



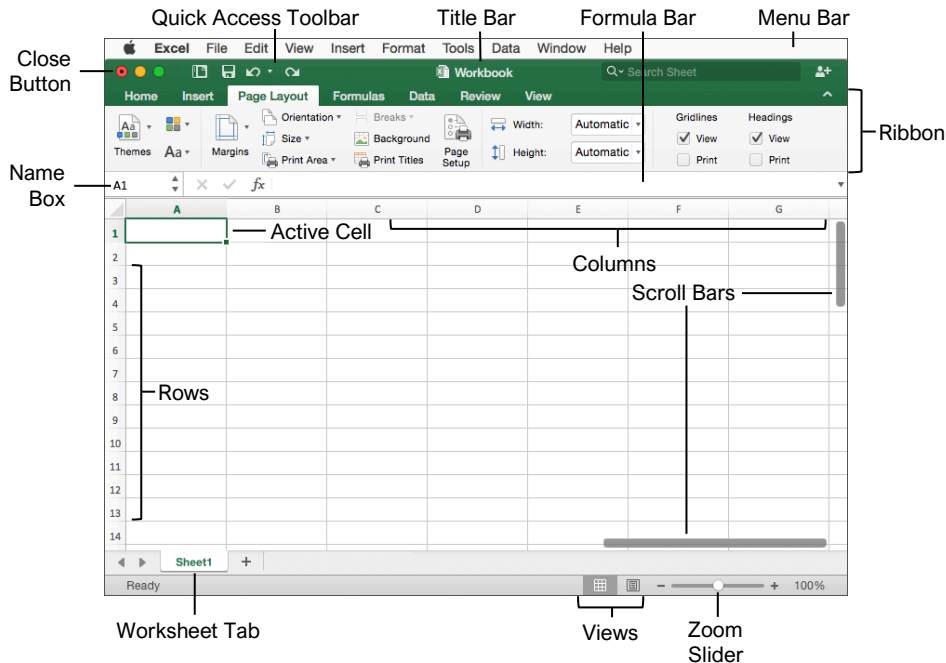
Microsoft®

Excel for Mac Basic

Quick Reference Guide



The Excel for Mac Program Screen



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 + →**

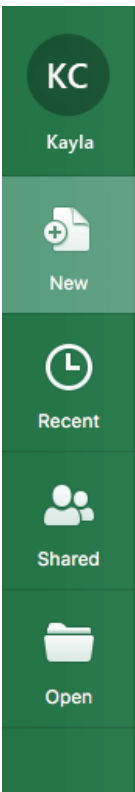
Editing

- 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**  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.