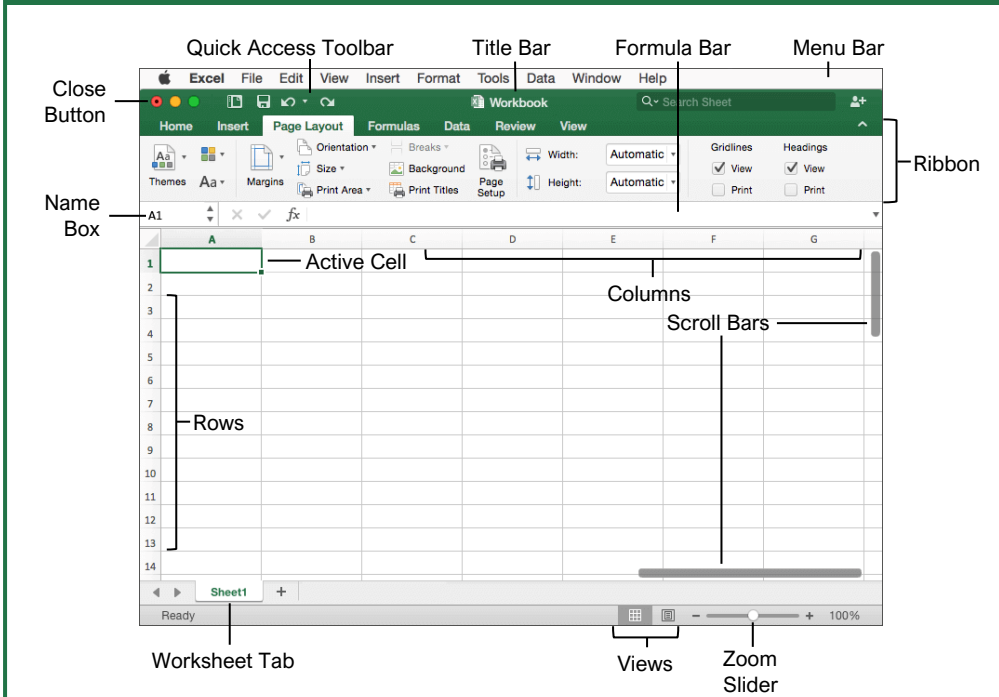




## The Excel for Mac Program Screen

## Keyboard Shortcuts



### General

Open a workbook .....	<b>Cmd + O</b>
Create a new workbook .....	<b>Cmd + N</b>
Save a workbook .....	<b>Cmd + S</b>
Print a workbook .....	<b>Cmd + P</b>
Close a workbook .....	<b>Cmd + W</b>
Help .....	<b>Fn + F1</b>
Spell check .....	<b>Fn + F7</b>
Calculate worksheets .....	<b>F9</b>
Fill down .....	<b>Cmd + D</b>
Create absolute reference ...	<b>Cmd + T</b>

### Navigation

Move between cells .....	↑, ↓, ←, →
Right one cell .....	<b>Tab</b>
Left one cell .....	<b>Shift + Tab</b>
Down one cell .....	<b>Enter</b>
Up one cell .....	<b>Shift + Enter</b>
Down one screen .....	<b>Fn + ↓</b>
To first cell of active row .....	<b>Fn + ←</b>
Enable End mode .....	<b>Fn + →</b>
To cell A1 .....	<b>Cmd + ←</b>
To last cell .....	<b>Cmd + →</b>

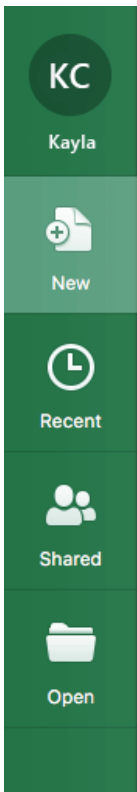
### Editing

Cut .....	<b>Cmd + X</b>
Copy .....	<b>Cmd + C</b>
Paste .....	<b>Cmd + V</b>
Undo .....	<b>Cmd + Z</b>
Redo .....	<b>Cmd + Y</b>
Find .....	<b>Cmd + F</b>
Replace .....	<b>Ctrl + H</b>
Edit active cell .....	<b>Fn + F2</b>
Clear cell contents .....	<b>Delete</b>

### Formatting

Bold .....	<b>Cmd + B</b>
Italics .....	<b>Cmd + I</b>
Underline .....	<b>Cmd + U</b>
Open Format Cells dialog box .....	<b>Cmd + 1</b>
Select All .....	<b>Cmd + A</b>
Select entire row .....	<b>Shift + Space</b>
Select entire column .....	<b>Ctrl + Space</b>
Hide selected rows .....	<b>Cmd + 9</b>
Hide selected columns .....	<b>Cmd + 0</b>

## Getting Started



**Create a Workbook:** Click **File** on the menu bar and select **New Workbook** or press **Cmd + N**.

**Open a Workbook:** Click **File** on the menu bar and select **Open** or press **Cmd + O**. Select a recent file or navigate to the location where the file is saved.

**Preview and Print a Workbook:** Click **File** on the menu bar and select **Print**.

**Undo:** Click the **Undo** button on the Quick Access Toolbar.

**Redo or Repeat:** Click the **Redo** button on the Quick Access Toolbar. The button turns to Repeat once everything has been re-done.

**Use Zoom:** Click and drag the zoom slider to the left or right.

**Select a Cell:** Click a cell or use the keyboard arrow keys to select it.

**Select a Cell Range:** Click and drag to select a range of cells. Or, press and hold down the **Shift** key while using the arrow keys to move the selection to the last cell of the range.

**Select an Entire Worksheet:** Click the **Select All** button where the column and row headings meet.

**Select Non-Adjacent Cells:** Click the first cell or cell range, hold down the **Cmd** key, and select any non-adjacent cell or cell range.

**Cell Address:** Cells are referenced by an address made from their column letter and row number, such as cell A1, B2, etc.



**Jump to a Cell:** Click in the **Name Box**, type the cell address you want to go to, and press **Enter**.


**Change Views:** Click a **View** button in the status bar. Or, click the **View** tab and select a view.


**Adjust AutoRecover Settings:** Click **Excel** on the menu bar, select **Preferences**, and click **Save**. Make sure the AutoRecover feature is turned on and adjust the time interval. Close the dialog box.


## Edit a Workbook




**Edit a Cell's Contents:** Select a cell and click in the Formula Bar, or double-click the cell. Edit the cell's contents and press **Enter**.

**Clear a Cell's Contents:** Select the cell(s) and press the **Delete** key. Or, click **Edit** on the menu bar and click **Clear**. Select **Contents**.

**Cut or Copy Data:** Select cell(s) and click the **Cut**  or **Copy**  button on the Home tab.


**Paste Data:** Select the cell where you want to paste the data and click the **Paste**  button on the Home tab.


**Paste Special:** Select the destination cell(s), click the **Paste**  button list arrow on the Home tab, and select **Paste Special**. Select an option and click **OK**.


**Transpose Data:** Select a cell range and click **Copy** . Click the cell where you want to paste the data, click the **Paste**  button list arrow, and select **Transpose** .

**Move or Copy Cells Using Drag and Drop:** Select the cell(s) you want to move or copy, position the pointer over any border of the selected cell(s), then drag to the destination cells. To copy, hold down the **Option** key before starting to drag.

**Find and Replace Text:** Click the **Find & Select** button, select **Replace**. Type the text you want to find in the Find what box. Type the replacement text in the Replace with box. Click the **Replace All** or **Replace** button.

**Insert a Column or Row:** Right-click to the right of the column or below the row you want to insert. Select **Insert** in the menu, or click the **Insert**  button on the Home tab.



**Delete a Column or Row:** Select the row or column heading(s) you want to remove. Right-click and select **Delete** from the contextual menu, or click the **Delete**  button on the Home tab.

**Hide Rows or Columns:** Select the rows or columns you want to hide, click the **Format**  button on the Home tab, select **Hide & Unhide**, and select **Hide Rows** or **Hide Columns**.


## Basic Formatting


**Format Text:** Use the commands in the Font group on the Home tab, or click **Format** on the menu bar and select **Cells**. Click the **Font** tab to see the font dialog box.



**Format Values:** Use the commands in the Number group on the Home tab, or click the Number Format list arrow and select **More Number Formats** to open the Format Cells dialog box.


**Change Cell Alignment:** Select the cell(s) you want to align and click a vertical alignment  button or a horizontal alignment  button on the Home tab.

## Basic Formatting

**Wrap Text in a Cell:** Select the cell(s) that contain text you want to wrap and click the **Wrap Text**  button on the Home tab.

**Merge Cells:** Select the cells you want to merge. Click the **Merge & Center**  button list arrow on the Home tab and select a merge option.


**Cell Borders and Shading:** Select the cell(s) you want to format. Click the **Borders**  button and/or the **Fill Color**  button list arrow and select an option to apply to the selected cell.

**Copy Formatting with the Format Painter:** Select the cell(s) with the formatting you want to copy. Click the **Format**  button in the Clipboard group on the Home tab. Then, select the cell(s) you want to apply the copied formatting to.


**Adjust Column Width or Row Height:** Click and drag the right border of the column header or the bottom border of the row header. Double-click the border to AutoFit the column or row according to its contents.


## Basic Formulas


**Enter a Formula:** Select the cell where you want to insert the formula. Type **=** and enter the formula using values, cell references, operators, and functions. Press **Enter**.

**Insert a Function:** Select the cell where you want to enter the function and click the **Insert Function**  button next to the formula bar.

**Reference a Cell in a Formula:** Type the cell reference (for example, B5) in the formula or click the cell you want to reference.




**SUM Function:** Click the cell where you want to insert the total and click the **Sum**  button in the Editing group on the Home tab. Enter the cells you want to total and then press the **Enter** key.


**MIN and MAX Functions:** Click the cell where you want to place a minimum or maximum value for a given range. Click the **Sum**  button list arrow on the Home tab and select either **Min** or **Max**. Enter the cell range you want to reference, and press **Enter**.


**COUNT Function:** Click the cell where you want to place a count of the number of cells in a range that contain numbers. Click the **Sum**  button list arrow on the Home tab and select **Count Numbers**. Enter the cell range you want to reference, and press **Enter**.

**Complete a Series Using AutoFill:** Select the cells that define the pattern, i.e. a series of months or years. Click and drag the fill handle to adjacent blank cells to complete the series.

## Insert Objects

**Insert an Image:** Click the **Insert** tab on the ribbon, click the **Pictures** button and select either the **Photo Browser**  button, **Picture from File**  button, or **Online Pictures**  button in the Illustrations group, select the image you want to insert, and click **Insert**.


**Insert a Shape:** Click the **Insert** tab on the ribbon, click the **Shapes**  button in the Illustrations group, and select the shape you wish to insert.

**Hyperlink Text or Images:** Select the text or graphic you want to use as a hyperlink. Click the **Insert** tab, then click the **Link**  button. Choose a type of hyperlink in the Insert Hyperlink dialog box. Fill in the necessary informational fields in the text boxes, then click **OK**.

**Modify Object Properties:** Right-click an object. Select **Format Picture** in the menu, and from the Format Picture pane, click **Size & Properties**.

**Add Alternative Text:** Right-click an object and select **Edit Alt Text** in the menu. Enter alternative text for the object.

## View and Manage Worksheets

**Insert a New Worksheet:** Click the **Insert Worksheet**  button next to the sheet tabs below the active sheet.


**Delete a Worksheet:** Right-click the sheet tab and select **Delete** from the menu.


**Hide a Worksheet:** Right-click the sheet tab and select **Hide** from the menu.


**Rename a Worksheet:** Double-click the sheet tab, enter a new name for the worksheet, and press **Enter**.

**Change a Worksheet's Tab Color:** Right-click the sheet tab, select **Tab Color**, and choose the color you want to apply.

**Move or Copy a Worksheet:** Click and drag a worksheet tab left or right to move it to a new location in the workbook. Hold down the **Option** key while clicking and dragging to copy the worksheet.

**Freeze Panes:** Activate the cell where you want to freeze the window, click the **View** tab on the ribbon and click the **Freeze Panes**  button in the Window group.

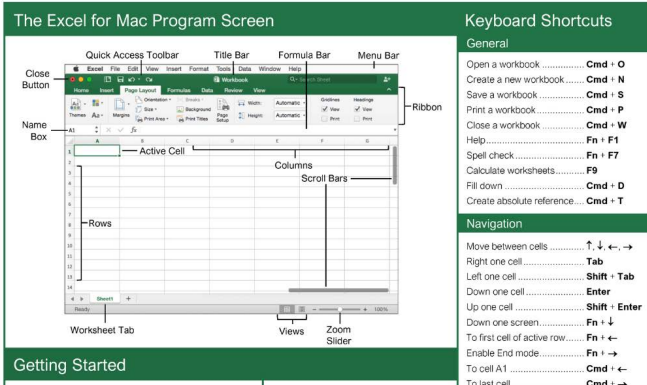
**Select a Print Area:** Select the cell range you want to print, click the **Page Layout** tab on the ribbon, click the **Print Area**  button, and select **Set Print Area**.

**Adjust Page Margins, Orientation, Size, and Breaks:** Click the **Page Layout** tab on the ribbon and use the commands in the Page Setup group, or click the **Page Setup**  button in the Page Setup group to open the Page Setup dialog box.



Excel for Mac Basic  
Cheat Sheet

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- OneDrive
- Outlook
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- Teams
- Windows
- Word

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- Personal Growth
- Well-Being
- Work/Life Balance

### Compliance & Safety

- Active Shooter
- Discrimination
- Harassment
- Safety
- Security

### Diversity & Citizenship

- Bias
- Diversity
- U.S. Citizenship

## Fewer Tools. Lower Costs. Smarter Training.

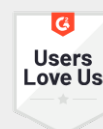
Includes	Paid Plans			Compare To
	Free	Starter	Custom Plans	
Num Active Users	1	5	10+	Compare To
Branded Cheat Sheets	Your Logo	Your Logo	Your Logo	None
Customizable Courses		300+	300+	LinkedIn Learning
Course Builder with AI		●	●	Articulate Rise
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