Mac Excel Compatibility

Critical Keyboard Shortcuts - Excel for Mac (2008 & 2011)

Wall St. Training recommends Excel for Windows due to keyboard shortcut compatibility issues. If working on a Mac, we highly recommend installing Windows as a virtual machine (WST recommends VMware) and installing Excel for Windows. However, if working on Excel for Mac (no Windows installed), the most important differences in shortcuts are listed below:

	Windows	Мас
SUM (a)	Alt + =	command shift
Edit Mode	F2	ctrl
Anchor Cell (in edit mode)	F4	ommand T
Jump Cells (b)	Ctrl †	command ·

- (a) Also applies to Excel for Mac 2016
- (b) To utilize Ctrl + arrow keys, uncheck Mission Control keyboard shortcuts in System Preferences (see Mac Excel Setup Guide)

Apple Keyboard Compatibility

The Apple keyboard has the same functionality as a Windows keyboard, with the latter having additional dedicated keys. To access the same features on an Apple keyboard:

Windows	Мас
Page	fn
Page	fn
Home	fn
End	fn
Backspace	delete
Delete	fn delete



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ADVANCED EXCEL KEYBOARD SHORTCUTS - MACINTOSH					
EXCEL KEYSTROKES	ACTION	EXCEL KEYSTROKES	ACTION		
DATA SELECTION / NA		FORMATTING			
Ctrl + Pg Up / Pg Down	Move to Prior / Next Worksheet	器 + Shift + V	Paste Special (copy first)		
Shift / Ctrl + Spacebar	Select Entire Row / Column	₩ + B / U / I	Toggle Bold / Underline / Italic		
Ctrl + * (Ctrl + Shift + 8)	Select All Adjacent Cells	₩ + 1	Format Cells		
₩ + A	Select Entire Worksheet		Box Selection		
Shift + F8	Add to Selection		No Border		
器 + Shift + K / J	Group / Ungroup Selection	Option + Ctrl + (Shift) + Tab	Increase / Decrease Indent		
Ctrl + 0 / 9	Collapse (Hide Columns / Rows)	₩ + Shift + . / ,	Increase / Decrease Font Size		
Ctrl + Shift + 0 / 9	Expand (Unhide Columns / Rows)	EDITINO			
Otal I Amazzz Kazza	Maya by Disaks of Calls	EDITING	Tanala Edit / Navigation Mada		
Ctrl + Arrow Keys	Move by Blocks of Cells	Ctrl + U	Toggle Edit / Navigation Mode		
Shift + Arrow Keys	Select Cells	# + T (edit mode)	Toggle Anchoring (\$ in cell ref) Fill Selection with Formula / Text		
Ctrl + Home / End Ctrl + . (within selection)	Move to Upper Left / Lower Right Move Clockwise to next Corner	Ctrl + Enter	Fill Selection with Formula / Text		
· (Shift + F2	Insert Comment (Esc twice to exit)		
Ctrl + - / Ctrl + +	Delete / Insert Selected Cells	Shift + F3	Display Formula Dialog Box		
Option + ↓	Show Dropdown List Options	₩ + = / Shift + F9	Calc Entire File / Active Sheet Only		
		Ctrl + Option + Enter	Start New Line in Cell		
Option + F10	Activate Toolbars	•			
Ctrl + Tab	Scroll thru Toolbars	Ctrl + ; / :	Insert Date / Time as Value		
Tab + Shift	Scroll thru Icons / Functions	Ctrl + ` (tilda)	Toggle Cell Values / Formulas		
DATA MANIPULATION		INPUTS VS. FORMULAS			
∺ + C / V / X	Copy / Paste / Cut	Change all Inputs to Blue:			
Ctrl + R / D	Autofill (Copy Paste Right / Down)	- Go To ("F5", Ctrl + G, Edit => Go To)			
∺ + Z / Y	Undo / Redo Last Action	Select "Special" then "Constants", "OK" (selects all inputs)			
器 + F or Shift + F5	Find	 Manually change selection 	to blue font color		
₩ + Shift + T	Summation (AutoSum)	Change all Formulas to Black:			
Ctrl + ' / "	Copy Formula / Value Above	- Select "Formulas" instead of "Constants"			
Ctrl + Shift + Enter	Enter Formula as an Array	 Manually change selection to black font color 			
AUDITING		INCREASE / DECREASE D	ECIMAL		
Ctrl + [/]	Trace Direct Precedents / Dependents				
Ctrl + { / }	Trace All Precedents / Dependents	Categories => Format, find "	Increase Decimal" and insert		
F5 / Ctrl + G	Go To Previous Cell (Go To)				
∺ + Shift + O	Select All Commented Cells	"Decrease Decimal" insert #	S + D as new shortcut key		
FILE / APPLICATION RI	ELATED				
₩+S/O/W	Save / Open / Close File	•			
	Toggle Files Within Excel				
業 + Tab	Toggle Applications				

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