



Microsoft®

Excel for Mac Basic

Quick Reference Guide

The Excel for Mac Program Screen



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.

Print 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.

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
Italic	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

Excel 4 For The Mac Quick Reference

Clemens Wendtner



Excel 4 For The Mac Quick Reference:

Unveiling the Magic of Words: A Report on "**Excel 4 For The Mac Quick Reference**"

In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Excel 4 For The Mac Quick Reference**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

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