



Excel Formula Deep Dive - EXCEL Keyboard Shortcuts for PC & MAC (All Sessions)

ID	Topic	Sub-Topic	Description	PC Shortcut	MAC Shortcut
1	Formulas	Edit Cells	Edit Contents of Selected Cell	F2	F2
2	Formulas	Edit Cells	Save Cell Changes & Select Next Cell Down	ENTER (in cell edit mode)	RETURN (in cell edit mode)
3	Formulas	Edit Cells	Exit Cell Without Saving Changes	ESC (in cell edit mode)	ESC (in cell edit mode)
4	Formulas	Cell Ref	Toggle Cell Ref Mode & Text Edit Mode	F2 (in cell edit mode)	F2 (in cell edit mode)
5	Formulas	Cell Ref	Toggle Absolute/Relative Cell References	F4 (in cell edit mode)	F4 (in cell edit mode)
6	Formulas	Help	Auto-Complete Highlighted Function from List	TAB (in cell edit mode)	TAB (in cell edit mode)
7	Formulas	Help	Built-In Help Menu	F1	F1
8	Formulas	Audit	Evaluate (convert to string) selected formula expression	F9 (in cell edit mode)	F9 (in cell edit mode)
9	Formulas	Audit	Toggle Formula Audit Mode (a.k.a. "Show Formulas")	CTRL + ` (grave)	CTRL + ` (grave)
10	Formulas	Quick Value	Insert Today's Date Value Into Active Cell	CTRL + ; (semi-colon)	CMD + ; (semi-colon)
11	Formulas	Quick Value	Insert Current Time Value Into Active Cell	CTRL + : (colon)	CMD + : (colon)

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