

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

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

\* Requires keyboard customization for MAC shortcut.

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