Microsoft®
Excel for Mac Basic
Quick Reference Guide

The Excel for Mac Program Screen

Close Button
Name Box
Quick Access Toolbar
Title Bar
Formula Bar
Menu Bar
Ribbon
Active Cell
Columns
Scroll Bars
Rows
Worksheet Tab
Views
Zoom Slider
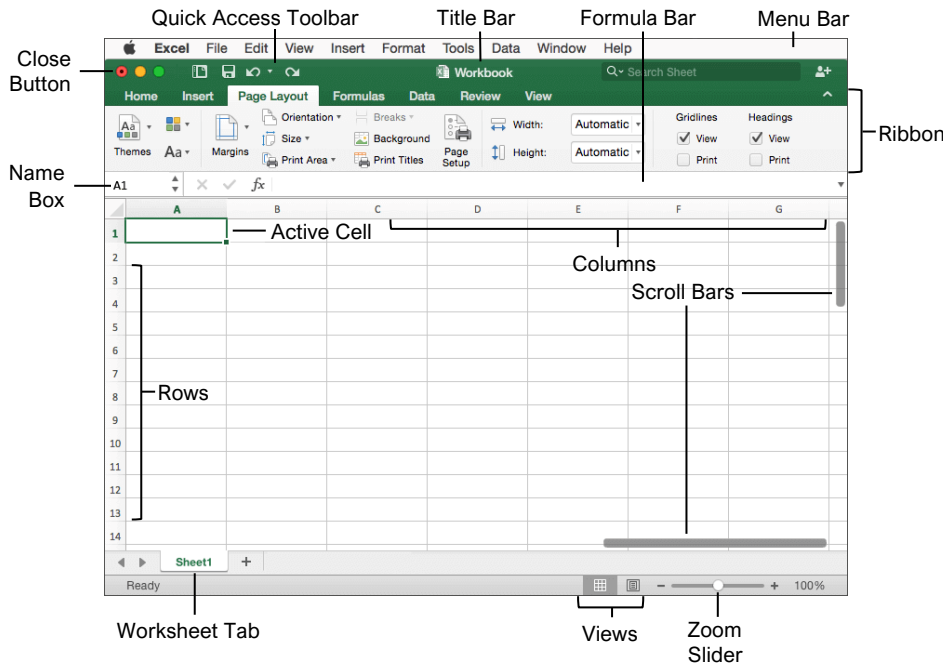
Keyboard Shortcuts

General

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

Navigation

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

Editing

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

Formatting

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

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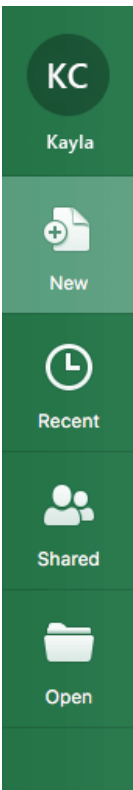
Create a Workbook: Click **File** on the menu bar and select **New Workbook** or press **Cmd** + **N**.

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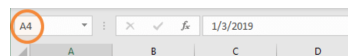
Jump to a Cell: Click in the **Name Box**, type the cell address you want to go to, and press **Enter**.

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** fx 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** 🖼, **Picture from File** 🖼, 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.

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- Bias
- Diversity in HR
- Inclusion

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- Software

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- Course Authoring
- Instructional Design
- Train the Trainer

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- Mental Health
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- Relationships
- Well-Being
- Work/Life Balance
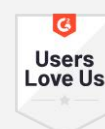
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Spanish versions also available.

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