Logo CADACOM

**Excel**

**Shorcuts for MAC en PC’s**

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***Basé sur la documentation de Microsoft®***

[1 Préambule 3](#_Toc459896904)

[1.1 La précision 3](#_Toc459896905)

[1.2 L'observation. 3](#_Toc459896906)

[1.3 La curiosité. 4](#_Toc459896907)

[Chapitre I : Titre 5](#_Toc459896908)

[2 Keyboard shortcuts in Excel 2016 for Mac 6](#_Toc459896909)

[2.1 Frequently used shortcuts 6](#_Toc459896910)

[2.2 Function keys 10](#_Toc459896911)

[2.3 Move and scroll in a sheet or workbook 12](#_Toc459896912)

[2.4 Print 13](#_Toc459896913)

[2.5 Enter data on a sheet 14](#_Toc459896914)

[2.6 Work in cells or the Formula bar 15](#_Toc459896915)

[2.7 Format and edit data 17](#_Toc459896916)

[2.8 Work with a selection 21](#_Toc459896917)

[2.9 Select cells, columns, or rows 23](#_Toc459896918)

[2.10 Use charts 25](#_Toc459896919)

[2.11 Sort, filter, and use PivotTable reports 25](#_Toc459896920)

[2.12 Outline data 25](#_Toc459896921)

[2.13 Work in windows 26](#_Toc459896922)

[2.14 Work in dialog boxes 27](#_Toc459896923)

[2.15 Use function key shortcuts 27](#_Toc459896924)

[2.16 Related information 28](#_Toc459896925)

[2.17 Was this information helpful? 28](#_Toc459896926)

[3 Remerciements 29](#_Toc459896927)

[4 Divers 30](#_Toc459896928)

# Préambule

Je prétends qu'il faut avoir 3 qualités principales pour travailler en Windows.

1. La précision
2. L'Observation
3. La Curiosité

## La précision

Prenons Excel en exemple. Avez-vous déjà observé le changement de forme de la trace de la souris sur l’écran à l'approche de la "case courante" (A1 à l'ouverture). Un mouvement de quelques 10ème de millimètres vous provoque l'apparition de 3 traces différentes.

  

Qui dit changement de forme dit changement de rôle. Voyez les illustrations ci-dessus

Soyons donc précis

## L'observation.

Il y a tellement d'informations sur l'écran qu'il est parfois difficile de distinguer l'essentiel de l'accessoire. Observer permet de voir certaines choses insoupçonnables

Dans l'exemple ci-dessous vous constaterez que des cases contenant des chiffres sont sélectionnées. Observer bien la barre d'état en bas de votre écran, vous verrez le total des éléments sélectionnés.



Soyons donc observateur.

## La curiosité.

La curiosité est la qualité majeure permettant d'améliorer son savoir. L'on peut assouvir sa curiosité en généralisant l'usage intensif du bouton droit de la souris.

Tout objet, chose ou zone est presque toujours manipulable par le bouton droit de la souris.

Dans votre feuille Excel, cliquez avec le bouton droit de la souris sur la zone où la somme de vos éléments sélectionnés est indiquée. Sans cette curiosité, vous n'auriez peut-être jamais découvert que vous pouviez obtenir la moyenne de vos valeurs.



# Keyboard shortcuts in Excel 2016 for Mac

Applies To: Excel 2016 for Mac

Excel 2016 for Mac keyboard shortcuts are listed here. If you use Excel on a Windows computer, many of the shortcuts that use the CTRL key also work in Excel 2016 for Mac. However, not all do. When in doubt, consult this list. Please note that the shortcuts listed in this topic refer to the U.S. keyboard layout.

## Frequently used shortcuts

| To do this | Press |
| --- | --- |
| Paste | COMMAND + V |
| or |  |
| CONTROL + V |  |
| Copy | COMMAND + C |
| or |  |
| CONTROL + C |  |
| Clear | DELETE |
| Save | COMMAND + S |
| or |  |
| CONTROL + S |  |
| Undo | COMMAND + Z |
| or |  |
| CONTROL + Z |  |
| Redo | COMMAND + Y |
| or |  |
| CONTROL + Y or |  |
| COMMAND + SHIFT+ Z |  |
| Cut | COMMAND + X |
| or |  |
| CONTROL + X |  |
| Bold | COMMAND + B |
| or |  |
| CONTROL + B |  |
| Print | COMMAND + P |
| or |  |
| CONTROL + P |  |
| Open Visual Basic | OPTION + F11 |
| Fill Down | COMMAND + D |
| or |  |
| CONTROL + D |  |
| Fill Right | COMMAND + R |
| or |  |
| CONTROL + R |  |
| Insert cells | CONTROL + SHIFT + = |
| Delete cells | COMMAND + HYPHEN |
| or |  |
| CONTROL + HYPHEN |  |
| Calculate all open workbooks | COMMAND + = |
| or |  |
| F9 |  |
| Close window | COMMAND + W |
| or |  |
| CONTROL + W |  |
| Quit Excel | COMMAND + Q |
| Display the Go To dialog box | CONTROL + G |
| or |  |
| F5 |  |
| Display the Format Cells dialog box | COMMAND + 1 |
| or |  |
| CONTROL + 1 |  |
| Display the Replace dialog box | CONTROL + H |
| or |  |
| COMMAND + SHIFT + H |  |
| Paste Special | COMMAND + CONTROL + V |
| or |  |
| CONTROL + OPTION + V |  |
| or |  |
| COMMAND + OPTION + V |  |
| Underline | COMMAND + U |
| Italic | COMMAND + I |
| or |  |
| CONTROL + I |  |
| New blank workbook | COMMAND + N |
| or |  |
| CONTROL + N |  |
| New workbook from template | COMMAND + SHIFT + P |
| Display the Save As dialog box | COMMAND + SHIFT + S |
| or |  |
| F12 |  |
| Display the Help window | F1 |
| or |  |
| COMMAND + / |  |
| Select All | COMMAND + A |
| or |  |
| COMMAND + SHIFT + SPACEBAR |  |
| Add or remove a filter | COMMAND + SHIFT + F |
| or |  |
| CONTROL + SHIFT + L |  |
| Minimize or maximize the ribbon tabs | COMMAND + OPTION + R |
| Display the Open dialog box | COMMAND + O |
| or |  |
| CONTROL + O |  |
| Check spelling | F7 |
| Open the thesaurus | SHIFT + F7 |
| Display the Formula Builder | SHIFT + F3 |
| Open the Define Name dialog box | COMMAND + F3 |
| Open the Create names dialog box | COMMAND + SHIFT + F3 |
| Insert a new sheet. \*\* | SHIFT + F11 |

\*\* This shortcut conflicts with a default Mac OS key assignment. To use this shortcut, you must change your Mac keyboard settings. Go to Apple > System Preferences > Keyboard > Shortcuts. Click Mission Control, and then click to deselect theShow Desktop option.

## Function keys

1. **NOTE:** If a function key doesn't work as you expect it to, press the FN key in addition to the function key. If you don't want to press the FN key each time, you can change your system preferences: Go to Apple > System Preferences > Keyboard. Then select the check box for Use all F1, F2, etc. as standard function keys.

| To | Press |
| --- | --- |
| Display the Help window | F1 |
| Edit the selected cell | F2 |
| Insert or edit a cell comment | SHIFT + F2 |
| Open the Save dialog box | OPTION + F2 |
| Open the Formula Builder | SHIFT + F3 |
| Open the Define Name dialog box | COMMAND + F3 |
| Close | COMMAND + F4 |
| Display the Go To dialog box | F5 |
| Display the Find dialog box | SHIFT + F5 |
| Move to the Search Sheet box | CONTROL + F5 |
| Check spelling | F7 |
| Open thesaurus | SHIFT + F7 |
| Extend the selection | F8 |
| Add to the selection | SHIFT + F8 |
| Display the Macro dialog box | OPTION + F8 |
| Calculate all open workbooks. | F9 |
| Calculate the active sheet | SHIFT + F9 |
| Minimize the active window | CONTROL + F9 |
| Display a contextual menu, or "right click" menu | SHIFT + F10 |
| Maximize or restore the active window | CONTROL + F10 |
| or |  |
| COMMAND + F10 |  |
| Insert a new chart sheet. \*\* | F11 |
| Insert a new sheet \*\* | SHIFT + F11 |
| Insert an Excel 4.0 macro sheet | COMMAND + F11 |
| Open Visual Basic | OPTION + F11 |
| Display the Save As dialog box | F12 |
| Display the Open dialog box | COMMAND + F12 |

\*\* This shortcut conflicts with a default Mac OS key assignment. To use this shortcut, you must change your Mac keyboard settings. Go to Apple > System Preferences > Keyboard > Shortcuts. Click Mission Control, and then click to deselect theShow Desktop option.

## Move and scroll in a sheet or workbook

|  |  |
| --- | --- |
| To do this | Press |
| Move one cell up, down, left, or right | An arrow key |
| Move to the edge of the current data region | COMMAND + arrow key |
| Move to the beginning of the row | HOME |
| Move to the beginning of the sheet | CONTROL + HOME |
| Move to the last cell in use on the sheet | CONTROL + END |
| Move down one screen | PAGE DOWN |
| On a MacBook, press FN + DOWN ARROW |  |
| Move up one screen | PAGE UP |
| On a MacBook, press FN + UP ARROW |  |
| Move one screen to the right | OPTION + PAGE DOWN |
| Move one screen to the left | OPTION + PAGE UP |
| Move to the next sheet in the workbook | CONTROL + PAGE DOWN |
| or |  |
| OPTION + RIGHT ARROW |  |
| Move to the previous sheet in the workbook | CONTROL + PAGE DOWN |
| or |  |
| OPTION + LEFT ARROW |  |
| Scroll to display the active cell | CONTROL + DELETE |
| Display the Go To dialog box | CONTROL + G |
| Display the Find dialog box | CONTROL + F |
| or |  |
| SHIFT + F5 |  |
| Access the Search Sheet box | COMMAND + F |
| Move between unlocked cells on a protected sheet | TAB |

## Print

| To | Press |
| --- | --- |
| Print | COMMAND + P |
| or |  |
| CONTROL + P |  |
| Print preview | COMMAND + P |
| or |  |
| CONTROL + P |  |

## Enter data on a sheet

1. If a function key doesn't work as you expect it to, press the FN key in addition to the function key. If you don't want to press the FN key each time, you can change your system preferences: Go to Apple > System Preferences > Keyboard. Then select the check box for Use all F1, F2, etc. as standard function keys.

| To do this | Press |
| --- | --- |
| Edit the selected cell | F2 |
| Complete a cell entry and move forward in the selection | RETURN |
| Start a new line in the same cell | CONTROL + OPTION + RETURN |
| Fill the selected cell range with the text that you type | COMMAND + RETURN |
| or |  |
| CONTROL + RETURN |  |
| Complete a cell entry and move up in the selection | SHIFT + RETURN |
| Complete a cell entry and move to the right in the selection | TAB |
| Complete a cell entry and move to the left in the selection | SHIFT + TAB |
| Cancel a cell entry | ESC |
| Delete the character to the left of the insertion point, or delete the selection | DELETE |
| Delete the character to the right of the insertion point, or delete the selection |  |
| Note: Some smaller keyboards do not have this key | Delete |
| Delete text to the end of the line |  |
| Note: Some smaller keyboards do not have this key | CONTROL + Delete |
| Move one character up, down, left, or right | An arrow key |
| Move to the beginning of the line | HOME |
| Insert a comment | SHIFT + F2 |
| Open and edit a cell comment | SHIFT + F2 |
| Fill down | CONTROL + D |
| or |  |
| COMMAND + D |  |
| Fill to the right | CONTROL + R |
| or |  |
| COMMAND + R |  |
| Define a name | CONTROL + L |

## Work in cells or the Formula bar

1. **NOTE:** If a function key doesn't work as you expect it to, press the FN key in addition to the function key. If you don't want to press the FN key each time, you can change your system preferences: Go to Apple > System Preferences > Keyboard. Then select the check box for Use all F1, F2, etc. as standard function keys.

| To | Press |  |
| --- | --- | --- |
| Edit the selected cell | F2 |  |
| Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents | DELETE |  |
| Complete a cell entry | RETURN |  |
| Enter a formula as an array formula | COMMAND + SHIFT + RETURN or |  |
| CONTROL + SHIFT + RETURN |  |  |
| Cancel an entry in the cell or formula bar | ESC |  |
| Display the Formula Builder after you type a valid function name in a formula | CONTROL + A |  |
| Insert a hyperlink | COMMAND + K |  |
| or |  |  |
| CONTROL + K |  |  |
| Edit the active cell and position the insertion point at the end of the line | CONTROL + U |  |
| Open the Formula Builder | SHIFT + F3 |  |
| Calculate the active sheet | SHIFT + F9 |  |
| Display a contextual menu | SHIFT + F10 |  |
| Start a formula | = |  |
| Toggle the formula reference style between absolute, relative, and mixed | COMMAND + T |  |
| or |  |  |
| F4 |  |  |
| Insert the AutoSum formula | COMMAND + SHIFT + T |  |
| Enter the date | CONTROL + SEMICOLON ( | ) |
| Enter the time | COMMAND + SEMICOLON ( | ) |
| Copy the value from the cell above the active cell into the cell or the formula bar | CONTROL + SHIFT + INCH MARK (") |  |
| Alternate between displaying cell values and displaying cell formulas | CONTROL + GRAVE ACCENT (`) |  |
| Copy a formula from the cell above the active cell into the cell or the formula bar | CONTROL + APOSTROPHE (') |  |
| Display the AutoComplete list | CONTROL + OPTION + DOWN ARROW |  |
| Define a name | CONTROL + L |  |
| Open the Smart Lookup pane | CONTROL + OPTION + COMMAND + L |  |

## Format and edit data

| To | Press |
| --- | --- |
| Edit the selected cell | F2 |
| Create a table | COMMAND + T |
| or |  |
| CONTROL + T |  |
| Insert a line break in a cell | COMMAND + OPTION + RETURN or |
| CONTROL + OPTION + RETURN |  |
| Insert special characters like symbols, including Emoji | CONTROL + COMMAND + SPACEBAR |
| Increase font size | COMMAND + SHIFT + > |
| Decrease font size | COMMAND + SHIFT + < |
| Align center | COMMAND + E |
| Align left | COMMAND + L |
| Display the Modify Cell Style dialog box | COMMAND + SHIFT + L |
| Display the Format Cells dialog box | COMMAND + 1 |
| Apply the general number format | CONTROL + SHIFT + ~ |
| Apply the currency format with two decimal places (negative numbers appear in red with parentheses) | CONTROL + SHIFT + $ |
| Apply the percentage format with no decimal places | CONTROL + SHIFT + % |
| Apply the exponential number format with two decimal places | CONTROL + SHIFT + ^ |
| Apply the date format with the day, month, and year | CONTROL + SHIFT + # |
| Apply the time format with the hour and minute, and indicate A.M. or P.M. | CONTROL + SHIFT + @ |
| Apply the number format with two decimal places, thousands separator, and minus sign (-) for negative values | CONTROL + SHIFT + ! |
| Apply the outline border around the selected cells | COMMAND + OPTION + ZERO |
| Add an outline border to the right of the selection | COMMAND + OPTION + RIGHT ARROW |
| Add an outline border to the left of the selection | COMMAND + OPTION + LEFT ARROW |
| Add an outline border to the top of the selection | COMMAND + OPTION + UP ARROW |
| Add an outline border to the bottom of the selection | COMMAND + OPTION + DOWN ARROW |
| Remove outline borders | COMMAND + OPTION + HYPHEN |
| Apply or remove bold formatting | COMMAND + B |
| Apply or remove italic formatting | COMMAND + I |
| Apply or remove underscoring | COMMAND + U |
| Apply or remove strikethrough formatting | COMMAND + SHIFT + X |
| Hide a column | COMMAND + ) |
| or |  |
| CONTROL + ) |  |
| Unhide a column | COMMAND + SHIFT + ) |
| or |  |
| CONTROL + SHIFT + ) |  |
| Hide a row | COMMAND + ( |
| or |  |
| CONTROL + ( |  |
| Unhide a row | COMMAND + SHIFT + ( |
| or |  |
| CONTROL + SHIFT + ( |  |
| Edit the active cell | CONTROL + U |
| Cancel an entry in the cell or the formula bar | ESC |
| Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents | DELETE |
| Paste text into the active cell | COMMAND + V |
| Complete a cell entry | RETURN |
| Give selected cells the current cell's entry | COMMAND + RETURN or |
| CONTROL + RETURN |  |
| Enter a formula as an array formula | COMMAND + SHIFT + RETURN or |
| CONTROL + SHIFT + RETURN |  |
| Display the Formula Builder after you type a valid function name in a formula | CONTROL + A |

## Work with a selection

| To do this | Press |
| --- | --- |
| Copy | COMMAND + C |
| or |  |
| CONTROL + V |  |
| Paste | COMMAND + V |
| or |  |
| CONTROL + V |  |
| Cut | COMMAND + X |
| or |  |
| CONTROL + X |  |
| Clear | DELETE |
| Delete the selection | CONTROL + HYPHEN |
| Undo the last action | COMMAND + Z |
| Hide a column | COMMAND + ) |
| or |  |
| CONTROL + ) |  |
| Unhide a column | COMMAND + SHIFT + ) |
| or |  |
| CONTROL + SHIFT + ) |  |
| Hide a row | COMMAND + ( |
| or |  |
| CONTROL + ( |  |
| Unhide a row | COMMAND + SHIFT + ( |
| or |  |
| CONTROL + SHIFT + ( |  |
| Move from top to bottom within the selection (down) \* | RETURN |
| Move from bottom to top within the selection (up) \* | SHIFT + RETURN |
| Move from left to right within the selection, |  |
| or move down one cell if only one column is selected | TAB |
| Move from right to left within the selection, |  |
| or move up one cell if only one column is selected | SHIFT + TAB |
| Move clockwise to the next corner of the selection | CONTROL + PERIOD |
| Group selected cells | COMMAND + SHIFT + K |
| Ungroup selected cells | COMMAND + SHIFT + J |

\* These shortcuts may move in another direction other than down or up. If you'd like to change the direction of these shortcuts, click the Excel menu, and then click Preferences. Click Edit. Then change the direction for After pressing Return, move selection.

## Select cells, columns, or rows

1. If a function key doesn't work as you expect it to, press the FN key in addition to the function key. If you don't want to press the FN key each time, you can change your system preferences: Go to Apple > System Preferences > Keyboard. Then select the check box for Use all F1, F2, etc. as standard function keys.

| To do this | Press |
| --- | --- |
| Extend the selection by one cell | SHIFT + arrow key |
| Extend the selection to the last nonblank cell |  |
| in the same column or row as the active cell | COMMAND + SHIFT + arrow key |
| Extend the selection to the beginning of the row | SHIFT + HOME |
| Extend the selection to the beginning of the sheet | CONTROL + SHIFT + HOME |
| Extend the selection to the last cell used |  |
| on the sheet (lower-right corner) | CONTROL + SHIFT + END |
| Select the entire column | CONTROL + SPACEBAR |
| Select the entire row | SHIFT + SPACEBAR |
| Select the entire sheet | COMMAND + A |
| Select only visible cells | COMMAND + SHIFT + \* (asterisk) |
| Select only the active cell when multiple cells are selected | SHIFT + DELETE |
| Extend the selection down one screen | SHIFT + PAGE DOWN |
| Extend the selection up one screen | SHIFT + PAGE UP |
| Alternate between hiding objects, displaying objects, |  |
| and displaying placeholders for objects | CONTROL + 6 |
| Turn on the capability to extend a selection |  |
| by using the arrow keys | F8 |
| Add another range of cells to the selection | SHIFT + F8 |
| Select the current array, which is the array that the |  |
| active cell belongs to | CONTROL + / |
| Select cells in a row that don't match the value |  |
| in the active cell in that row. |  |
| You must select the row starting with the active cell | CONTROL + \ |
| Select only cells that are directly referred to by formulas in the selection | CONTROL + SHIFT + [ |
| Select all cells that are directly or indirectly referred to by formulas in the selection | CONTROL + SHIFT + { |
| Select only cells with formulas that refer directly to the active cell | CONTROL + ] |
| Select all cells with formulas that refer directly or indirectly to the active cell | CONTROL + SHIFT + } |

## Use charts

1. If a function key doesn't work as you expect it to, press the FN key in addition to the function key. If you don't want to press the FN key each time, you can change your system preferences: Go to Apple > System Preferences > Keyboard. Then select the check box for Use all F1, F2, etc. as standard function keys.

| To do this | Press |
| --- | --- |
| Insert a new chart sheet. \*\* | F11 |
| Cycle through chart object selection | An arrow key |

\*\* This shortcut conflicts with a default Mac OS key assignment. To use this shortcut, you must change your Mac keyboard settings. Go to Apple > System Preferences > Keyboard > Shortcuts. Click Mission Control, and then click to deselect theShow Desktop option.

## Sort, filter, and use PivotTable reports

| To do this | Press |
| --- | --- |
| Open the Sort dialog box | COMMAND + SHIFT + R |
| Add or remove a filter | COMMAND + SHIFT + F |
| or |  |
| CONTROL + SHIFT + L |  |
| Display the Filter list or PivotTable page |  |
| field pop-up menu for the selected cell | OPTION + DOWN ARROW |

## Outline data

| To do this | Press |
| --- | --- |
| Display or hide outline symbols | CONTROL + 8 |
| Hide selected rows | CONTROL + 9 |
| Unhide selected rows | CONTROL + SHIFT + ( |
| Hide selected columns | CONTROL + ZERO |
| Unhide selected columns | CONTROL + SHIFT + ) |

## Work in windows

1. **NOTE:** If a function key doesn't work as you expect it to, press the FN key in addition to the function key. If you don't want to press the FN key each time, you can change your system preferences: Go to Apple > System Preferences > Keyboard. Then select the check box for Use all F1, F2, etc. as standard function keys.

| To | Press |
| --- | --- |
| Expand or minimize the ribbon | COMMAND + OPTION + R |
| Switch to full screen view | COMMAND + CONTROL + F |
| Switch to the next application | COMMAND + TAB |
| Switch to the previous application | COMMAND + SHIFT + TAB |
| Close the active workbook window | COMMAND + W |
| Copy the image of the screen and save it to |  |
| a Screen Shot file on your desktop. | COMMAND + SHIFT + 3 |
| Minimize the active window | CONTROL + F9 |
| Maximize or restore the active window | CONTROL + F10 |
| or |  |
| COMMAND + F10 |  |
| Hide Excel. | COMMAND + H |

## Work in dialog boxes

|  |  |
| --- | --- |
| To do this | Press |
| Move to the next text box | TAB |
| Move to the previous box, option, control, or command | SHIFT + TAB |
| Exit a dialog box or cancel an action | ESC |
| Perform the action assigned to the default command button |  |
| (the button with the bold outline, often the OK button) | RETURN |
| Cancel the command and close | ESC |

## Use function key shortcuts

Excel for Mac 2016 uses the function keys for common commands, including Copy and Paste. For quick access to these shortcuts, you can change your Apple system preferences so you don't have to press the Fn key every time you use a function key shortcut

1. Changing system function key preferences affects how the function keys work for your Mac, not just Excel. After changing this setting, you can still perform the special features printed on a function key. Just press the Fn key. For example, to use the F12 key to change your volume, you would press Fn+F12.

If a function key doesn't work as you expect it to, press the FN key in addition to the function key. If you don't want to press the FN key each time, you can change your Apple system preferences:

Change function key preferences with the mouse

1. On the Apple menu, press System Preferences.
2. Select Keyboard.
3. On the Keyboard tab, select the check box for Use all F1, F2, etc. keys as standard function keys.

If you need to perform this procedure with the keyboard only, please see the topic Accessibility in Office 2016 for Mac.

# Remerciements

Ces informations sont compilées depuis le site de Microsoft consacré au produit.

# Divers

Ce produit est entièrement gratuit. Si vous l'avez apprécié, soyez assez sympa que de verser une contribution que vous estimerez à l'association caritative de votre choix

Visitez notre site [www.cadacom.be](http://www.cadacom.be), tout y est gratuit…