

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

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