

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>