

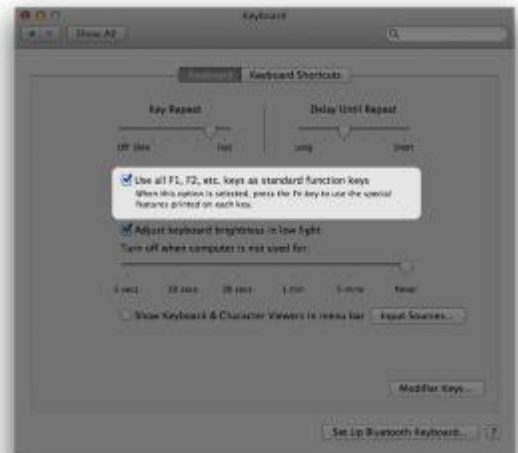
# Mac Excel Guide

If you plan on using your Mac for intensive Excel usage, we recommend installing a virtual machine software to simultaneously run Windows and Office for PC within your Mac OS. We recommend either VMware or Parallels. In either case, we highly recommend the following tweaks to simplify your Excel.

## Enabling F1 - F12 Function Keys

You'll be hitting a few function keys frequently in Excel. Stop raising your brightness accidentally!

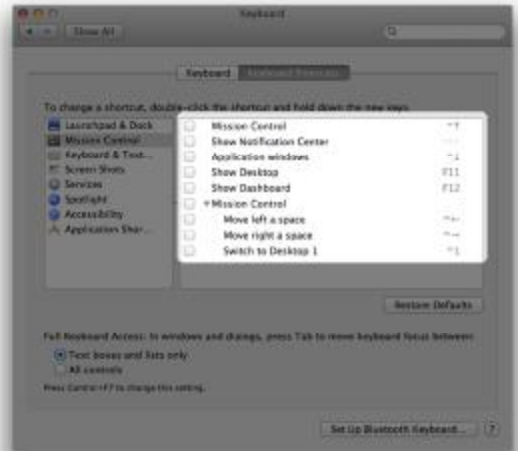
1. Go to System Preferences → Keyboard (or “Keyboard and Mouse” on Leopard/10.5)
2. On the “Keyboard” tab, make sure the “Use all F1, F2, etc. keys as standard function keys” box is **checked**
3. If you want to access your brightness settings, etc., now you will have to press Fn at the same time (e.g., Fn + F2)



## Disabling Keyboard Shortcuts for Mission Control (OS X 10.7 and later)

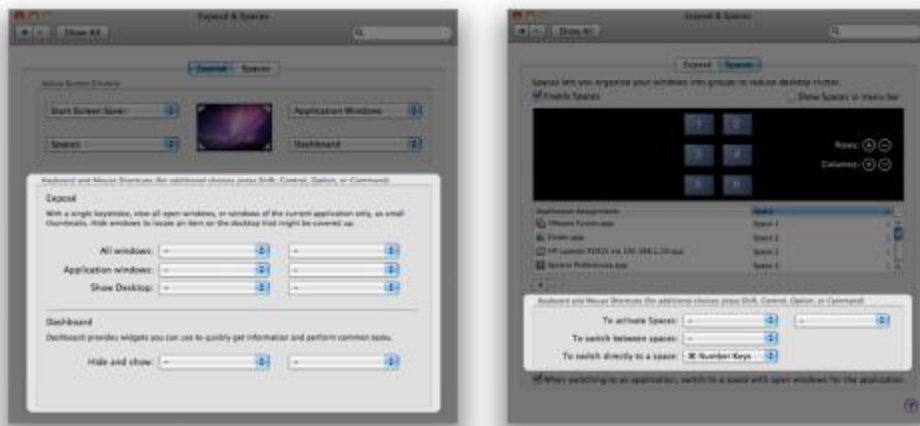
Avoid switching workspaces by accident when trying to navigate/select large blocks of cells.

1. Go to System Preferences → Keyboard (or “Keyboard and Mouse” on Leopard/10.5)
2. On the “Keyboard Shortcuts” tab, make sure all the “Mission Control” boxes are **unchecked** (Lion/10.7 or later)



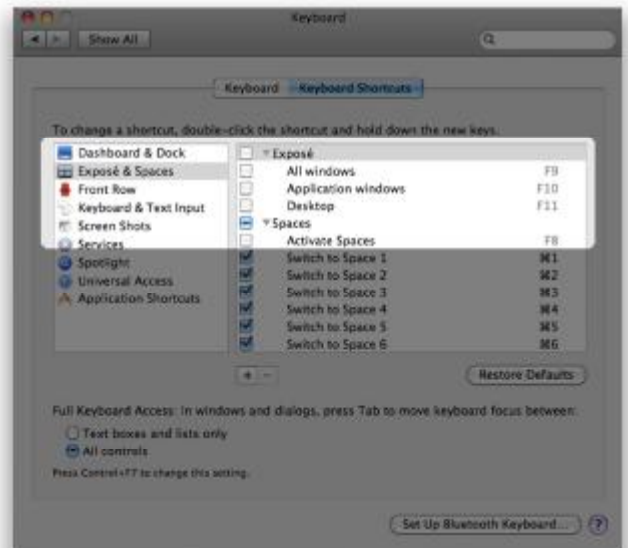
## Disabling Keyboard Shortcuts for Exposé (Part 1) (OS X 10.6 and earlier only)

1. Go to System Preferences → Exposé & Spaces (Snow Leopard/10.6 or earlier/)
2. On both the “Exposé” and “Spaces” tabs, change the keyboard shortcuts to not interfere with Excel (e.g., clear all)



## Disabling Keyboard Shortcuts for Exposé (Part 2) (OS X 10.6 and earlier only)

1. Go to System Preferences → Keyboard
2. On the “Keyboard Shortcuts” tab, change the “Exposé & Spaces” keyboard shortcuts to not interfere with Excel (e.g., uncheck all the shortcuts that are set to standard function keys by default)



## Configuring CTRL + Click for Excel Selections (VMware Fusion only)

If you use VMware Fusion, we recommend one more tweak so you can use CTRL + Click as it was intended instead of right-clicking.

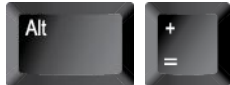







1. In VMware Fusion, select the VMware Fusion menu option, then Preferences. Click on “Keyboard & Mouse.”
2. On the “Mouse Shortcuts” tab, make sure both options here are unchecked.



# 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
<b>SUM</b> (a)		
<b>Edit Mode</b>		
<b>Anchor Cell</b> (in edit mode)		
<b>Jump Cells</b> (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
