Excel Copilot & Common Shortcuts

■ Copilot Shortcuts

Function	Windows	Mac
Open Copilot Pane	Alt + I	Option + I
Recall Last Command	Alt + Shift + I	Option + Shift + I
Focus Copilot Pane	Ctrl + Shift + F10	Use mouse or Tab
Switch to Right Pane	Ctrl + Tab	Ctrl + Tab
Search in Excel	Ctrl + F	Command + F

■ Pivot Table Shortcuts

Function	Shortcut
Create Pivot Table	Alt + N + V
Refresh Pivot Table	Alt + F5
Group Selected Items	Alt + Shift + Right Arrow
Ungroup Items	Alt + Shift + Left Arrow
Open Field List	Alt + J + T

■ Filter & Chart Shortcuts

Function	Shortcut
Apply Filter	Ctrl + Shift + L
Clear Filter	Alt + A + C
Insert Chart	Alt + F1
Insert Chart (New Sheet)	F11
Select Chart Elements	Arrow Keys

■ Navigation Shortcuts

Function	Shortcut
Go to Cell	Ctrl + G
Move to Edge of Data	Ctrl + Arrow Key
Select Entire Row	Shift + Space
Select Entire Column	Ctrl + Space
Jump to Beginning	Ctrl + Home
Jump to End	Ctrl + End