



40 most useful Excel shortcuts



Swipe



Data Science



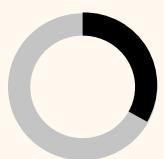
Machine Learning



Data Structures &
Algorithms



System Design



Navigation Shortcuts

Jump to the top
of a column

CTRL + ↑ (PC);
Command + ↑ (Mac)

Jump to the bottom
of a column

CTRL + ↓ (PC);
Command + ↓ (Mac)

Jump to the corner
of a selection

CTRL + . (PC and Mac)

Close the active
workbook window

CTRL + w (PC);
Command + W (Mac)

Switch to the previous
workbook window

CTRL + Shift + F6 (PC);
Command + Shift + F6
(Mac)

Switch to the next
open worksheet

CTRL + Tab (Mac only)

Switch to the previous
open worksheet (Mac)

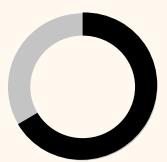
CTRL + Shift + Tab
(Mac only)

Start a new chart
sheet

F11 (PC and Mac)

Insert a new
sheet

CTRL + r (PC and
Mac)



Excel Insert Row Shortcuts

Jump to the top
of a column

CTRL + ↑ (PC);
Command + ↑ (Mac)

Jump to the bottom
of a column

CTRL + ↓ (PC);
Command + ↓ (Mac)

Jump to the corner
of a selection

CTRL + . (PC and Mac)

Close the active
workbook window

CTRL + w (PC);
Command + W (Mac)

Switch to the previous
workbook window

CTRL + Shift + F6 (PC);
Command + Shift + F6
(Mac)

Switch to the next
open worksheet

CTRL + Tab (Mac only)

Switch to the previous
open worksheet (Mac)

CTRL + Shift + Tab
(Mac only)

Start a new chart
sheet

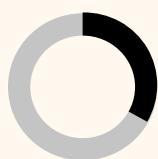
F11 (PC and Mac)

Insert a new
sheet

CTRL + r (PC and
Mac)

Insert a new
sheet

CTRL + r (PC and
Mac)



Excel Strikethrough Shortcuts

Find and replace values

CTRL + F (PC);
COMMAND + F (MAC)

Show all values as percentages

CTRL + Shift + % (PC and Mac)

Show all values as currency

CTRL + Shift + \$ (PC and Mac)

Show all values in general number format

CTRL + Shift + ~ (PC and Mac)

Apply or remove bold formatting to selected cells

CTRL + 2 (PC);
Command + b (Mac)

Apply or remove italic formatting to selected cells

CTRL + 3 (PC);
Command + i (Mac)

Hide selected rows

CTRL + 9 (PC and Mac)

Unhide selected rows

CTRL + Shift + ((PC and Mac)

Hide selected columns

CTRL + 0 (PC and Mac)

Unhide selected columns

CTRL + Shift +) (PC and Mac)

Insert current date

CTRL + ; (PC and Mac)

Insert current time

CTRL + Shift + : (PC);
Command + ; (Mac)

Insert a hyperlink

CTRL + k (PC);
Command + k (Mac)

Apply an outline border to selected cells

CTRL + Shift + & (PC);
Command + Option + 0 (Mac)



Formula Shortcuts

START A FORMULA
(E.G. "=A4+A5")

= (I.E. PRESS THE
"EQUALS" SIGN; PC
AND MAC)

Insert AutoSum
formula

Edit active cell

F2 (PC); CTRL + u (Mac)

Display the Formula
Builder after you type
a valid function name
in a formula

CTRL + a (PC and
Mac)



Misc Shortcuts

Misc Shortcuts

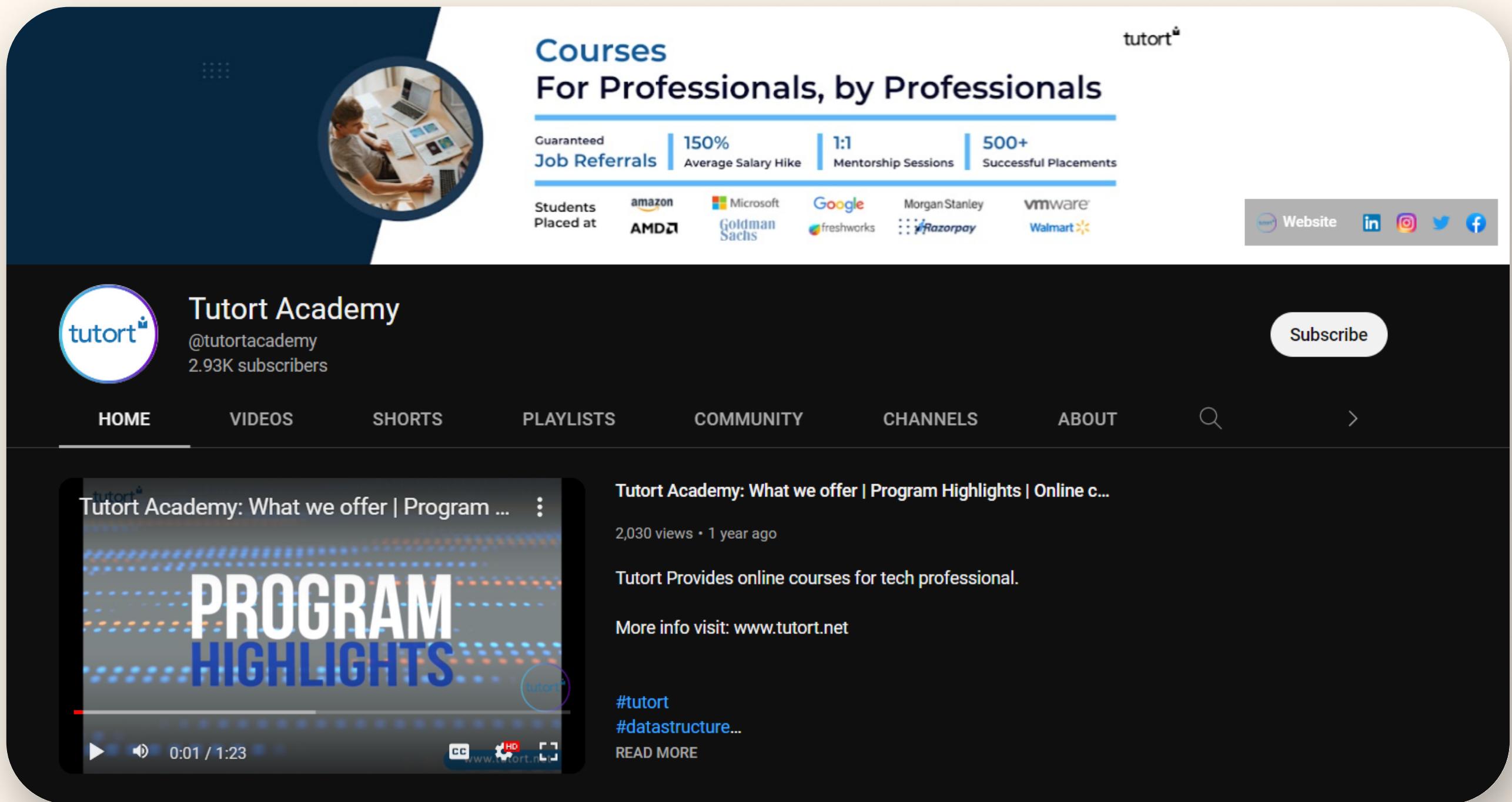
CONTROL + SHIFT +
S (PC); COMMAND +
SHIFT + S (MAC)

Open spelling &
grammar check

F7 (PC and Mac)

Insert a comment (see
screenshot below)

Shift + F2 (PC and
Mac)



The screenshot shows the YouTube channel page for 'Tutort Academy'. At the top, there's a banner for 'Courses For Professionals, by Professionals' with statistics: 'Guaranteed Job Referrals', '150% Average Salary Hike', '1:1 Mentorship Sessions', and '500+ Successful Placements'. Below the banner are logos for companies like Amazon, Microsoft, Google, Morgan Stanley, VMware, AMD, Goldman Sachs, freshworks, and Walmart. The channel header includes the 'tutort' logo, the channel name 'Tutort Academy', the handle '@tutortacademy', and 2.93K subscribers. A 'Subscribe' button is visible. The main video thumbnail is titled 'Tutort Academy: What we offer | Program Highlights | Online c...' and shows a person working at a desk with multiple monitors. The video has 2,030 views and was posted 1 year ago.

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for more such
informative content



SAVE FOR LATER

