

ExcelShir Excel Ignite - EXCEL Keyboard Shortcuts for PC & MAC (Session 1)

| Topic | ID | Description | PC Shortcut | MAC Shortcut |
|-------------------|----|---|-------------------------------------|---|
| 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 | Catapult & Select to Next or Last Non-Empty Cell | CTRL + SHIFT + ARROWS | CMD + SHIFT + 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) & Shift Right (based on selection) | CTRL + SHIFT + + (plus) + I + ENTER | CTRL + SHIFT + + (plus) + ARROWS + RETURN |
| | 11 | Insert Cell(s) & Shift Down (based on selection) | CTRL + SHIFT + + (plus) + D + ENTER | CTRL + SHIFT + + (plus) + ARROWS + RETURN |
| | 12 | Insert Column(s) (based on selection) | CTRL + SHIFT + + (plus) + C + ENTER | CTRL + SHIFT + + (plus) + ARROWS + RETURN |
| | 13 | Insert Row(s) (based on selection) | CTRL + SHIFT + + (plus) + R + ENTER | CTRL + SHIFT + + (plus) + ARROWS + RETURN |
| | 14 | Delete Cell(s) & Shift Up (based on selection) | CTRL + - (minus) + U + ENTER | CTRL + - (minus) + ARROWS + RETURN |
| | 15 | Delete Cell(s) & Shift Left (based on selection) | CTRL + - (minus) + L + ENTER | CTRL + - (minus) + ARROWS + RETURN |
| | 16 | Delete Column(s) (based on selection) | CTRL + - (minus) + C + ENTER | CTRL + - (minus) + ARROWS + RETURN |
| | 17 | Delete Row(s) (based on selection) | CTRL + - (minus) + R + ENTER | CTRL + - (minus) + ARROWS + RETURN |
| Misc Help | 18 | Show Help Window | F1 | F1 |