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

Additional Resources: **https://excelshir.com/resources**