

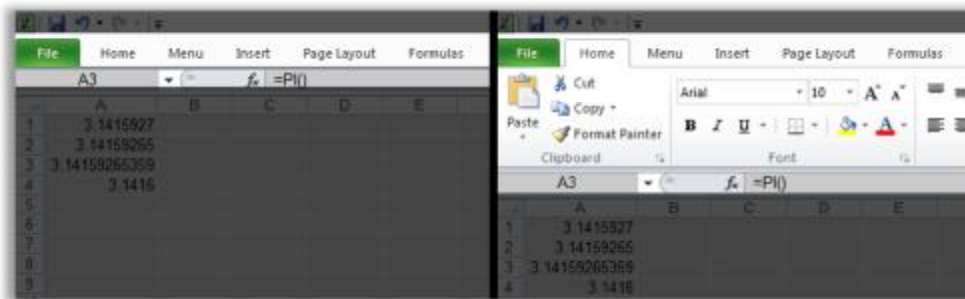


Compatibility in Excel 2007/2010/2013

While some of the videos on WST Self-Study operate on a previous version of Excel than the one you may be using, you will have no problem following along all the same. Later versions of Excel retain full functionality, with only a few differences in how you access those functions. Fortunately, you can still use the most common keyboard shortcuts such as Paste Special or Conditional Formatting, even if you hide the Ribbon. Below, we have provided some tips to help get accustomed to the small changes you may encounter.

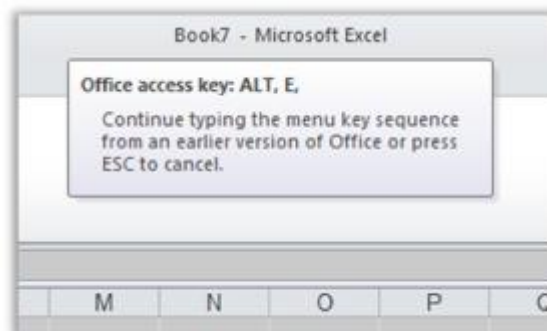
Hide the Ribbon in Excel

The Ribbon can hinder your screen real estate, especially on a small laptop. Toggle easily between hiding/showing it by pressing **CTRL + F1**. If you need to use anything from the Ribbon, you can use your keyboard!



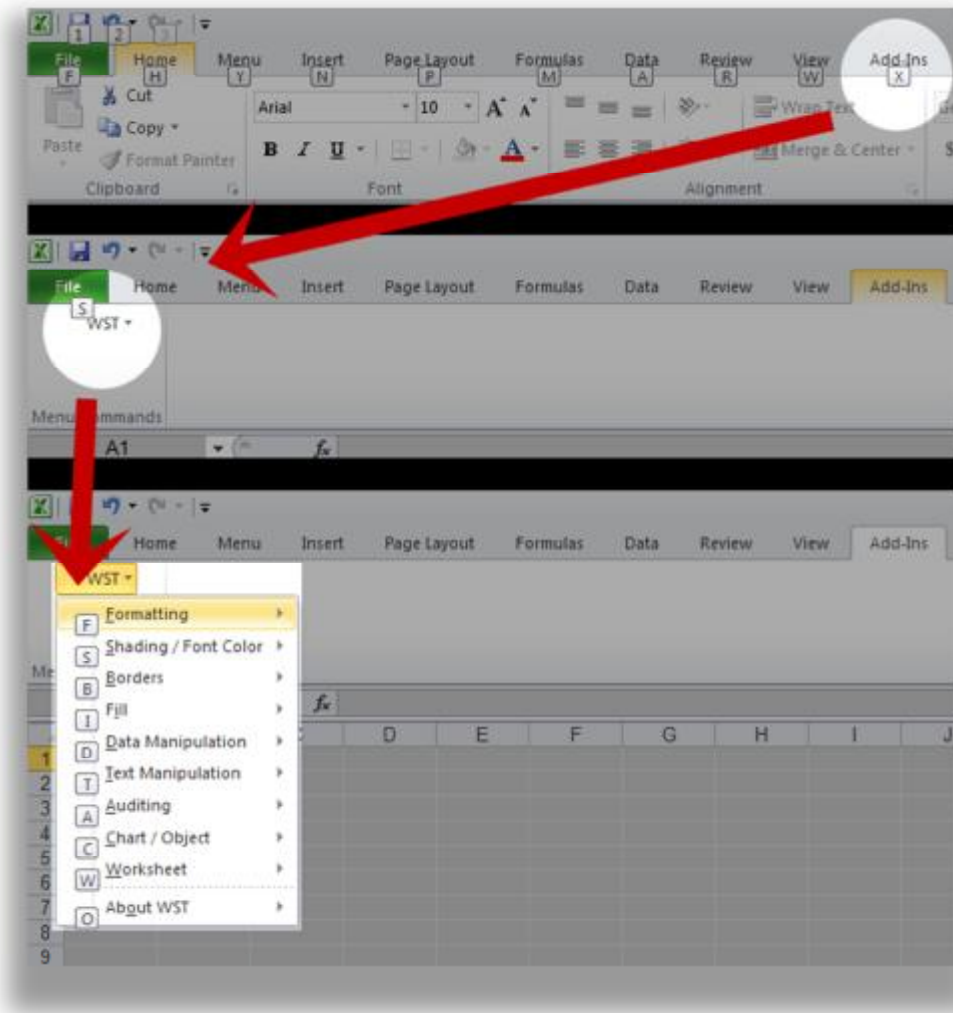
Keyboard Shortcut Keys

Menu-related shortcut keys first introduced in older versions of Excel still work in 2007, 2010, and 2013. For example, Paste Special remains accessible using **ALT, E, S**.



Accessing the WST Macros Add-In

While several of our videos suggest accessing the WST Macros menu by pressing **ALT, S**, Excel 2007 (or later) requires starting with **ALT, X** to get to the Add-Ins tab of the Ribbon first. That means the full shortcut is now **ALT, X, S...**



Increase or Decrease Decimal Places

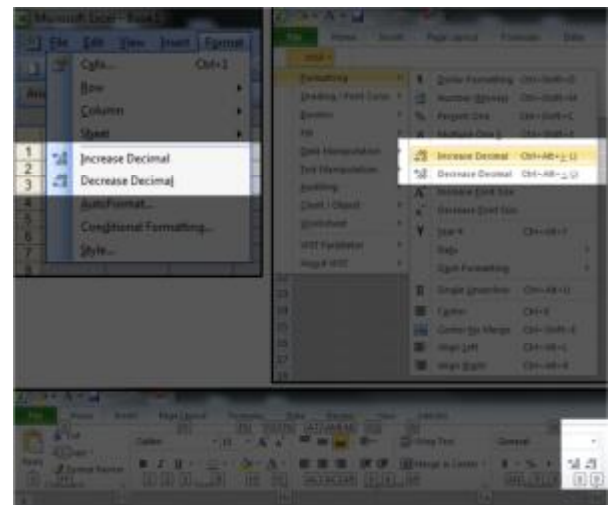
After Excel 2003, you can no longer increase or decrease the number of decimal places displayed by modifying the toolbar and using **ALT + O + I** and **ALT + O + L**. The new shortcuts are:

Increase Decimal: WST Macro: **CTRL + ALT + >** (*period*)

Ribbon Shortcut: **ALT + H, 0**

Decrease Decimal: WST Macro: **CTRL + ALT + <** (*comma*)

Ribbon Shortcut: **ALT + H, 9**

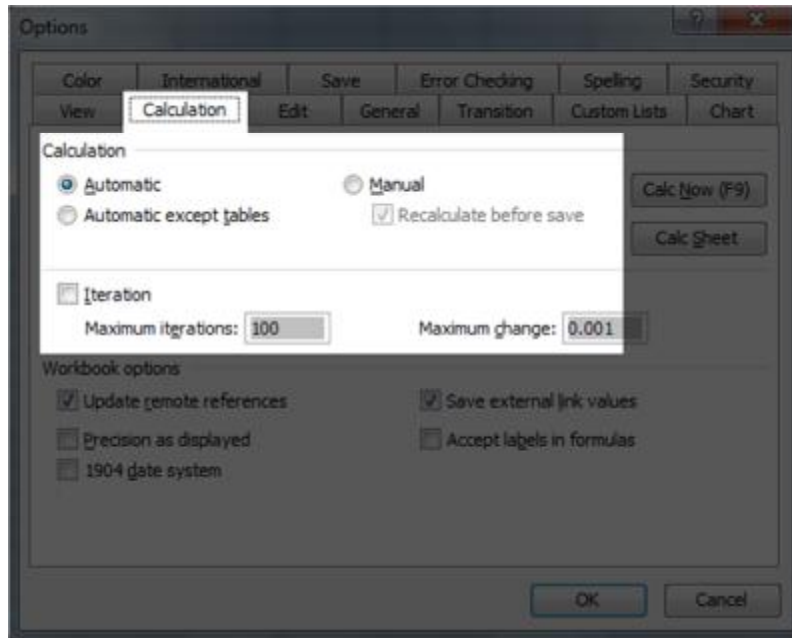


For more information, view our "Excel 2003 to 2007/2010" video under Supplementary Video Exhibits in our free "Overview of Financial Markets" course.

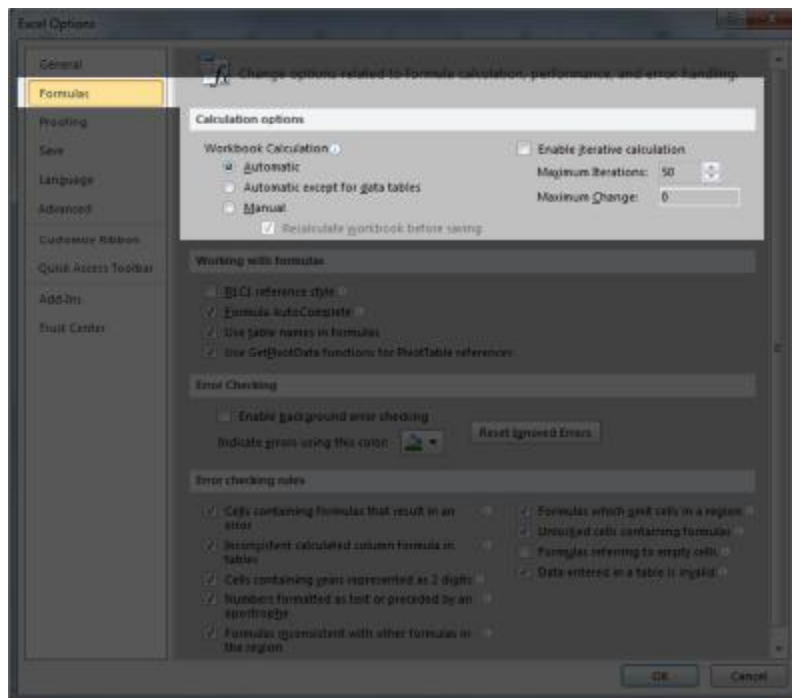
Excel Iterations (Circular References)

Wall St. Training considers circular references one of the “root of all evils” in Excel. However, per our financial modeling courses, circular references are required for both precision and accuracy in the integration of financial statements, particularly the use of average balance in calculating interest income and interest expense. At that point, when finalizing the model, circular references are required and you need Excel to help you calculate by turning on iterations.

In Excel 2003 and earlier, this is accomplished via Tools → Options → Calculation tab (ALT + T + O then C)



In Excel 2007 and later, this is accomplished via Tools → Options → Formula tab (ALT + T + O then F)

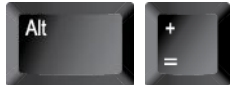









For more information on circular references and iterations, view our “Circular References” and “Excel Iterations” videos under Supplementary Video Exhibits in our free “Overview of Financial Markets” course.

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	Mac
SUM (a)		
Edit Mode		
Anchor Cell (in edit mode)		
Jump Cells (b)		

(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	Mac
