

Excel Shortcut Keys for Intermediates

Command to	Mac shortcut
Shift cursor Downward	Enter
Shift cursor upward	Shift + Enter
Rotate(Corner to Corner)	Ctrl + .
Go to Next worksheet	Fn + ^ + ↓
Go to the Previous worksheet	Fn + ^ + ↑
Go to Next Opened Workbook	Control key + Tab
Go to the Previous Opened Workbook	Control key + Shift key + Tab
Find to Next matched value	Control Key + G
Find to Previous matched value	Control Key + Shift Key + G
Create Chart	Fn + F11
Create an Embedded Chart	Fn + Option Key + F11
value to Numbers	Control Key + Shift Key + !
value to Time	Control Key + Shift Key + @
value to Date	Control Key + Shift Key + #
value to currency	Control Key + Shift Key + \$
value to percentage	Control Key + Shift Key + %
Edit cell format	Command Key + 1
Bold Format- Apply and remove	Command Key + b
Italic Format- Apply and remove	Command Key + i
Underline Format- Apply and remove	Command Key + u
Strike-through Format- Apply and remove	Command Key + Shift key + 5
Auto-sum of selected cells	Command Key + 1
Select the function from below shown suggestion	↓ + Tab
Insert Today Date	Control Key + ;
Insert Current Time	Control Key + + Shift key + :
Expand and collapse Ribbon	Command Key + option key + R