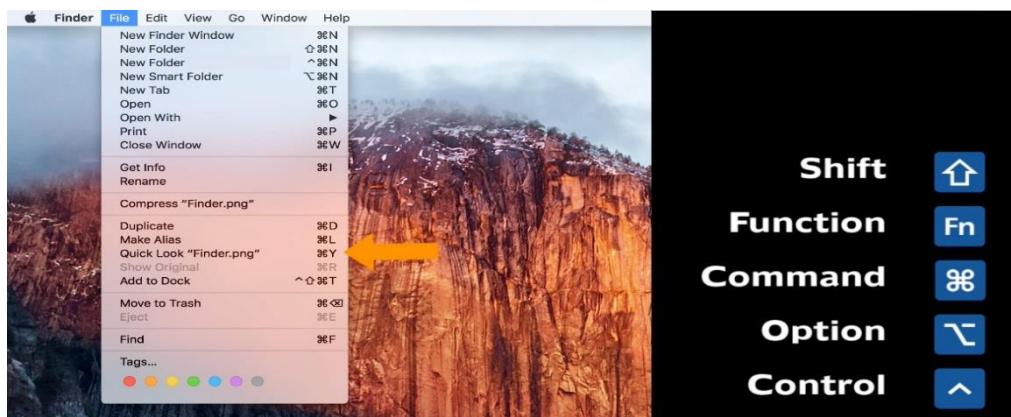## Excel 2016/Office 365

With the introduction of Excel 2016 on the Mac, Microsoft has started to adjust Mac shortcuts to be more aligned with Windows. As of February 2016, many Windows shortcuts can be used in Excel 2016/Office 365. For example, you can use **fn + F4** to toggle between absolute and relative references, Control + Shift + L to toggle a filter on and off, etc.

So far, all the shortcuts that have been adjusted to match Windows shortcuts remain backward compatible with previous Mac only shortcuts. For example, while fn F4 toggles references on the Mac, the old shortcut Command + T still works as well.

Excel shortcuts on the Mac

1. Special symbols

One of more confusing aspects of keyboard shortcuts on the Mac are the symbols you'll see for certain keys. For example, the Command key is abbreviated as ⌘, the Control key with ^, and the option key as ⌥. These symbols have a long history on the Mac, and you'll find them in menus everywhere.

The Mac Finder – abbreviations appear in all applications, not just Excel
You'll see these symbols in menus across all applications, so they're not specific to Excel. There really aren't too many symbols, so I recommend that you bite the bullet and memorize them.
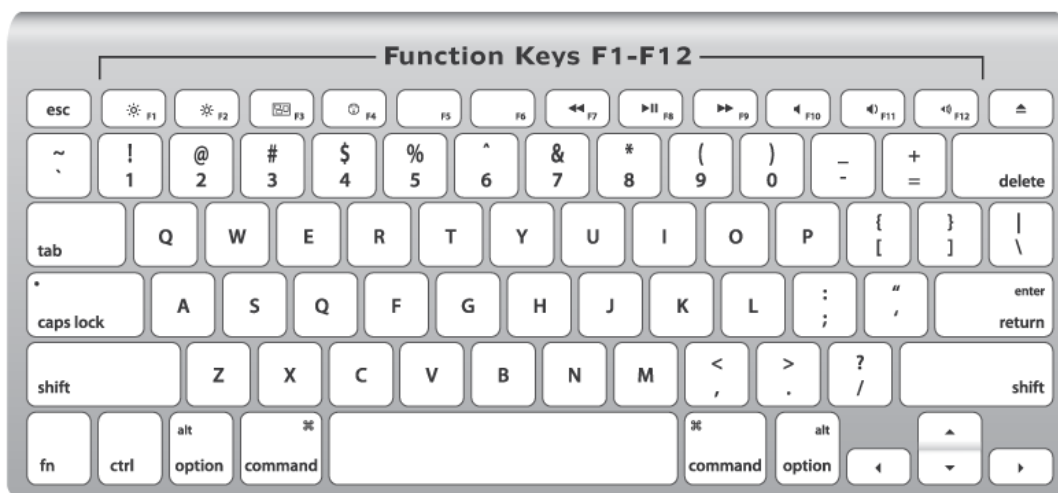
reproduced from ExcelJet.com

The table below shows some example shortcuts with a translation.

Command	Shortcut	Translation
New workbook	⌘N	Command N
Save As	⌘⇧S	Command Shift S
Toggle ribbon	⌘⌥R	Command Option R
Paste Special	^⌘V	Control Command V
Select row	⇧Space	Shift Space

2. Function keys

Like their counterparts in the Windows world, Mac keyboards have function keys. These keys sit at the top of the keyboard and are labelled F1 to F12 on standard keyboards and F13, F14 and higher on extended keyboards.

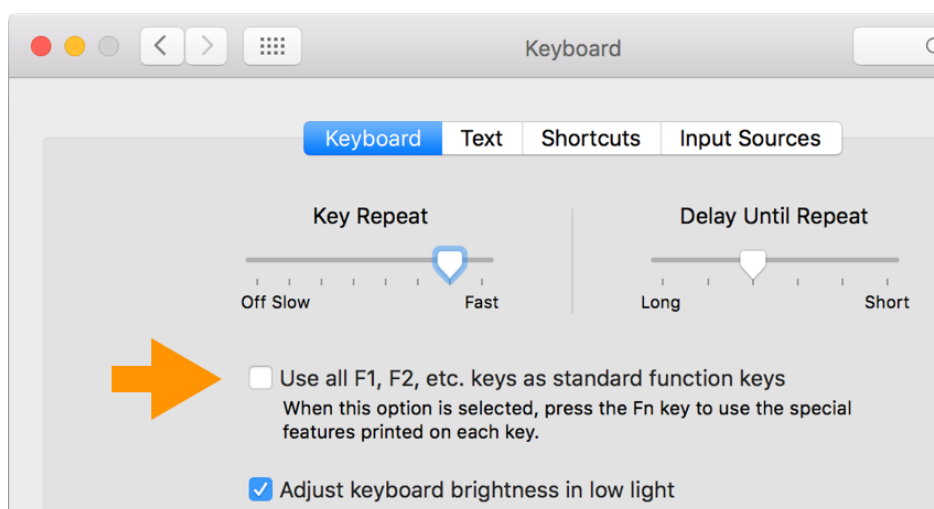*Standard Mac keyboard with 12 function keys*

Function keys are uses for many shortcuts in Excel. For example, you can use F1 for help, F7 for spelling, and shift + F3 to insert a function. But if you try these shortcuts directly on a Mac, they don't work. Why?

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By default, Function keys on a Mac control the computer itself, things like screen brightness, volume, video pause and play, and so on. This means that if press only the function keys in Excel, you'll end up controlling the Mac, and not Excel.

To make function keys work like you expect in Excel, you need to add a key: the function or **fn** key. You'll find the fn key in the lower left on your keyboard. Here are a few examples:

Command	Windows	Mac
New chart	F11	fn F11
Calculate worksheets	F9	fn F9
Open Spelling	F7	fn F7
Evaluate formula	F9	fn F9

If you really hate using the fn key, you can change this behaviour by changing a preference at System Preferences > Keyboard. Here you can check a box that will change function key behaviour to work like "standard function keys".

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If you do this, however, note that you won't be able to use function keys for things like Brightness, Volume, etc. *unless* you hold down the fn key. In essence, this setting *reverses* behaviour so that you need to use fn to control the Mac.

3.   Missing keys

Another difference that may trip you up on a Mac is certain keys are missing.

Windows	Mac equivalent
Home	fn arrow left
End	fn arrow right
Page Up	fn arrow up
Page Down	fn arrow down
Screen right	fn option arrow down
Screen left	fn option arrow up
Move to Last cell	fn control arrow right
Move to first cell	fn control arrow left
Delete	fn Delete
Backspace	Delete

Unless you're using an extended keyboard, keys like Home, End, backspace, Page up, and Page down are nowhere to be found. This is a problem because many of these keys are used in Excel shortcuts. The solution is to use specific substitutions, as shown in the table below.

The substitutions let you perform the same actions you can do in Windows. However, they can make some shortcuts seem complicated on a Mac because you have to use more keys.

Note: If you're using an extended keyboard on a Mac, you don't need to worry about substitutions, since you'll have keys for Home, End, Page up, etc.

Extended keyboards have all the keys

4.   Just different

Finally, some Excel shortcuts are just plain different on a Mac.

For example, the shortcut for Edit Cell in Windows is F2, and on a Mac, it's Control + U. The shortcut to toggle absolute and relative references is F4 in Windows, while on a Mac, its Command T. But in Office 365 you can use Fn + F4.

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