

## ExcelShir Excel Cornerstones - EXCEL Keyboard Shortcuts for PC & MAC (Session 1)

Topic	ID	Description	PC Shortcut	MAC Shortcut
Catapult & Schlep	1	Expand Selection of Cells	SHIFT + ARROWS	SHIFT + ARROWS
	2	Catapult to Next or Last Non-Empty Cell	CTRL + ARROWS	CMD + ARROWS
	3	Catapult & Select to Next or Last Non-Empty Cell	CTRL + SHIFT + ARROWS	CMD + SHIFT + ARROWS
Switch Tabs	4	Move to Next Worksheet (tab)	CTRL + PgDn	OPT + →
	5	Move to Previous Worksheet (tab)	CTRL + PgUp	OPT + ←
First & Last Cell	6	Move to First Cell of Worksheet	CTRL + Home	fn + CTRL + ←
	7	Move to Last Cell of Worksheet	CTRL + End	fn + CTRL + →
Cols & Rows	8	Select Entire Column	CTRL + SPACE	CTRL + SPACE
	9	Select Entire Row	SHIFT + SPACE	SHIFT + SPACE
Insert & Delete	10	Insert Cell(s) & Shift Right (based on selection)	CTRL + SHIFT + + (plus) + I + ENTER	CTRL + SHIFT + + (plus) + ARROWS + RETURN
	11	Insert Cell(s) & Shift Down (based on selection)	CTRL + SHIFT + + (plus) + D + ENTER	CTRL + SHIFT + + (plus) + ARROWS + RETURN
	12	Insert Column(s) (based on selection)	CTRL + SHIFT + + (plus) + C + ENTER	CTRL + SHIFT + + (plus) + ARROWS + RETURN
	13	Insert Row(s) (based on selection)	CTRL + SHIFT + + (plus) + R + ENTER	CTRL + SHIFT + + (plus) + ARROWS + RETURN
	14	Delete Cell(s) & Shift Up (based on selection)	CTRL + - (minus) + U + ENTER	CTRL + - (minus) + ARROWS + RETURN
	15	Delete Cell(s) & Shift Left (based on selection)	CTRL + - (minus) + L + ENTER	CTRL + - (minus) + ARROWS + RETURN
	16	Delete Column(s) (based on selection)	CTRL + - (minus) + C + ENTER	CTRL + - (minus) + ARROWS + RETURN
	17	Delete Row(s) (based on selection)	CTRL + - (minus) + R + ENTER	CTRL + - (minus) + ARROWS + RETURN
Misc Help	18	Show Help Window	F1	F1