

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

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

* Requires keyboard customization for MAC shortcut.

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