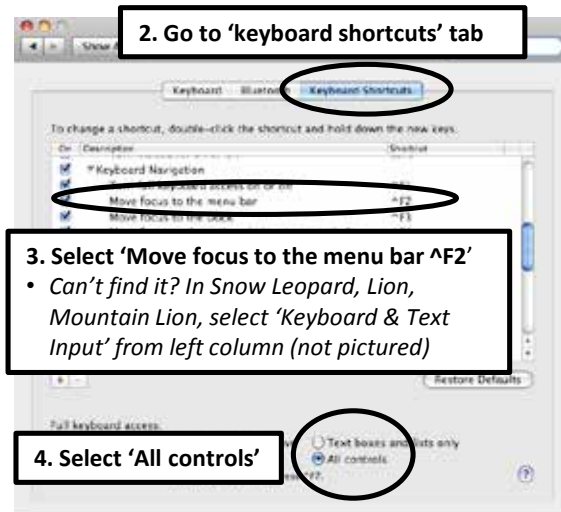
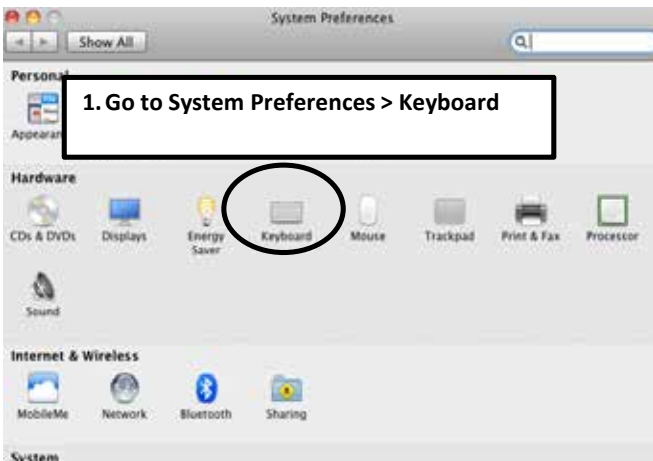
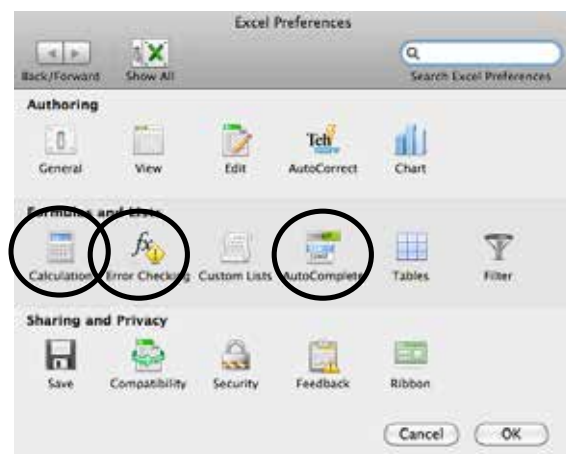


# Excel Settings for Mac

## Accessing Excel menus using the keyboard (Ctrl F2)



## Optimal Excel preferences settings



**Calculation:** Enable iterations. Set calculations to automatic except for tables

**Error Checking:** Disable Error Checking

**AutoComplete:** Disable AutoComplete except for functions

## Enable Ctrl+Spacebar for highlighting columns

1. System Preferences > Keyboard ('Keyboard & Mouse' on Leopard)
2. Go to 'keyboard shortcuts' tab

### In Leopard:

- Disable 'Show spotlight search field'

### In Snow Leopard, Lion, Mountain Lion:

- Select Spotlight from the left column
- Disable 'Show spotlight search field'

## Enable Ctrl + arrow keys

### Leopard/Snow Leopard:

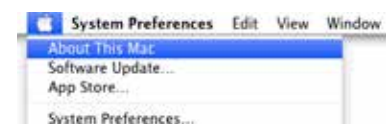
1. Go to System Preferences > Expose & Spaces
2. Go to 'Spaces' tab
3. Deselect enable spaces

### Lion/Mountain Lion:

1. Go to System Preferences > Keyboard
2. Go to 'keyboard shortcuts' tab
3. Select Mission Control, disable arrow keys shortcuts

## Identify your Mac OS

Version 10.5: "Leopard"  
 Version 10.6: "Snow Leopard"  
 Version 10.7: "Lion"  
 Version 10.8: "Mountain Lion"



**Note:** Some third-party utilities, macros and add-ins can overwrite native shortcut keys