

<b>Master Excel Guide</b>		
<b>Updated June 2022</b>		
<b>Action/Description</b>	<b>PC Shortcuts / Keystrokes</b>	<b>Mac Shortcuts / Keystrokes</b>
Adjust column width	None	None
Begins a formula	=	=
Add, Subtract, Multiply, Divide	+, -, *, /	+, -, *, /
Autosum	Alt=	Cmd-Shift-T
Format number in comma format	Ctrl-Shift-!	Ctrl-Shift-!
Decrease decimal	Alt-H-9	None
Increase decimal	Alt-H-0	None
Places lines around cells (borders)	Home Ribbon - Font Section	Home Ribbon
Repeat last action	F4	Cmd-Y
Bold highlighted selection	Ctrl-B	Cmd-B
Italicize highlighted selection	Ctrl-I	Cmd-I
Change font type/size/color	Home Ribbon - Font Section	Home Ribbon
Spell check selected text or document	F7	fn-F7
Using printing preview functions	Ctrl-P	Cmd-P
Save the open worksheet	Ctrl-S	Cmd-S
Insert a new column or row	Ctrl+	Ctrl+
Edit the selected cell	F2	Ctrl-U
Escape from the current action/cell	Esc Key	Esc Key
Copy	Ctrl-C	Cmd-C
Paste	Ctrl-V	Cmd-V
Copy contents from cell to the left	Ctrl-R	Ctrl-R
Copy contents from cell above	Ctrl-D	Ctrl-D
Undo last action	Ctrl-Z	Cmd-Z
Redo last action	Ctrl-Y	Cmd-Y
Delete the selected column or row	Ctrl -	Cmd -
Select all contents of the worksheet	Ctrl-A	Cmd-A
Highlights all cells within a line	Shift-End-Arrow Keys, or Shift-Control-Arrow Keys	Shift-Cmd-Arrow Keys
Highlight multiple cells (or text within a cell)	Shift-Arrow Keys	Shift-Arrow Keys
Select entire row	Shift-Space	Shift-Space
Select entire column	Ctrl-Space	Ctrl-Space
Open the Format Cells window.	Ctrl-1	Cmd-1
Merge & Center	Home Ribbon - Alignment - Merge & Center	Home Ribbon
Wrap Text	Home Ribbon - Alignment - Wrap Text, or Home Ribbon - Alignment - Alignment Settings - Horizontal - Center Across Section	Home Ribbon
Zoom in/out	Ctrl-Mousepad	Cmd +/-
Find	Ctrl-F	Ctrl-F
Freeze Panes	View Ribbon - Window Section	View Ribbon
Move to end of a section of text	Ctrl-Arrow key or End-Arrow Key	Cmd-Arrow Key
Go to column A	Home	Cmd-Arrow Key
Move to cell A1	Ctrl-Home	Fn-Ctrl-Left Arrow
Computes the average value in a selected range of numbers	=AVERAGE	=AVERAGE

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Searches for the largest number in a range	=MAX	=MAX
Returns the median value within a selected range	=MEDIAN	=MEDIAN
Searches for the smallest number in a range	=MIN	=MIN
Within a cell, this inserts dollar signs (lockdown/anchor feature)	F4	Cmd-T
Print Titles	Page Layout - Page Setup Section	Page Layout
Page Breaks	Page Layout - Page Setup Section	Page Layout
Hides a column	Ctrl-0	Ctrl-0
Hide Row	Ctrl-9	Ctrl-9
Move to the previous Excel worksheet	Ctrl-Page down	Option-Left Arrow Key
Move to the following Excel worksheet	Ctrl-Page up	Option-Right Arrow Key
Toggles between open programs	Alt-Tab	Cmd-Tab
Add a filter to highlighted cells	Alt-A-T	Cmd-Shift-F
Sort data	Data Ribbon - Sort & Filter Section	Data Ribbon
Create a Pivot Table	Insert Ribbon - Tables Section	Insert Ribbon
Graph a data set	Insert Ribbon - Charts Section	Insert Ribbon
Paste special	Ctrl-Alt-V	Cmd-Ctrl-V
Fill cell background with a color	Alt-H-H-Arrow keys	Home Ribbon
Performs a function IF a range meets a set of given criteria	=IF	=IF
Data Table	Data Ribbon - Forecast Section	Data Ribbon
Goal Seek	Data Ribbon - Forecast Section	Data Ribbon
Format number in currency format	Ctrl-Shift-\$	Ctrl-Shift-\$
Format number in percentage format	Ctrl-Shift-%	Ctrl-Shift-%
Add Hotkey	None	None
Conditional Formatting / Color Scales	Home Ribbon - Styles Section	Home Ribbon
Selects a random number between a given range	=RANDBETWEEN	=RANDBETWEEN
Show Constants / Formulas	F5, then Special	
Data Validation	Data Ribbon - Data Tools Section, or Alt-A-V-V	Data Ribbon
Search a data set and return a value	=VLOOKUP, =HLOOKUP, =XLOOKUP	=VLOOKUP, =HLOOKUP, =XLOOKUP
Open the Excel formula window	Shift-F3	None
Sums a range based on a given criteria	=SUMIF	=SUMIF
Subtotal data	Data Ribbon - Outline Section	Data Ribbon
Visible Cells Only	Home - Find & Select - Go To Special - Visible Cells Only	Home - Find & Select - Go To Special - Visible Cells Only
Text to Columns	None	None
Flash Fill	Ctrl-E	Ctrl-E
Concatenate	None	None