YL ACADEMY

220+ MS Excel Keyboard Shortcuts eBook

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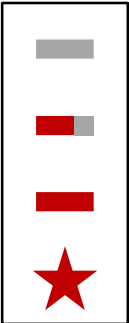Founder, YL Academy
(Yoda Learning)

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How to use this book

Ninja Meter

▬	Don't bother. You either know it or don't need to know
▮▬	Useful if you're spending 2+ hours on excel
▬	You're losing time if you don't know this
★	Let's see some magic

The **Ninja Meter** indicates the importance of the shortcuts based on the use case. This is based on our experience with consulting and interacting with 20,000+ students in the classroom sessions

Note on Mac Shortcuts

Shift	⇧	Command	⌘
Alt	⌥	Mouse Click	🖱
Function	Fn	Control	^

Excel Ninja Shortcuts

File	Win	Mac
Create new workbook	Ctrl N	⌘ N
Open workbook	Ctrl O	⌘ O
Save workbook	Ctrl S	⌘ S
Save as	F12	⌘ ⇧ S
Print file	Ctrl P	⌘ P
Open print preview window	Ctrl F2	
Close current window	Ctrl W	⌘ W
Close Excel	Alt F4	⌘ Q

Ribbon	Win	Mac
Expand or collapse ribbon	Ctrl F1	⌘ ⌥ R
Activate shortcut key tips	Alt	
Move to next ribbon control	Tab	Tab
Move to previous button	Shift Tab	⇧ Tab
Accept and Confirm	Enter	Return
Help for button upon mouse over	F1	

"A man only learns in two ways, one by reading, and the other by association with smarter people."

— *Will Rogers*

Active Cell

	Win	Mac
Select active cell only	Shift · Backspace ←	⇧ · Delete
★ Show active cell on worksheet	Ctrl · Backspace ←	⌘ · Delete
Move active cell clockwise in selection	Ctrl · .	∧ · .
Move active cell down in selection	Enter	Return
Move active cell up in selection	Shift · Enter	⇧ · Return
Move active cell right in a selection Tab	Tab	Tab
Move active cell left in a selection	Shift · Tab	⇧ · Tab

"Education is the most powerful weapon which you can use to change the world."

— Nelson Mandela

Excel Ninja Shortcuts

General	Win	Mac
Open help	F1	⌘ /
Undo last action	Ctrl Z	⌘ Z
Redo last action	Ctrl Y	⌘ Y
Copy selected cells	Ctrl C	⌘ C
Repeat last action	F4	⌘ Y
Cut selected cells	Ctrl X	⌘ X
Paste content from clipboard	Ctrl V	⌘ V
Display Paste Special	Alt E S	^ ⌘ V
Display Find and Replace	Ctrl F	⌘ F
Find with replace selected cells	Ctrl H	^ H
Find previous match	Ctrl Shift F4	⌘ ⇧ G
Find next match	Shift F4	⌘ G
Create embedded chart ★	Alt F1	Fn ⌥ F1
Create chart in new worksheet	F11	Fn F11
Toggle Autofilter	Ctrl Shift L	⌘ ⇧ F

"Education is the ability to listen to almost anything without losing your temper or your self-confidence."

— *Robert Frost*

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General Continued

		Win		Mac		
Activate filter dropdown		Alt	↓	⌘	Shift	F
Insert table		Ctrl	T	^	T	
Select table row		Shift	Space	⇧	Space	
Select table column		Ctrl	Space	^	Space	
Select table		Ctrl	A	⌘	A	

Selection

		Win		Mac		
Select entire row		Shift	Space	⇧	Space	
Select entire column		Ctrl	Space	^	Space	
Select entire worksheet		Ctrl	A	⌘	A	
Add adjacent cells to selection		Shift	🖱	⇧	🖱	
Add non-adjacent cells to selection		Ctrl	🖱	⌘	🖱	
Same selection in next column				⌥	Tab	
Same selection in previous column				⌥	⇧	Tab
Toggle add to selection mode		Shift	F8	Fn	⇧	F8
Cancel selection		Esc		Esc		

"Intelligence plus character-that is the goal of true education."

— Martin Luther King Jr.

Excel Ninja Shortcuts

Navigation	Win	Mac
Move one cell right	→	→
Move one cell left	←	←
Move one cell up	↑	↑
Move one cell down	↓	↓
Move one screen right	Alt PgDn	Fn ⌥ ↓
Move one screen left	Alt PgUp	Fn ⌥ ↑
Move one screen up	PgUp	Fn ↑
Move one screen down	PgDn	Fn ↓
Move to right edge of data region	Ctrl →	
Move to left edge of data region	Ctrl ←	
Move to top edge of data region	Ctrl ↑	
Move to bottom edge of data region	Ctrl ↓	
Move to beginning of row	Home	Fn ←
Move to last cell in worksheet	Ctrl End	Fn ^ →
Move to first cell in worksheet	Ctrl Home	Fn ^ ←

"Study without desire spoils the memory, and it retains nothing that it takes in."

— Leonardo da Vinci

Navigation Continued

		Win	Mac
▬	Turn End mode on	End	Fn →

Number Formatting

		Win	Mac
★	Apply general format	Ctrl Shift ~	^ ⇧ ~
▬	Apply currency format	Ctrl Shift $	^ ⇧ $
▬	Apply percentage format	Ctrl Shift %	^ ⇧ %
▬	Apply scientific format	Ctrl Shift ^	^ ⇧ ^
★	Apply date format	Ctrl Shift #	^ ⇧ #
▬	Apply time format	Ctrl Shift @	^ ⇧ @
★	Apply number format	Ctrl Shift !	^ ⇧ !

"Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young."

— Henry Ford

Extend Selection

	Win	Mac
Extend selection by one cell right	Shift →	⇧ →
Extend selection by one cell left	Shift ←	⇧ ←
Extend selection by one cell up	Shift ↑	⇧ ↑
Extend selection by one cell down	Shift ↓	⇧ ↓
Extend last cell right	Ctrl Shift →	⌃ ⇧ →
Extend last cell left	Ctrl Shift ←	⌃ ⇧ ←
Extend last cell up	Ctrl Shift ↑	⌃ ⇧ ↑
Extend last cell down	Ctrl Shift ↓	⌃ ⇧ ↓
Extend selection up one screen	Shift PgUp	Fn ⇧ ↑
Extend selection down one screen	Shift PgDn	Fn ⇧ ↓
Extend selection right one screen	Alt Shift PgDn	Fn ⇧ ⌘ ↓
Extend selection left one screen	Alt Shift PgUp	Fn ⇧ ⌘ ↑
Extend selection to start of row	Shift Home	Fn ⇧ ←
Extend selection to first cell	Ctrl Shift Home	Fn ⌃ ⇧ ←
★ Extend selection to last used cell	Ctrl Shift End	Fn ⌃ ⇧ →

"All I have learned, I learned from books."

— Abraham Lincoln

Extend Selection Continued

	Win	Mac

		Win	Mac
Toggle extend selection mode		`F8`	`Fn` `F8`

Select Special

		Win	Mac
★	Display 'Go To' dialog box	`Ctrl` `G`	`^` `G`
	Select row difference	`Ctrl` `\`	
	Select column difference	`Ctrl` `Shift` `|`	
	Select cells with comments	`Ctrl` `Shift` `O`	`Fn` `^` `⇧` `O`
	Select current region	`Ctrl` `A`	`⌘` `A`
	Select current array	`Ctrl` `/`	`^` `/`
	Select direct precedents	`Ctrl` `[`	`^` `[`
	Select all precedents	`Ctrl` `Shift` `[`	`^` `⇧` `{`
	Select direct dependents	`Ctrl` `]`	`^` `]`
	Select all dependents	`Ctrl` `Shift` `]`	`^` `⇧` `}`
★	Select visible cells only	`Alt` `;`	`⌘` `⇧` `Z`

"Play is the highest form of research."

— Albert Einstein

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Cell Edit Mode	Win	Mac
Edit the active cell	F2	^ U
Insert or edit comment	Shift F2	Fn ⇧ F2
Cancel entry	Esc	Esc
Select one character right	Shift →	⇧ →
Select one character left	Shift ←	⇧ ←
Move one word right	Ctrl →	^ →
Move one word left	Ctrl ←	^ ←
Select one word right	Ctrl Shift →	^ ⇧ →
Select one word left	Ctrl Shift ←	^ ⇧ ←
Select to beginning of cell	Shift Home	Fn ⇧ ←
Select to end of cell	Shift End	Fn ⇧ →
Delete character to the left of cursor	Backspace ←	Delete
Delete character right	Delete	Fn Delete
★ New line in cell	Alt Enter	^ ⌥ Return

"Education is no substitute for intelligence."

— Frank Herbert

Entering Data	Win	Mac
Enter and move down	Enter	Return
Enter and move up	Shift Enter	⇧ Return
Enter and move right	Tab	Tab
Enter and move left	Shift Tab	⇧ Tab
★ Enter same data in multiple cells	Ctrl Enter	^ Return
★ Insert current date	Ctrl ;	^ ;
Insert current time	Ctrl Shift :	^ ⇧ :
Fill down from cell above	Ctrl D	^ D
Fill right from cell left	Ctrl R	^ R
Copy formula from cell above	Ctrl '	^ '
Copy value from cell above	Ctrl Shift "	^ ⇧ "
Add hyperlink	Ctrl K	⌘ K
★ Display Auto Complete list	Alt ↓	⌥ ↓
★ Flash fill	Ctrl E	

"Risk comes from not knowing what you're doing"

— *Warren Buffett*

Excel Ninja Shortcuts

Formatting	Win	Mac
★ Format (almost) anything	`Ctrl` `1`	`⌘` `1`
▬ Display Format cells font tab	`Ctrl` `Shift` `F`	`^` `⇧` `F`
▬ Apply or remove bold formatting	`Ctrl` `B`	`⌘` `B`
▬ Apply or remove italic formatting	`Ctrl` `I`	`⌘` `I`
▬ Apply or remove underscoring	`Ctrl` `U`	`⌘` `U`
▬ Toggle strikethrough formatting	`Ctrl` `S`	`⌘` `⇧` `X`
▬ Toggle shadow font style		`⌘` `⇧` `W`
▬ Toggle outline font style		`⌘` `⇧` `D`
▬ Align center	`Alt` `H` `A` `C`	`⌘` `E`
▬ Align left	`Alt` `H` `A` `L`	`⌘` `L`
▬ Align Right	`Alt` `H` `A` `R`	`⌘` `R`
▬ Indent	`Alt` `H` `6`	`^` `⌥` `Tab`
▬ Remove indent	`Alt` `H` `5`	`^` `⌥` `⇧` `Tab`
▬ Increase font size one step	`Alt` `H` `F` `G`	`⌘` `⇧` `>`
▬ Decrease font size one step	`Alt` `H` `F` `K`	`⌘` `⇧` `<`

"Educated men are so impressive!"

— William Shakespeare, Romeo and Juliet

Borders

	Win	Mac
Add border outline	Ctrl Shift &	⌘ ⌥ 0
Add or remove border right	Alt R	⌘ ⌥ →
Add or remove border left	Alt L	⌘ ⌥ ←
Add or remove border top	Alt T	⌘ ⌥ ↑
Add or remove border bottom	Alt B	⌘ ⌥ ↓
Add or remove border upward diagonal	Alt D	
Add or remove border horizontal interior	Alt V	
Remove borders	Ctrl Shift _	⌘ ⌥ _

Dialog Boxes

	Win	Mac
Move to next control	Tab	Tab
Cancel and close the dialog box Esc	Esc	Esc
★ Toggle between open books	Ctrl Tab	^ Tab
Move to previous tab	Ctrl Shift Tab	^ ⇧ Tab
Accept and apply	Enter	Return
Check and uncheck box	Space	Space

"I never learn anything talking. I only learn things when I ask questions."

— Lou Holtz

Formulas	Win	Mac
⭐ Toggle absolute & relative references	F4	⌘ T
⭐ Open Insert function dialog	Shift F3	Fn ⇧ F3
⭐ Autosum selected cells	Alt =	⌘ ⇧ T
⭐ Toggle formulas on and off	Ctrl `	Fn `
⭐ Enter array formula	Ctrl Shift Enter	^ ⇧ Return
▬ Calculate worksheets	F9	Fn F9
▬ Calculate active worksheet	Shift F9	Fn ⇧ F9
▬ Force calculate all worksheets	Ctrl Alt F9	
⭐ Evaluate part of a formula	F9	Fn F9
▬ Expand/collapse formula bar	Ctrl Shift U	^ ⇧ U
▬ Display function arguments dialog box	Ctrl A	^ A
▬ Define Name	Ctrl F3	Fn ^ F3
▬ Define names from labels	Ctrl Shift F3	Fn ^ Shift F3
▬ Paste name into formula	F3	

"We learn from failure, not from success!"

— Bram Stoker, Dracula

Pivot Tables

	Win	Mac
Select entire pivot table	Ctrl A	⌘ A
Toggle pivot table field checkbox	Space	Space
Group pivot table items	Alt Shift →	⌘ ⇧ K
Ungroup pivot table items	Alt Shift ←	⌘ ⇧ J
Hide pivot table item	Ctrl –	Ctrl –
Create pivot chart on same worksheet	Alt F1	
Create pivot chart on new worksheet	F11	Fn F11
Open pivot table wizard	Alt D P	⌘ ⌥ P
Insert Calculated field	Ctrl Shift +	

"Education is the kindling of a flame, not the filling of a vessel."

— Socrates

Excel Ninja Shortcuts

Grid Operations

	Win	Mac
Display Insert Dialog box	Ctrl Shift +	Ctrl Shift +
Insert rows	Ctrl Shift +	Ctrl Shift +
Insert columns	Ctrl Shift +	Ctrl Shift +
Display Delete dialog box	Ctrl –	^ –
Delete rows	Ctrl –	^ –
Delete columns	Ctrl –	^ –
Delete cells	Ctrl –	^ –
Delete contents of selected cells	Delete	Fn Delete
Hide columns	Ctrl 0	^ 0
Hide rows	Ctrl 9	^ 9
Unhide rows	Ctrl Shift 9	^ ⇧ 9
Unhide columns	Ctrl Shift 0	^ ⇧ 0
Group rows or columns	Alt Shift →	⌘ ⇧ K
Ungroup rows or columns	Alt Shift ←	⌘ ⇧ J
Open Group Dialog Box	Alt Shift →	⌘ ⇧ K

"A man only learns in two ways, one by reading, and the other by association with smarter people."

— Will Rogers

Grid Operations Continued

	Win	Mac
Open Ungroup Dialog Box	Alt Shift ←	⌘ ⇧ J
Hide or show outline symbols	Ctrl 8	^ 8

Workbook

	Win	Mac
Insert new worksheet	Shift F11	Fn ⇧ F11
Go to next worksheet	Ctrl PgDn	Fn ^ ↓
Go to previous worksheet	Ctrl PgUp	Fn ^ ↑
Move to next pane	F6	
Move to previous pane	Shift F6	
Go to next workbook	Ctrl Tab	^ Tab
Go to previous workbook	Ctrl Shift Tab	^ ⇧ Tab
Minimize current workbook window	Ctrl F9	⌘ M
★ Maximize current workbook window	Ctrl F10	Fn ^ F10
Select adjacent worksheets	Shift 🖱	⇧ 🖱
Select non-adjacent worksheets	Ctrl 🖱	⌘ 🖱
Toggle scroll lock	ScrLk	Fn ⇧ F14

"In learning you will teach, and in teaching you will learn."

— *Phil Collins*

Other	Win	Mac
Open Spelling dialog box	`F7`	`Fn` `F7`
Open Thesaurus dialog box	`Shift` `F7`	`Fn` `⇧` `F7`
Open Macro dialog box	`Alt` `F8`	`Fn` `⌥` `F8`
Open VBA Editor	`Alt` `F11`	`Fn` `⌥` `F11`
Duplicate object	`Ctrl` `D`	`⌘` `D`
Snap to grid	`Alt`	`⌘`
Hide or show objects	`Ctrl` `6`	`∧` `6`
Display Modify Cell Style	`Alt` `'`	`⌘` `⇧` `L`
Display shortcut menu ★	`Shift` `F10`	`Fn` `⇧` `F10`
Display control menu	`Alt` `Space`	

"We learn to do by doing."

— Spencer W. Kimball