

## ExcelShir Etsy Ignite & Formula Deep Dive - Google Sheets Keyboard Shortcuts for MAC & PC (Session 2)

ID	Topic	Sub-Topic	Description	MAC Shortcut	PC Shortcut
1	Formatting	Table (Alternating Colors)	Format Selected Cell(s) with Alternating Colors	CTRL + OPT + O + L	ALT + O + L
2	Formatting	Headers (Bold Border Wrap)	Format Selected Cell(s) with Bold (Toggle On/Off)	CMD + B	CTRL + B
3	Formatting	Headers (Bold Border Wrap)	Format Selected Cell(s) with Add Top Border	SHIFT + OPT + 1	SHIFT + ALT + 1
4	Formatting	Headers (Bold Border Wrap)	Format Selected Cell(s) with Right Border	SHIFT + OPT + 2	SHIFT + ALT + 2
5	Formatting	Headers (Bold Border Wrap)	Format Selected Cell(s) with Bottom Border	SHIFT + OPT + 3	SHIFT + ALT + 3
6	Formatting	Headers (Bold Border Wrap)	Format Selected Cell(s) with Left Border	SHIFT + OPT + 4	SHIFT + ALT + 4
7	Formatting	Headers (Bold Border Wrap)	Format Selected Cell(s) with Remove All Borders	SHIFT + OPT + 6	SHIFT + ALT + 6
8	Formatting	Headers (Bold Border Wrap)	Format Selected Cell(s) with Outside Border	SHIFT + OPT + 7	SHIFT + ALT + 7
9	Formatting	Headers (Bold Border Wrap)	Format Selected Cell(s) with Wrap Text	CTRL + OPT + O + W + W	ALT + O + W + W
10	Formatting	Autofit Cols	Autofit Columns (based on selection)	Dbl-Click btwn 2 col letters	Dbl-Click btwn 2 col letters
11	Formatting	Quick Number Format	Format Selected Cell(s) as "Number" (with 2 decimals)	CTRL + SHIFT + 1	CTRL + SHIFT + 1
12	Formatting	Quick Number Format	Format Selected Cell(s) as "Date"	CTRL + SHIFT + 2	CTRL + SHIFT + 2
13	Formatting	Quick Number Format	Format Selected Cell(s) as "Time"	CTRL + SHIFT + 3	CTRL + SHIFT + 3
14	Formatting	Quick Number Format	Format Selected Cell(s) as "Currency" (with 2 decimals)	CTRL + SHIFT + 4	CTRL + SHIFT + 4
15	Formatting	Quick Number Format	Format Selected Cell(s) as "Percent"	CTRL + SHIFT + 5	CTRL + SHIFT + 5
16	Formatting	Quick Number Format	Format Selected Cell(s) as "Scientific Notation"	CTRL + SHIFT + 6	CTRL + SHIFT + 6
17	Formatting	Advanced Number Format	Open Advanced Number Format Menu	CTRL + OPT + O + N	ALT + O + N
18	Formatting	Align Cells	Format Selected Cell(s) with Align Left	CTRL + OPT + O + A + L	ALT + O + A + L
19	Formatting	Align Cells	Format Selected Cell(s) with Align Center	CTRL + OPT + O + A + C	ALT + O + A + C
20	Formatting	Align Cells	Format Selected Cell(s) with Align Right	CTRL + OPT + O + A + R	ALT + O + A + R
21	Formatting	Align Cells	Format Selected Cell(s) with Align Top	CTRL + OPT + O + A + T	ALT + O + A + T
22	Formatting	Align Cells	Format Selected Cell(s) with Align Middle	CTRL + OPT + O + A + M	ALT + O + A + M
23	Formatting	Align Cells	Format Selected Cell(s) with Align Bottom	CTRL + OPT + O + A + B	ALT + O + A + B
24	Formatting	Manual Cols	Manually Resize Columns (based on selection)	Click & Drag btwn 2 col letters	Click & Drag btwn 2 col letters
25	Formatting	Freeze	Freeze Up to Selected Row	CTRL + OPT + V + R + U	ALT + V + R + U
26	Formatting	Freeze	Freeze Up to Selected Column	CTRL + OPT + V + R + P	ALT + V + R + P
27	Formatting	Freeze	Remove Row Freeze	CTRL + OPT + V + R + R	ALT + V + R + R
28	Formatting	Freeze	Remove Column Freeze	CTRL + OPT + V + R + C	ALT + V + R + C
29	Formatting	Misc Menu/Navigation	Open Right-Click Menu (based on selection)	CMD + SHIFT + \	CTRL + SHIFT + \
30	Formatting	Misc Menu/Navigation	Navigate Available Options	ARROWS	ARROWS
31	Formatting	Misc Menu/Navigation	Select Highlighted Option	RETURN	ENTER
32	Formatting	Misc Menu/Navigation	Discard Changes & Close (dropdown, menu, pop-up, etc.)	ESC	ESC
33	Formatting	Misc Menu/Navigation	Move to Next Option (in pop-up window)	TAB	TAB
34	Formatting	Misc Menu/Navigation	Move to Previous Option (in pop-up window)	SHIFT + TAB	SHIFT + TAB
35	Formatting	Misc Menu/Navigation	Check/Uncheck Selected Checkbox (in pop-up window)	SPACE	SPACE