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	2	Format Selected Cell(s) with Bold (Toggle On/Off)	CTRL + B	CMD + B
(Bold, Border,	3	Format Selected Cell(s) with Add Top Border	ALT + H + B + P	OPT + CMD + ↑
Wrap)	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	11	Format Selected Cell(s) as "General"	CTRL + SHIFT + ` (grave)	CTRL + SHIFT + ` (grave)
(Quick)	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)	CTLR + 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	27	*Move to Next Tab (in pop-up window)*	*CTRL + PgDn*	*CTRL + fn + ↑*
Pop-Up	28	*Move to Previous Tab (in pop-up window)*	*CTRL + PgUp*	*CTRL + fn + ↓*
Window	29	*Move to Next Option (in pop-up window)*	*TAB*	*TAB*
Navigation	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.

ExcelShir Consolidated List of Mac Excel Keyboard Shortcuts that Require Customization

Topic	ID	Description	Command Category	Exact Command Name	MAC Shortcut
Headers	9	Format Selected Cell(s) with Wrap Text*	Home Tab	Wrap Text	OPT + CMD + W
Autofit Cols	10	Autofit Columns (based on selection)*	Home Tab	AutoFit Selection	CTRL + SHIFT + I
Align 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
Manual Cols	25	Manually Resize Columns (based on selection)*	Home Tab	Column Width	CTRL + SHIFT + W
Freeze	26	Freeze/Unfreeze Panes (based on selection)*	View Tab	Freeze Panes	CTRL + SHIFT + F