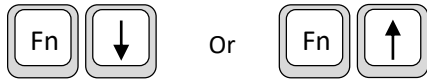


I am a MAC Keyboard Person!

Navigate Around Excel



Move to the start/end of data region (cells that contain data)



Move one screen down or up in a worksheet



Move to cell A1 or to the last used cell in a worksheet



Move one worksheet tab right or left

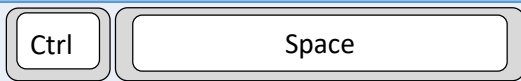
Select Data



Extend the selection by one cell



Extend the selection to the start/end of data region (cells that contain data)



Select entire column



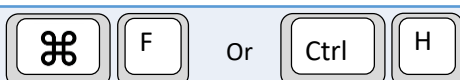
Select entire row



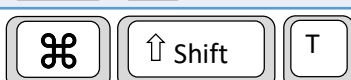
Press once: Select entire data-containing region
Press again: Select entire worksheet



Go To



Find or Replace



AutoSum the cells above or to the left

Format Cells



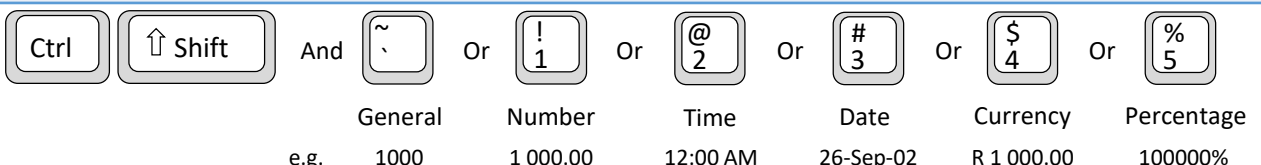
Format Cells



Outline border





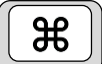



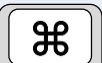

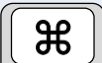

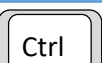











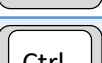







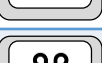




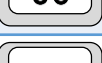

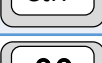

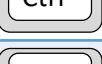







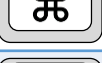









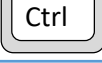



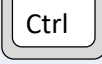







Remove all borders



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Alphabetical Ctrl & Command Shortcuts

  Select A ll	  Align R ight
  B old	  Fill R ight
  C opy	  S ave
  Fill D own	  T oggle reference: e.g. A1 → \$A\$1 → A\$1 → \$A1
  Align c E ntre	  T able
  F ind	  <u>U</u> nderline
  G o To	  Edit a cell
  Replace	  Paste
  <i>I</i> talics	   Paste Special
  Insert cells or rows or columns	  Close W orkbook
  Insert Hyperlin K	  Cut
  Align L eft	  Redo
  Indent	  Undo
  N ew workbook	  Show Formulas
  O pen	  Insert today's date
  P rint	  Delete cells or rows or columns
  Close Excel	  Help