EXCEL 101: *ACCOUNTING*
CHEATSHEET

DIFFERENT SHORTCUTS TO REMEMBER *(last updated 19/9/2019)*

Generally…

- **Ctrl / Control on Windows = Command / ⌘ in Macintosh**
  (e.g. 1) Ctrl/⌘ + T to "Create Table"; 2) Ctrl/⌘ + K to "Open Hyperlink Dialog Box")
- **There will be command commands**
  *Ctrl/Command + ` to display between cell value / formula view works for **Windows** and **Mac**)*
- **Alt / Alternate is not provided for in Macintosh**

Translations

	Function	
Alt + (Shift) + =	**Autosum**	⌘ + Shift + T
Ctrl + Delete	**Delete characters** *(from cursor to last)*	Control + (Fn) + Delete
Alt + F4	**Exit Excel**	⌘ + Q
Ctrl + G / **F5**	**Go To …**	F5
Ctrl + 0	**Hide selected columns**	⌘ + 0
Ctrl + 9	**Hide selected rows**	⌘ + 9
Ctrl + PageUp	**Next Worksheet** *("Right")*	Option + →
Ctrl + PageDown	**Next Worksheet** *("Left")*	Option + ←
Ctrl + 5	**Strikethrough**	⌘ + Shift + X
Ctrl + Shift + L	**Toggle Filter** *("On/Off", "Clear/Display")*	⌘ + Shift + F
Ctrl + Shift +)	**Unhide selected columns**	Control + Shift + 0
Ctrl + Shift + (	**Unhide selected rows**	Control + Shift + 9
Alt + F8	**Display Macro dialog box**	Option + F8
Alt + F11	**Display VBA window**	Option + F11