

ExcelShir Excel Cornerstones - EXCEL Keyboard Shortcuts for PC & MAC (Session 2)

Topic	ID	Description	PC Shortcut	MAC Shortcut
Table (Alt Colors)	1	Format Selected Cell(s) with Alternating Colors	CTRL + T	CTRL + T
Headers (Bold, Border, Wrap)	2	Format Selected Cell(s) with Bold (Toggle On/Off)	CTRL + B	CMD + B
	3	Format Selected Cell(s) with Add Top Border	ALT + H + B + P	OPT + CMD + ↑
	4	Format Selected Cell(s) with Right Border	ALT + H + B + R	OPT + CMD + →
	5	Format Selected Cell(s) with Bottom Border	ALT + H + B + O	OPT + CMD + ↓
	6	Format Selected Cell(s) with Left Border	ALT + H + B + L	OPT + CMD + ←
	7	Format Selected Cell(s) with Remove All Borders	CTRL + SHIFT + _ (underscore)	CTRL + SHIFT + _ (underscore)
	8	Format Selected Cell(s) with Outside Border	CTRL + SHIFT + &	CTRL + SHIFT + &
	9	Format Selected Cell(s) with Wrap Text*	ALT + H + W	OPT + CMD + W
Autofit Cols	10	Autofit Columns (based on selection)*	ALT + H + O + I	CTRL + SHIFT + I
Number Format (Quick)	11	Format Selected Cell(s) as "General"	CTRL + SHIFT + ` (grave)	CTRL + SHIFT + ` (grave)
	12	Format Selected Cell(s) as "Number" (with 2 decimals)	CTRL + SHIFT + 1	CTRL + SHIFT + 1
	13	Format Selected Cell(s) as "Time"	CTRL + SHIFT + 2	CTRL + SHIFT + 2
	14	Format Selected Cell(s) as "Date"	CTRL + SHIFT + 3	CTRL + SHIFT + 3
	15	Format Selected Cell(s) as "Currency" (with 2 decimals)	CTRL + SHIFT + 4	CTRL + SHIFT + 4
	16	Format Selected Cell(s) as "Percent"	CTRL + SHIFT + 5	CTRL + SHIFT + 5
	17	Format Selected Cell(s) as "Scientific Notation"	CTRL + SHIFT + 6	CTRL + SHIFT + 6
(Advanced)	18	Format Cells (based on selection)	CTRL + 1	CMD + 1
Align Cells	19	Format Selected Cell(s) with Align Left*	ALT + H + A + L	OPT + CMD + L
	20	Format Selected Cell(s) with Align Center*	ALT + H + A + C	OPT + CMD + C
	21	Format Selected Cell(s) with Align Right*	ALT + H + A + R	OPT + CMD + R
	22	Format Selected Cell(s) with Align Top*	ALT + H + A + T	OPT + CMD + T
	23	Format Selected Cell(s) with Align Middle*	ALT + H + A + M	OPT + CMD + M
	24	Format Selected Cell(s) with Align Bottom*	ALT + H + A + B	OPT + CMD + B
Manual Cols	25	Manually Resize Columns (based on selection)*	ALT + H + O + W	CTRL + SHIFT + W
Freeze	26	Freeze/Unfreeze Panes (based on selection)*	ALT + W + F + F	CTRL + SHIFT + F
BONUS <i>Pop-Up Window Navigation</i>	27	Move to Next Tab (in pop-up window)	CTRL + PgDn	CTRL + fn + ↑
	28	Move to Previous Tab (in pop-up window)	CTRL + PgUp	CTRL + fn + ↓
	29	Move to Next Option (in pop-up window)	TAB	TAB
	30	Move to Previous Option (in pop-up window)	SHIFT + TAB	SHIFT + TAB
	31	Select Available Option (in pop-up window)	ARROWS	ARROWS
	32	Check/Uncheck the Selected Checkbox (in pop-up window)	SPACE	SPACE
	33	Save Changes and Close (in pop-up window)	ENTER	ENTER
	34	Discard Changes and Close (in pop-up window)	ESC	ESC
	35	Move to Option with Underlined Letter (in pop-up window)	ALT + [letter]	[Not Available for MAC]

* Requires keyboard customization for MAC shortcut. See next page for consolidated list.

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Additional Resources: <https://excelshir.com/resources>

ExcelShir Consolidated List of Mac Excel Keyboard Shortcuts that Require Customization

Topic	ID	Description	Command Category	Exact Command Name	MAC Shortcut
H eaders	9	Format Selected Cell(s) with Wrap Text*	Home Tab	Wrap Text	OPT + CMD + W
A utofit Cols	10	Autofit Columns (based on selection)*	Home Tab	AutoFit Selection	CTRL + SHIFT + I
A lign Cells	19	Format Selected Cell(s) with Align Left*	Home Tab	Align Left	OPT + CMD + L
	20	Format Selected Cell(s) with Align Center*	Home Tab	Center	OPT + CMD + C
	21	Format Selected Cell(s) with Align Right*	Home Tab	Align Right	OPT + CMD + R
	22	Format Selected Cell(s) with Align Top*	Home Tab	Align Top	OPT + CMD + T
	23	Format Selected Cell(s) with Align Middle*	Home Tab	Align Middle	OPT + CMD + M
	24	Format Selected Cell(s) with Align Bottom*	Home Tab	Align Bottom	OPT + CMD + B
M anual Cols	25	Manually Resize Columns (based on selection)*	Home Tab	Column Width	CTRL + SHIFT + W
F reeze	26	Freeze/Unfreeze Panes (based on selection)*	View Tab	Freeze Panes	CTRL + SHIFT + F