

Topic	ID	Description	PC Shortcut	MAC Shortcut
Tables	1	Select All	CTRL + A	CMD + A
	2	Insert Table	CTRL + T	CTRL + T
Named Ranges	3	Name Manager	CTRL + F3	CTRL + F3
	4	Create Named Ranges from Selection	CTRL + SHIFT + F3	CTRL + SHIFT + F3
	5	Paste Named Range	F3	F3
Data Validation	6	Data Validation*	ALT + A + V + V	CTRL + SHIFT + V
Passwords	7	Encrypt Workbook with Password	ALT + F + I + P + ↓ + ENTER	File menu > Passwords...
	8	Protect/Unprotect Workbook*	ALT + R + PW	CTRL + W
	9	Protect/Unprotect Sheet*	ALT + R + PS	CTRL + S
Grouping	10	Group Selected Rows/Columns	SHIFT + ALT + →	SHIFT + ALT + →
	11	Ungroup Selected Rows/Columns	SHIFT + ALT + ←	SHIFT + ALT + ←
Hiding	12	Hide Rows	CTRL + 0	CTRL + 0
	13	Unhide Rows	CTRL + SHIFT + 0	CTRL + SHIFT + 0
	14	Hide Columns	CTRL + 9	CTRL + 9
	15	Unhide Columns	CTRL + SHIFT + 9	CTRL + SHIFT + 9

* Requires keyboard customization for MAC shortcut.

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