



EXCEL

SUPER SHORTCUTS

FOR PC AND MAC

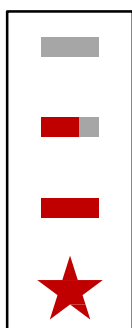
EXCELSUPERSTAR.ORG

A Unique Approach to 150+ Shortcuts

How to use this book

Practical Usage of the Shortcuts

Ninja Meter






Don't bother. You either know it or don't need to know

Useful if you're spending 2+ hours on excel

You're losing time if you don't know this

Let's see some magic

Note on Mac Shortcuts

Shift . . .		Control	
Alt		Command . .	
Function .		Mouse Click .	

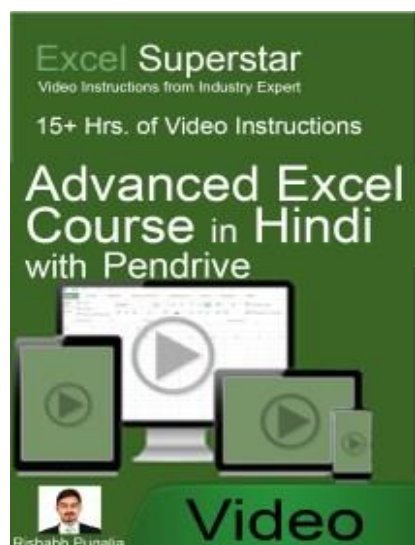
The **Ninja Meter** indicates the importance of the shortcuts based on use case. This is based on our experience with consulting and interacting with 20,000+ students in the classroom sessions

Feedback

Find a problem or have a suggestion? Let us know:

info@excelsuperstar.org

Recommended Video Course



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File

Win

Mac
































 Create new workbook	 	 
 Open workbook	 	 
 Save workbook	 	 
 Save as		  
 Print file	 	 
 Open print preview window	 	
 Close current window	 	 
 Close Excel	 	 

Ribbon

 Expand or collapse ribbon	 	  
 Activate shortcut key tips		
 Move to next ribbon control		
 Move to previous button	 	 
 Accept and Confirm		
 Help for button upon mouse over		

A man only learns in two ways, one by reading, and the other by association with smarter people. -Will Rogers














































Active Cell

	Win	Mac
 Select active cell only	 	 
 Show active cell on worksheet	 	 
 Move active cell clockwise in selection	 	 
 Move active cell down in selection		
 Move active cell up in selection	 	 
 Move active cell right in a selection		
 Move active cell left in a selection	 	 

General

Win

Mac

 Open help		
 Undo last action		
 Redo last action		
 Copy selected cells		
 Repeat last action		
 Cut selected cells		
 Paste content from clipboard		
 Display Paste Special		
 Display Find and Replace		
 Find with replace selected		
 Find previous match		
 Find next match		
 Create embedded chart		
 Create chart in new worksheet		
 Toggle Autofilter		

“Education is the ability to listen to almost anything without losing your temper or your self-confidence.” — Robert Frost

General Continued

■ Activate filter dropdown

Win Alt ↓

Mac ⌘ Shift F

■ Insert table

Win Ctrl T

Mac ^ T

■ Select table row

Win Shift Space

Mac ↑ Space

■ Select table column

Win Ctrl Space

Mac ^ Space

■ Select table

Win Ctrl A

Mac ⌘ A

Selection

■ Select entire row

Win Shift Space

Mac ↑ Space

■ Select entire column

Win Ctrl Space

Mac ^ Space

■ Select entire worksheet

Win Ctrl A

Mac ⌘ A

■ Add adjacent cells to selection

Win Shift 

Mac ↑ 

■ Add non-adjacent cells to selection

Win Ctrl 

Mac ⌘ 

■ Same selection in next column

Mac ⇧ Tab

■ Same selection in previous column

Mac ⇧ ↑ Tab

■ Toggle add to selection mode

Win Shift F8

Mac Fn ↑ F8

■ Cancel selection

Win Esc

Mac Esc

“Intelligence plus character-that is the goal of true education.”

— Martin Luther King Jr.

Navigation

Win

Mac

Move one cell right	→	→
Move one cell left	←	←
Move one cell up	↑	↑
Move one cell down	↓	↓
Move one screen right	Alt PgDn	Fn ⇧ ↓
Move one screen left	Alt PgUp	Fn ⇧ ↑
Move one screen up	PgUp	Fn ↑
Move one screen down	PgDn	Fn ↓
Move to right edge of data region	Ctrl →	
Move to left edge of data region	Ctrl ←	
Move to top edge of data region	Ctrl ↑	
Move to bottom edge of data region	Ctrl ↓	
Move to beginning of row	Home	Fn ←
Move to last cell in worksheet	Ctrl End	Fn ^ →
Move to first cell in worksheet	Ctrl Home	Fn ^ ←

“Study without desire spoils the memory, and it retains nothing that it takes in.”

— Leonardo da Vinci

Navigation Continued

Turn End mode on

Win

End

Mac

Fn →

Number Formatting

★ Apply general format

Ctrl Shift ~

^ ↑ ~

▬ Apply currency format

Ctrl Shift \$

^ ↑ \$

▬ Apply percentage format

Ctrl Shift %

^ ↑ %

▬ Apply scientific format

Ctrl Shift ^

^ ↑ ^

★ Apply date format

Ctrl Shift #

^ ↑ #

▬ Apply time format

Ctrl Shift @

^ ↑ @

★ Apply number format
















Ctrl Shift !

^ ↑ !

Extend Selection

Win


Mac

 Extend selection by one cell right	Shift →	↑ →
 Extend selection by one cell left	Shift ←	↑ ←
 Extend selection by one cell up	Shift ↑	↑ ↑
 Extend selection by one cell down	Shift ↓	↑ ↓
 Extend last cell right	Ctrl Shift →	^ ↑ →
 Extend last cell left	Ctrl Shift ←	^ ↑ ←
 Extend last cell up	Ctrl Shift ↑	^ ↑ ↑
 Extend last cell down	Ctrl Shift ↓	^ ↑ ↓
 Extend selection up one screen	Shift PgUp	Fn ↑ ↑
 Extend selection down one screen	Shift PgDn	Fn ↑ ↓
 Extend selection right one screen	Alt Shift PgDn	Fn ↑ ⌘ ↓
 Extend selection left one screen	Alt Shift PgUp	Fn ↑ ⌘ ↑
 Extend selection to start of row	Shift Home	Fn ↑ ←
 Extend first cell	Ctrl Shift Home	Fn ^ ↑ ←
 Extend last worksheet cell	Ctrl Shift End	Fn ^ ↑ →

Extend Selection Continued

Win


Mac

 Toggle extend selection mode

F8


Fn F8

Select Special

 Display 'Go To' dialog box

Ctrl G

^ G

 Select row difference

Ctrl \


 Select column difference

Ctrl Shift |

 Select cells with comments


Ctrl Shift O

Fn ^ ↑ O

 Select current region

Ctrl A

⌘ A

 Select current array


Ctrl /

^ /

 Select direct precedents

Ctrl [

^ [

 Select all precedents


Ctrl Shift [

^ ↑ {

 Select direct dependents

Ctrl]

^]

 Select all dependents

Ctrl Shift]

^ ↑ }

 Select visible cells only

Alt ;

⌘ ↑ Z

Cell Edit mode

Win

Mac

 Edit the active cell		
 Insert or edit comment		
 Cancel entry		
 Select one character right		
 Select one character left		
 Move one word right		
 Move one word left		
 Select one word right		
 Select one word left		
 Select to beginning of cell		
 Select to end of cell		
 Delete character to the left of cursor		
 Delete character right		
 New line in cell		

Entering data







	Win	Mac
Enter and move down	Enter	Return
Enter and move up	Shift Enter	↑ Return
Enter and move right	Tab	Tab
Enter and move left	Shift Tab	↑ Tab
★ Enter same data in multiple cells	Ctrl Enter	^ Return
★ Insert current date	Ctrl ;	^ ;
Insert current time	Ctrl Shift :	^ ↑ :
Fill down from cell above	Ctrl D	^ D
Fill right from cell left	Ctrl R	^ R
Copy formula from cell above	Ctrl ‘	Fn ‘
Copy value from cell above	Ctrl Shift “	^ ↑ “
Add hyperlink	Ctrl K	⌘ K
★ Display Auto Complete list	Alt ↓	⇧ ↓
★ Flash fill	Ctrl E	

Formatting







	Win	Mac
 Format (almost) anything	Ctrl 1	⌘ 1
 Display Format cells font tab	Ctrl Shift F	^ ↑ F
 Apply or remove bold formatting	Ctrl B	⌘ B
 Apply or remove italic formatting	Ctrl I	⌘ I
 Apply or remove underscoring	Ctrl U	⌘ U
 Toggle strikethrough formatting	Ctrl 5	⌘ ↑ X
 Toggle shadow font style		⌘ ↑ W
 Toggle outline font style		⌘ ↑ D
 Align center	Alt H A C	⌘ E
 Align left	Alt H A L	⌘ L
 Align Right	Alt H A R	⌘ R
 Indent	Alt H 6	^ ⇧ Tab
 Remove indent	Alt H 5	^ ⇧ ↑ Tab
 Increase font size one step	Alt H F G	⌘ ↑ >
 Decrease font size one step	Alt H F K	⌘ ↑ <

“Educated men are so impressive!” — William Shakespeare, Romeo and Juliet

Borders

	Win	Mac
 Add border outline	Ctrl Shift &	⌘ ⇧ 0
 Add or remove border right	Alt R	⌘ ⇧ →
 Add or remove border left	Alt L	⌘ ⇧ ←
 Add or remove border top	Alt T	⌘ ⇧ ↑
 Add or remove border bottom	Alt B	⌘ ⇧ ↓
 Add or remove border upward diagonal	Alt D	
 Add or remove border horizontal interior	Alt V	
 Remove borders	Ctrl Shift _	⌘ ⇧ _

Dialog Boxes

 Move to next control	Tab	Tab
 Cancel and close the dialog box	Esc	Esc
 Toggle between open books	Ctrl Tab	^ Tab
 Move to previous tab	Ctrl Shift Tab	^ ↑ Tab
 Accept and apply	Enter	Return
 Check and uncheck box	Space	Space

"I never learn anything talking. I only learn things when I ask questions." - Lou Holtz

Formulas

Win

Mac

★	Toggle absolute & relative references	F4	⌘ T
★	Open Insert function dialog	Shift F3	Fn ↑ F3
★	Autosum selected cells	Alt =	⌘ ↑ T
★	Toggle formulas on and off	Ctrl `	Fn `
★	Enter array formula	Ctrl Shift Enter	^ ↑ Return
■	Calculate worksheets	F9	Fn F9
■	Calculate active worksheet	Shift F9	Fn ↑ F9
■	Force calculate all worksheets	Ctrl Alt F9	
★	Evaluate part of a formula	F9	Fn F9
■	Expand/collapse formula bar	Ctrl Shift U	^ ↑ U
■	Display function arguments dialog box	Ctrl A	^ A
■	Define Name	Ctrl F3	Fn ^ F3
■	Define names from labels	Ctrl Shift F3	Fn ^ Shift F3
■	Paste name into formula	F3	

Pivot Tables

Select entire pivot table

Win **Ctrl** **A**

Mac **⌘** **A**

Toggle pivot table field checkbox

Win **Space**

Mac **Space**

Group pivot table items

Win **Alt** **Shift** **→**

Mac **⌘** **↑** **K**

Ungroup pivot table items

Win **Alt** **Shift** **←**

Mac **⌘** **↑** **J**

Hide pivot table item

Win **Ctrl** **-**

Mac **Ctrl** **-**

Create pivot chart on same worksheet

Win **Alt** **F1**

Create pivot chart on new worksheet

Win **F11**

Mac **⌘** **F11**

Open pivot table wizard
















Win **Alt** **D** **P**

Mac **⌘** **⌘** **P**

Insert Calculated field

Win **Ctrl** **Shift** **+**

Grid Operations

	Win	Mac
 Display Insert Dialog box	Ctrl Shift +	Ctrl Shift +
 Insert rows	Ctrl Shift +	Ctrl Shift +
 Insert columns	Ctrl Shift +	Ctrl Shift +
 Display Delete dialog box	Ctrl -	^ -
 Delete rows	Ctrl -	^ -
 Delete columns	Ctrl -	^ -
 Delete cells	Ctrl -	^ -
 Delete contents of selected cells	Delete	Fn Delete
 Hide columns	Ctrl 0	^ 0
 Hide rows	Ctrl 9	Fn 9
 Unhide rows	Ctrl Shift 9	^ ↑ 9
 Unhide columns	Ctrl Shift 0	^ ↑ 0
 Group rows or columns	Alt Shift →	⌘ ↑ K
 Ungroup rows or columns	Alt Shift ←	⌘ ↑ J
 Open Group Dialog Box	Alt Shift →	⌘ ↑ K

A man only learns in two ways, one by reading, and the other by association with smarter people. -Will Rogers

Grid Operations Continued

Open Ungroup Dialog Box

Win

Alt Shift ←

Mac

⌘ ↑ J

Hide or show outline symbols

Ctrl 8

^ 8

Workbook

Insert new worksheet

Shift F11

Fn ↑ F11

Go to next worksheet

Ctrl PgDn

Fn ^ ↓

Go to previous worksheet

Ctrl PgUp

Fn ^ ↑

Move to next pane

F6

Move to previous pane

Shift F6

Go to next workbook

Ctrl Tab

^ Tab

Go to previous workbook

Ctrl Shift Tab

⇧ ↑ Tab

Minimize current workbook window

Ctrl F9

⌘ M

★ Maximize current workbook window

Ctrl F10

Fn ^ F10

Select adjacent worksheets

Shift 

↑ 

Select non-adjacent worksheets

Ctrl 

⌘ 

Toggle scroll lock




















































SrcLk

Fn ↑ F14

Other

Win

Mac

 Open Spelling dialog box	 F7	  F7
 Open Thesaurus dialog box	 Shift  F7	   F7
 Open Macro dialog box	 Alt  F8	   F8
 Open VBA Editor	 Alt  F11	   F11
 Duplicate object	 Ctrl  D	  D
 Snap to grid	 Alt	 
 Hide or show objects	 Ctrl  6	  6
 Display Modify Cell Style	 Alt  ' (apostrophe)	   L
 Display shortcut menu	 Shift  F10	   F10
 Display control menu	 Alt  Space	