




















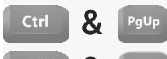







MICROSOFT EXCEL SHORTCUT KEYS

- 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)	 + 