New sheet	`Shift + F11`	`Shift + F11`	`Shift + Fn + F11`
Toggle absolute reference	`F4`	`F4`	`Fn + F4`
Show all formulas	`Ctrl + ` `	`Ctrl + ~`	`Ctrl + ~`

More for Excel on Windows

Action	Keys
Edit active cell	`F2`
Jump to edge of data	`Ctrl + Arrow`
AutoSum	`Alt + =`
Line break in cell	`Alt + Enter`
Create table	`Ctrl + T`
Save	`Ctrl + S`

More for Google Sheets

Action	PC	Mac
Redo	`Ctrl + Y`	`Cmd + Y`
Find and replace	`Ctrl + H`	`Cmd + Shift + H`
Fill right	`Ctrl + R`	`Cmd + R`
Find	`Ctrl + F`	`Cmd + F`
Date and time	`Ctrl + Alt + Shift + ;`	`Cmd + Option + Shift + ;`

Checked against Microsoft and Google support pages, November 2026. Keys can vary by keyboard layout, browser and version.

Every function, free templates and practical AI guides for Excel and Google Sheets. www.excelintellect.com