

Excel Shortcuts Guide

A comprehensive guide to boost your productivity

Essential Power User Shortcuts

Action	Windows	Mac	
Flash Fill (Auto-pattern)	Ctrl + E	# + E	Automatically detects and fills patterns in data
Quick Analysis	Ctrl + Q	# + Q	Shows contextual data visualization options
Filter Toggle	Ctrl + Shift + L	# + Shift + F	Quickly add filters to headers
Select Current Region	Ctrl + A (once/twice)	# + A	Selects current data region or entire sheet
Fill Handle Double-Click	Double-Click Fill Handle	Double-Click Fill Handle	Auto-fills based on pattern
Copy Visible Cells Only	Alt + ;	# + Shift + V	Copies only visible cells in filtered data

Pivot Table Mastery

Action	Windows	Mac	
Create Pivot Table	Alt + N + V	# + Option + P	Creates pivot table from selected data
Refresh All Pivots	Alt + F5	# + R	Updates all pivot tables
Group Items	Alt + Shift + !	# + Shift + K	Groups selected pivot items
Expand/Collapse Field	Alt + +/-	# + +/-	Shows/hides pivot detail

Action	Windows	Mac	
Create Calculated Field	Alt + J + F + F	# + Option + V	Adds custom calculations
Show Value As	Alt + J + F + V	# + Option + F	Changes value calculation type

Advanced Formula Techniques

Action	Windows	Mac	
Array Formula Enter	Ctrl + Shift + Enter	# + Return	Confirms array formula
Evaluate Formula Parts	F9 in formula	F9 in formula	Tests selected parts of formulas
Insert Structured Refs	Tab in formula	Tab in formula	Auto-completes table references
Show Formula Evaluate	Alt + M + V	# + Option + `	Opens formula evaluation window
Insert Multiple Sheets	Shift + F11	Shift + F11	Adds new worksheet
Name Manager	Ctrl + F3	# + F3	Manages named ranges

Data Analysis & Cleaning

Action	Windows	Mac	
Remove Duplicates	Alt + A + M	# + Option + V	Removes duplicate rows
Text to Columns	Alt + A + E	# + Option + E	Splits text into columns
Group/Outline Data	Alt + Shift + !'	# + Shift + K	Creates data groupings
Subtotal	Alt + A + B	# + Option + T	Adds subtotals to groups
Data Validation	Alt + A + V + V	# + Option + L	Sets data validation rules
Goal Seek	Alt + A + W + G	# + Option + G	Performs what-if analysis

Smart Selection Tricks

Action	Windows	Mac	
Select to Last Cell	Ctrl + Shift + End	# + Shift + End	Selects to last used cell
Select Current Array	Ctrl + /	# + /	Selects current array formula range
Select Row Differences	Ctrl + \	# + \	Selects cells with different values
Select Column Differences	Ctrl +	# +	Selects cells with different values
Select Direct Precedents	Ctrl + [# + [Selects cells referenced by formula
Select Direct Dependents	Ctrl +]	# +]	Selects cells depending on current cell

Formatting Power Moves

Action	Windows	Mac	
Copy Formatting	Ctrl + Shift + C	# + Option + C	Copies cell formatting only
Paste Formatting	Ctrl + Shift + V	# + Option + V	Pastes formatting only
Toggle Wrap Text	Alt + H + W	# + Option + W	Wraps text in cells
Conditional Formatting	Alt + H + L	# + Option + L	Adds conditional formatting
Clear Formatting	Alt + H + E + F	# + Option + E	Removes all formatting
Apply Table Style	Ctrl + T	# + T	Converts range to table

Productivity Boosters

Action	Windows	Mac	
Split Window	Alt + W + S	# + Option + S	Splits window into panes
Freeze Panes	Alt + W + F	# + Option + F	Freezes rows/columns
Hide Rows	Ctrl + 9	# + 9	Hides selected rows
Hide Columns	Ctrl + 0	# + 0	Hides selected columns
Group Sheets	Ctrl + Shift + Click	# + Shift + Click	Groups multiple worksheets
Camera Tool	Alt + J + C	# + Option + C	Creates linked picture of range

Pro Tips for Excel Mastery

1. Use Flash Fill (Ctrl + E) to automatically detect and fill patterns in your data
2. Double-click the fill handle to auto-fill formulas or patterns
3. Press F4 multiple times to cycle through absolute/relative references
4. Use Tables (Ctrl + T) to make your formulas more readable and dynamic
5. Learn to use Power Query for data transformation
6. Master pivot tables for quick data analysis
7. Use conditional formatting to highlight important information
8. Combine keyboard shortcuts for faster navigation