

Topic	Sub-Topic	ID	PC Description	PC Shortcut	MAC Shortcut	
Navigation	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	Select & Catapult to Next or Last Non-Empty Cell	SHIFT + CTRL + ARROWS	SHIFT + CMD + 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)/Row(s)/Column(s) (based on selection)	CTRL + + (plus)	CTRL + + (plus)	
		11	Delete Cell(s)/Row(s)/Column(s) (based on selection)	CTRL + - (minus)	CTRL + - (minus)	
	Find	12	Find	CTRL + F	CTRL + F	
		13	Find & Replace	CTRL + H	CTRL + H	
Formatting	Table	14	Insert Table (based on selection)	CTRL + T	CTRL + T	
		15	Name Manager ("Define Name" for MAC)	CTRL + F3	fn + CTRL + F3	
	Headers (Bold Border Wrap)	16	Add/Remove Bold Format from Selected Cell(s)	CTRL + B	CMD + B	
		17	Add Top Border to Selected Cell(s)	ALT + H + B + P	CMD + OPT + ↑	
		18	Add Right Border to Selected Cell(s)	ALT + H + B + R	CMD + OPT + →	
		19	Add Bottom Border to Selected Cell(s)	ALT + H + B + O	CMD + OPT + ↓	
		20	Add Left Border to Selected Cell(s)	ALT + H + B + L	CMD + OPT + ←	
		21	Add Outside Border to Selected Cell(s)	CTRL + SHIFT + & (ampersand)	CMD + OPT + 0 (zero)	
		22	Remove All Borders to Selected Cell(s)	CTRL + SHIFT + _ (underscore)	CMD + OPT + - (minus)	
	23	Add/Remove Wrap Text Format from Selected Cell(s)**	ALT + H + W	CTRL + OPT + W		
	Autofit Cols	24	Autofit Column Width (based on selection)*	ALT + H + O + I	CTRL + SHIFT + I	
	Number Format	25	Format Cells (based on selection)	CTRL + 1	CMD + 1	
		26	Move to Next Tab (in pop-up window)	CTRL + PgDn	CTRL + fn + ↑	
		27	Move to Previous Tab (in pop-up window)	CTRL + PgUp	CTRL + fn + ↓	
		28	Move to Next Option (in pop-up window)	TAB	TAB	
		29	Move to Previous Option (in pop-up window)	SHIFT + TAB	SHIFT + TAB	
		30	Select Available Option (in pop-up window)	ARROWS	ARROWS	
		31	Check/Uncheck the Selected Checkbox (in pop-up window)	SPACE	SPACE	
		32	Save Changes and Close (in pop-up window)	ENTER	ENTER	
		33	Discard Changes and Close (in pop-up window)	ESC	ESC	
		34	Move to Option with Underlined Letter (in pop-up window)	ALT + [letter]	[Not Available for MAC]	
		Align Cells	35	Format Selected Cell(s) with Align Left**	ALT + H + A + L	CTRL + OPT + L
			36	Format Selected Cell(s) with Align Center**	ALT + H + A + C	CTRL + OPT + C
			37	Format Selected Cell(s) with Align Right**	ALT + H + A + R	CTRL + OPT + R
	38		Format Selected Cell(s) with Align Top**	ALT + H + A + T	CTRL + OPT + T	
	39		Format Selected Cell(s) with Align Middle**	ALT + H + A + M	CTRL + OPT + M	
	40		Format Selected Cell(s) with Align Bottom**	ALT + H + A + B	CTRL + OPT + B	
	Manual Cols Freeze	41	Manually Resize Column Widths (based on selection)*	ALT + H + O + W	CTRL + SHIFT + W	
42	Freeze/Unfreeze Panes (based on selection)*	ALT + W + F + F	CTRL + SHIFT + F			
Formulas	Edit Cells	43	Edit Contents of Selected Cell	F2	F2	
		44	Save Cell Changes & Select Next Cell Down	ENTER (in cell edit mode)	RETURN (in cell edit mode)	
		45	Exit Cell Without Saving Changes	ESC (in cell edit mode)	ESC (in cell edit mode)	
	Cell Ref	46	Toggle Absolute/Relative Cell References	F4 (in cell edit mode)	fn + F4 (in cell edit mode)	
	Function	47	Auto-Complete Highlighted Function from List	TAB (in cell edit mode)	TAB (in cell edit mode)	
	Audit	48	Toggle Formula Audit Mode	CTRL + ` (grave)	CTRL + ` (grave)	

\* Requires keyboard customization for MAC shortcut. Available with Excel 2016 and 2019.

\*\* Requires keyboard customization for MAC shortcut. Available with Excel 2019 ONLY.