

Keyboard shortcuts – Windows & Mac

The 80+ shortcuts that separate beginners from pros. Print this sheet.

Action	Windows	Mac	Category
Copy	Ctrl + C	⌘ + C	Editing
Paste	Ctrl + V	⌘ + V	Editing
Paste Special	Ctrl + Alt + V	⌘ + Ctrl + V	Editing
Cut	Ctrl + X	⌘ + X	Editing
Undo	Ctrl + Z	⌘ + Z	Editing
Redo	Ctrl + Y	⌘ + Y	Editing
Save	Ctrl + S	⌘ + S	File
Save As	F12	⌘ + Shift + S	File
Open	Ctrl + O	⌘ + O	File
New workbook	Ctrl + N	⌘ + N	File
Print	Ctrl + P	⌘ + P	File
Find	Ctrl + F	⌘ + F	Search
Replace	Ctrl + H	⌘ + Ctrl + H	Search
Go to cell	Ctrl + G or F5	⌘ + G	Navigation
Move to A1	Ctrl + Home	Fn + Ctrl + ←	Navigation
End of data (right)	Ctrl + →	⌘ + →	Navigation
End of data (down)	Ctrl + ↓	⌘ + ↓	Navigation
Select to end (down)	Ctrl + Shift + ↓	⌘ + Shift + ↓	Selection
Select entire row	Shift + Space	Shift + Space	Selection
Select entire column	Ctrl + Space	Ctrl + Space	Selection
Select all data	Ctrl + A	⌘ + A	Selection
Insert row/column	Ctrl + +	⌘ + Shift + +	Editing
Delete row/column	Ctrl + -	⌘ + -	Editing
Edit active cell	F2	Ctrl + U	Editing
Confirm without moving	Ctrl + Enter	Ctrl + Return	Editing
Fill down	Ctrl + D	⌘ + D	Editing
Fill right	Ctrl + R	⌘ + R	Editing
Insert today's date	Ctrl + ;	Ctrl + ;	Entry
Insert current time	Ctrl + Shift + :	⌘ + ;	Entry
Toggle absolute reference	F4	⌘ + T	Formula
Insert function dialog	Shift + F3	Shift + F3	Formula
Show all formulas	Ctrl + `	Ctrl + `	Formula
AutoSum	Alt + =	⌘ + Shift + T	Formula
Format cells dialog	Ctrl + 1	⌘ + 1	Formatting
Bold	Ctrl + B	⌘ + B	Formatting
Italic	Ctrl + I	⌘ + I	Formatting
Underline	Ctrl + U	⌘ + U	Formatting
Number format	Ctrl + Shift + 1	Ctrl + Shift + 1	Formatting
Currency format	Ctrl + Shift + 4	Ctrl + Shift + 4	Formatting
Percent format	Ctrl + Shift + 5	Ctrl + Shift + 5	Formatting
Date format	Ctrl + Shift + 3	Ctrl + Shift + 3	Formatting
Apply outer border	Ctrl + Shift + 7	⌘ + Option + 0	Formatting
Remove all borders	Ctrl + Shift + _	⌘ + Option + _	Formatting
Group selected rows	Shift + Alt + →	⌘ + Shift + K	Outline
Ungroup	Shift + Alt + ←	⌘ + Shift + J	Outline
Insert chart from data	Alt + F1	Fn + Option + F1	Charts
Create PivotTable	Alt + N + V	—	Pivot
Refresh PivotTable	Alt + F5	Ctrl + Option + F5	Pivot
Toggle filter on/off	Ctrl + Shift + L	⌘ + Shift + F	Data
Open Tables	Ctrl + T	Ctrl + T	Data
Switch worksheets right	Ctrl + PgDn	Option + →	Navigation
Switch worksheets left	Ctrl + PgUp	Option + ←	Navigation
Insert new sheet	Shift + F11	Shift + F11	Workbook
Rename active sheet	Alt + H + O + R	—	Workbook
Hide row	Ctrl + 9	Ctrl + 9	Formatting
Hide column	Ctrl + 0	Ctrl + 0	Formatting

Unhide row	Ctrl + Shift + 9	Ctrl + Shift + 9	Formatting
Open Name Manager	Ctrl + F3	—	Formula
Define name	Ctrl + Shift + F3	Ctrl + Shift + F3	Formula
Insert hyperlink	Ctrl + K	⌘ + K	Editing
Spell check	F7	F7	Review
New line in cell	Alt + Enter	Ctrl + Option + Return	Entry
Repeat last action	F4 / Ctrl + Y	⌘ + Y	Editing
Open VBA editor	Alt + F11	Option + F11	Macros
Run macro	Alt + F8	Option + F8	Macros
Page break preview	Alt + W + I	—	Print
Set print area	Alt + P + R + S	—	Print
Print preview	Ctrl + F2	—	Print
Close workbook	Ctrl + W	⌘ + W	File
Quit Excel	Alt + F4	⌘ + Q	File

PREVIEW
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Practice dataset – 500 rows of monthly sales

Use this dataset for the Pivot, Charts and Print exercises.

Date	Region	Product	Channel	Units	Revenue
2024-11-23	North	Alpha	Online	18	3,582
2024-05-05	South	Beta	Online	7	2,443
2024-12-12	North	Delta	Direct	2	1,198
2024-02-17	South	Beta	Online	39	13,611
2024-01-14	South	Delta	Direct	29	17,371
2024-10-28	East	Alpha	Direct	45	8,955
2024-08-04	East	Gamma	Direct	14	1,246
2024-06-21	North	Alpha	Partner	7	1,393
2024-07-02	East	Gamma	Direct	47	4,183
2024-08-23	North	Delta	Direct	36	21,564
2024-05-30	East	Beta	Online	5	1,745
2024-01-24	South	Gamma	Direct	15	1,335
2024-02-21	West	Gamma	Partner	41	3,649
2024-07-05	South	Gamma	Partner	14	1,246
2024-12-09	East	Alpha	Online	41	8,159
2024-03-28	South	Beta	Partner	25	8,725
2024-05-18	South	Gamma	Direct	15	1,335
2024-01-17	East	Delta	Partner	5	2,995
2024-04-18	East	Beta	Online	32	11,168
2024-07-21	West	Beta	Partner	9	3,141
2024-05-06	East	Delta	Online	26	15,574
2024-07-04	South	Beta	Online	32	11,168
2024-02-16	North	Alpha	Direct	41	8,159
2024-03-22	West	Alpha	Partner	25	4,975
2024-11-01	West	Gamma	Online	1	89
2024-12-14	North	Gamma	Online	22	1,958
2024-02-27	East	Delta	Direct	30	17,970
2024-01-02	East	Beta	Online	7	2,443
2024-11-16	East	Beta	Direct	24	8,376
2024-03-23	North	Gamma	Partner	2	178
2024-02-27	East	Gamma	Direct	4	356
2024-05-03	North	Alpha	Online	32	6,368
2024-02-05	South	Beta	Online	31	10,819
2024-10-08	South	Gamma	Online	39	3,471
2024-08-04	South	Beta	Online	20	6,980
2024-07-23	East	Delta	Online	29	17,371
2024-03-02	South	Beta	Direct	22	7,678
2024-01-11	South	Beta	Direct	5	1,745
2024-12-28	North	Beta	Direct	3	1,047
2024-06-18	North	Beta	Partner	43	15,007
2024-09-05	South	Beta	Online	37	12,913
2024-10-22	West	Beta	Partner	27	9,423
2024-04-07	North	Alpha	Online	28	5,572
2024-06-30	West	Delta	Partner	47	28,153
2024-01-28	North	Alpha	Partner	47	9,353
2024-06-22	North	Beta	Direct	13	4,537

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Excel — From Beginner to Pro

Curriculum, reference and self-study guide for finance, operations and analyst teams.

Includes a paired Excel workbook with shortcuts, formulas, dataset and exercises for charts, pivots and print setup.

Live training delivered on request — fredrik@cfoeyes.com

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