



EXCEL

NINJA SHORTCUTS

FOR PC AND MAC

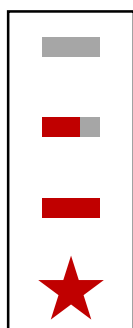


A Unique Approach to 150+ Shortcuts

How to use this book

Practical Usage of the Shortcuts

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

Note on Mac Shortcuts

Shift . . .		Control	
Alt		Command . .	
Function .		Mouse Click .	

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

Feedback

Find a problem or have a suggestion? Let us know:

hello@yodalearning.com

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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

■	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	 	 
 Show active cell on worksheet	 	 
 Move active cell clockwise in selection	 	 
 Move active cell down in selection		
 Move active cell up in selection	 	 
 Move active cell right in a selection		
 Move active cell left in a selection	 	 

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	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

General Continued

 Activate filter dropdown

Win

Alt ↓

Mac

⌘ 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

 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.

Navigation

Win

Mac

 Move one cell right		
 Move one cell left		
 Move one cell up		
 Move one cell down		
 Move one screen right	 	  
 Move one screen left	 	  
 Move one screen up		 
 Move one screen down		 
 Move to right edge of data region	 	
 Move to left edge of data region	 	
 Move to top edge of data region	 	
 Move to bottom edge of data region	 	
 Move to beginning of row		 
 Move to last cell in worksheet	 	  
 Move to first cell in worksheet	 	  

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

— Leonardo da Vinci

Navigation Continued

 Turn End mode on

Win

 End

Mac

Number Formatting

 Apply general format

 Apply currency format

 Apply percentage format


  

 Apply scientific format


  

 Apply date format


  

 Apply time format















  

 Apply number format

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 first cell	Ctrl Shift Home	Fn ^ ↑ ←
 Extend last worksheet cell	Ctrl Shift End	Fn ^ ↑ →

Extend Selection Continued

Win

Mac

 Toggle extend selection mode

F8

Fn F8

Select Special

 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

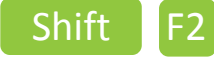












Alt ;

⌘ ↑ Z

Cell Edit mode

Win























































Mac

 Edit the active cell		
 Insert or edit comment		
 Cancel entry		
 Select one character right		
 Select one character left		
 Move one word right		
 Move one word left		
 Select one word right		
 Select one word left		
 Select to beginning of cell		
 Select to end of cell		
 Delete character to the left of cursor		
 Delete character right		
 New line in cell		

Entering data

Win








Mac

 Enter and move down		
 Enter and move up	 	 
 Enter and move right		
 Enter and move left	 	 
 Enter same data in multiple cells	 	 
 Insert current date	 	 
 Insert current time	  	  
 Fill down from cell above	 	 
 Fill right from cell left	 	 
 Copy formula from cell above	 	 
 Copy value from cell above	  	  
 Add hyperlink	 	 
 Display Auto Complete list	 	 
 Flash fill	 	









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 5	⌘ ↑ 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	⌘ ↑ <

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

 Move to next control	Tab	Tab
 Cancel and close the dialog box	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

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	

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 +	

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

Open Ungroup Dialog Box

Win

Alt Shift ←

Mac

⌘ ↑ J

Hide or show outline symbols

Ctrl 8

^ 8

Workbook

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


























SrcLk

Fn ↑ F14

Other

Win

Mac

 Open Spelling dialog box		
 Open Thesaurus dialog box		
 Open Macro dialog box		
 Open VBA Editor		
 Duplicate object		
 Snap to grid		
 Hide or show objects		
 Display Modify Cell Style		
 Display shortcut menu		
 Display control menu		