





























MICROSOFT EXCEL SHORTCUT KEYS

- The following shortcuts will make your life easier throughout the course.
- *Note nomenclature* – if written “Alt & =” it means hold down “Alt” and “=” at the same time.
- If it states “Alt + =” you can press “Alt” then “=” sequentially.































PIVOTAL180’S TOP 10 SHORTCUTS

PC Shortcut 	Description	Mac Shortcut 
	Automatically sums a selection	
	Copy right	
	Copy down	
	Trace precedent and cell reference (hold Shift to trace all precedents)	
	Return to initial cell	
	Find your own shortcut	
	Select entire column	
	Select entire row	
 	Copy and paste [paste special]	 
 	Cycle left (PgUp) between tabs Cycle right (PgDn) between tabs	 

These shortcuts are for English versions of the operating system and Excel.



NAVIGATION

PC Shortcut 	Description	Mac Shortcut 
 & 	Navigate between blocks of information	 & 
 & 	Highlight cells	 & 
 &  & 	Highlight ranges	 &  & 
 or 	Scroll up screen or scroll down screen	 or 
 &   & 	Cycle left (PgUp) between tabs Cycle right (PgDn) between tabs	 &   & 
	Go to (named cell)	




















EDITING AND REVIEWING













































PC Shortcut 	Description	Mac Shortcut 
	Edit active cell or exit cell editing	 & 
	Paste name formula (edit mode)	
	Toggle references (in cell) or repeat last action	 & 
 +  +  + 	Clear all formats and numbers	 +  +  + 
 &  &  / 	Change number formats	 &  &  / 
 & 	Open format cells dialog box	 & 
 &  / 	Insert and delete row or column (select entire row or column)	 &  / 
 & 	Cut	 & 
 & 	Repeat last action	 & 
 & 	Undo	 & 
 & 	See row differences	 & 
 +  + 	Add data validation	 +  + 
 & 	Display data validation list	 & 



EDITING AND REVIEW (CONTINUED)











PC Shortcut 	Description	Mac Shortcut 
 & 	Hide and unhide formula bar ribbon	 & 
	Calculate workbook (including data tables)	 & 
 + 	Define Name	 +  + 
	Accept function or name with autocomplete	 & 

EXCEL LAYOUT AND SETUP





















PC Shortcut 	Description	Mac Shortcut 
 + 	Hide and unhide formula bar ribbon	 & 
 & 	Restore window size	 & 
 &  & 	Add grouping (select entire rows and columns first)	 &  & 
 &  & 	Remove groupings in selected rows and columns	 &  & 
 +  + 	Hide grouping	 +  + 
 +  + 	Unhide grouping	 +  + 
 & 	Insert worksheet	 & 
 +  + 	Copy worksheet	 +  + 



EXCEL LAYOUT AND SETUP (CONTINUED)

PC Shortcut 	Description	Mac Shortcut 
 +  +  + 	Change worksheet name	 +  +  + 

SCENARIOS, GOAL SEEK, AND OUTPUTS

PC Shortcut 	Description	Mac Shortcut 
 +  + 	Create data table (F9 to run table)	 + 
 +  +  + 	Goal seek	 +  +  + 
	Produce a chart (off sheet)	
 + 	Produce a chart (on sheet)	 + 