

Word Common Keyboard Shortcuts	
To Move:	On a Mac press:
To the beginning of a document	<i>command</i> + <i>fn</i> + ←
To the end of a document	<i>command</i> + <i>fn</i> + →
To the beginning of a line	<i>command</i> + ←
To the end of a line	<i>command</i> + →
To the beginning of the previous word	<i>option</i> + ←
To the beginning of the next word	<i>option</i> + →
To the beginning of the current word (if the insertion point is in the middle of the word)	<i>option</i> + ←
To the beginning of the previous paragraph	<i>command</i> + ↑
To the beginning of the next paragraph	<i>command</i> + ↓
To the beginning of the current paragraph (if insertions point is in the middle of a paragraph)	<i>command</i> + ↑
Up one screen	<i>fn</i> + ↑
Down one screen	<i>fn</i> + ↓
Copy (shortcut)	Press <i>command</i> + <i>C</i>
Viewing and Clearing the Clipboard	This feature is not yet available on the Mac. Use ribbon commands.
Paste button	The paste button is not split on the Mac; instead, display the dropdown menu; or use <i>command</i> + <i>V</i> to paste.
Cut (shortcut)	Press <i>command</i> + <i>X</i>
Paste Option – Keep Source Formatting	On the shortcut menu, click Paste, click the Paste Options button, then click Keep Source Formatting
Inserting a Footer with Document Info	In the Insert group, click Field. In the dialog box, under Categories, click Document Information. Then under Field names, click FileName. Click OK.
Adding document properties	On the menu bar, click File, click Properties, click the Summary tab, and then type the <i>Tags</i> in the <i>Keywords</i> box. Click OK. Boxes for entering Author name and Subject are found in this dialog box as well.
Inspecting a document	On the application menu bar, click Tools. Here you can click Protect Document and Check Accessibility.
Inserting a bookmark	On the application menu bar, click Edit, point to Find, and then click Go To. In the dialog box, click Bookmark.
Print (shortcut)	Press <i>command</i> + <i>P</i>
Close the Word application	On the application menu bar, click File. Click Close.
Help Tab	On the application menu bar, click the Help tab

Excel Common Keyboard Shortcuts	
To Move:	On a Mac Press:
Up, down, right, or left one cell	↑, ↓, →, ←
Down one cell	<i>enter</i> (<i>return</i>)
Up one cell	<i>shift</i> + <i>enter</i> (<i>return</i>)
Up one full screen	<i>fn</i> + ↑
Down one full screen	<i>fn</i> + ↓
To column A of the current row	<i>fn</i> + ←
To the last cell on a worksheet, to the lowest used row of the rightmost used column	<i>control</i> + <i>fn</i> + →
To cell A1	<i>control</i> + <i>fn</i> + ←
Right one cell	<i>tab</i>
Left one cell	<i>shift</i> + <i>tab</i>
To one screen to the right in a worksheet	<i>fn</i> + <i>option</i> + ↓
To one screen to the left in a worksheet	<i>fn</i> + <i>option</i> + ↑
Default font size	On the Mac the default font size is 12.
Default column width	On the Mac the default column width is 65 pixels. Because of this feature, you may see two decimal places in your worksheet cells while only one is shown in the text.

Common Features of Windows and Office

Task or command	Mac Instruction
Taking a Screenshot	Mac users will use the Grab app in the Utilities folder under Applications. Select Capture for the proper type of screenshot.

Microsoft Word Chapter 1

Task or command	Mac Instruction
Show/Hide Nonprinting Formatting Marks	The Show/Hide button on a Mac appears on the home tab.
Adjust Grammar options	In the Mac version of Office 365, to adjust grammar options, on the Word menu, click Preferences. Click Spelling & Grammar, and then click the Writing Style arrow. Click Grammar & Style.
Use the Mini Toolbar to Format your Text	If your Mac version of Office does not contain a Mini toolbar, you can use the Options on the Home tab to format your text.
<i>Ctrl</i> versus <i>Command</i> Key	You can use the <i>command</i> key instead of the <i>ctrl</i> key, or you may use the manual method to move to the beginning of the document, select all text, copy text, etc.
Move to the Top of the Document	To move to the top of the document, you can press <i>command</i> key + ↑.
Move to the End of the Document	You can use the <i>command</i> + ↓ to move to the end of the document.
Switch between Documents	Instead of using the Windows taskbar to switch between documents, you may use your preferred method for switching between open documents on your Mac.
Pasting	If your version of Word for Mac does not include Paste options, please use alternative methods to paste your text.
Checking Spelling and Grammar	On a Mac, you may also press <i>command</i> + [;] to begin checking spelling and grammar. Spelling and grammar options may appear in a dialog box instead of a pane.
Recheck Spelling and Grammar	To recheck spelling and grammar on a Mac, click the Review tab, and then click Spelling & Grammar.
Display Dialog Boxes	To display dialog boxes on a Mac go to the menu bar. For example, to display the Font Dialog Box, click Format on the menu bar, and then click Font.
Save a Word Document as a PDF	To save a Word document as a PDF, click the File menu, click Save As, and then under File Format, click PDF.
Review Changes and Comments	On a Mac, use the Review tab and View and Accept All Changes and Stop Tracking. Then, use the Comments section of the toolbar to Delete All Comments in Document. To review author and version information related to this document, you can click File and Properties.
Create Screen Shots	Instead of using the Snipping Tool to create the screen shots, you can press <i>shift</i> + <i>command</i> + 4. Use the crosshair pointer to select the full screen, and then release the pointer.

Microsoft Word Chapter 2

Task or command	Mac Instruction
Search a Document	On a Mac, instead of the navigation pane go to the upper-right corner of the document to the Search box and then type your search term.
Move to the Beginning of the Document	Scroll to the top of your document instead of pressing <i>ctrl</i> + <i>home</i> to move to the beginning of the document.
Insert a Citation Field	The Insert Citation pane will open on the right side of the screen instead of in a separate Source Manager dialog box.
Move to the End of the Document	You may scroll or use an alternative method to move to the end of the document.
Repeat the Previous Task	Instead of pressing F4 to repeat the last action, you can press <i>command</i> + Y.

No Mac Tips in Microsoft Word Chapter 3

Microsoft Word Chapter 4

Task or command	Mac Instruction
Ribbon Groups	Recall that Mac ribbons do not have groups.
Apply Button in the Page Setup Dialog Box	Apply is at the bottom of the dialog box.
Move to the Beginning of the Document	Press the <i>ctrl</i> + <i>home</i> + ↑ to move to the beginning of the document.
Change the Line Spacing	Click the Line and Paragraph Spacing button in the center of the ribbon, then select Line Spacing options to open the dialog box.
Edit Font Size	Use the Font and Font Size arrows on the ribbon to edit the text.

Edit Font Color	Use the Font color arrow on the ribbon to edit the text.
Apply Small Caps to Text	Press <i>ctrl</i> + <i>shift</i> + K to apply Small Caps.
Change the Style	Click the Styles Pane button, and then select New Style. Close the Styles Pane.
Insert Online Pictures	Mac users do not have this tool on the ribbon. Open a web browser, type Bing images and then open Bing Image feed and Enter the search term. Save the image as a JPEG file to the location where you are saving the files for this chapter. Use steps previously practiced to insert the picture.
Clear the Lock Aspect Ratio Box	Uncheck the Lock Aspect Ratio box on the ribbon to the right of Height and Width.
Drawing Tools Format Tab	Skip this part of the instruction and change the Height and Width on the Picture Format tab.
Move to the End of the Document	Press the <i>command</i> + ↓ to move to the end of the document.
SmartArt Graphic Dialog Box	Mac users do not have this dialog box.
Format SmartArt	SmartArt Format tab, Position Object button, then select Position in bottom Right with Square Text Wrapping, last option.
Selecting Multiple Shapes in SmartArt	Hold the <i>shift</i> key.
Shape Fill	Select the Shape Fill button arrow.
Label Information in a Mail Merge	Use the Label products arrow instead of the Label vendors arrow.
Select Data Source in Mail Merge	In the message box, click Yes and then click OK. Verify document is the correct source.
Start Mail Merge Group	Click the Insert Merge Field button, select Company, then press enter. Click Insert Merge Field, select Address_1, then press enter. Click Insert Merge Field, select City, type a comma (,), then press space bar. Click Insert merge Field, select State, press space bar. Click Insert Merge Field, select Zip.
Table Tools Layout Tab	Table Tools Layout tab is called in a Mac Table Layout tab.
Manage Recipients in Mail Merge	On the Mailings tab, click Filter Recipients, then click Sort Records. Select Company, and verify Ascending is selected.
Take a Screenshot	Instead of using the Snipping Tool to create your screenshot, use your preferred method or use the Grab app to create a screenshot of the window. Save the screenshot with the file name described in the instruction.

Microsoft Excel Chapter 1	
Task or command	Mac Instruction
Ribbon Groups	The Mac ribbon does not provide group names.
Mini Toolbar	The Mini toolbar does not exist in Mac Office programs. Use the home tab ribbon to apply formatting.
Applying Formatting	The <i>ctrl</i> key does not have the same function on a Mac. The formatting should be applied separately to cells.
Insert a New Sheet	New sheet for Mac users is plus sign.
Create Custom Footer	Go to the File tab, then Page Setup, click Header/Footer, and then click Custom Footer.
Shortcut Menu	To see the shortcut menu Mac users will select <i>control</i> key and right-click.
Take a Screenshot	Instead of using the Snipping Tool to create your screenshot, use your preferred method or use the Grab app to create a screenshot of the window.

Microsoft Excel Chapter 2	
Task or command	Mac Instruction
Create Custom Footer	Go to the File tab, then Page Setup, click Header/Footer, and then click Custom Footer.
Display the Short-Cut List	Right-click and press the <i>control</i> key.
Quick Analysis Button	Quick Analysis button is not available for Macs. Use steps previously practiced to enter functions.
Display ScreenTip	Click the Error Message button to display ScreenTip.
Select a Cell Range	Select the <i>command</i> button instead of <i>ctrl</i> .
Create a Chart	Click the Insert tab, and then the Column Chart button, in the gallery the first option under 2-D Column.
Chart Styles Button	If it's not available, use the Chart Design ribbon.
Chart Elements Button	If it's not available, use the Chart Design ribbon.

Microsoft Excel Chapter 3	
Task or command	Mac Instruction
Right and Left Tab Scrolling Buttons	Due to window sizing, Mac does not have a scroll bar and all sheets are already shown.
Enter the Current Date	Press <i>control</i> and [;] keys.
Move Pointer	The move pointer will be a hand.
Select All Sheets	Press and hold <i>control</i> and then click the tab.
Shortcut Menu	Press <i>control</i> and then select the tab/row/column to see the shortcut menu.
Create a New Worksheet	Icon is just a + sign.
Custom Footer	Use Page Layout tab, Page Setup for Custom Footer.
Make a Cell Active on all Selected Worksheets	Press <i>fn</i> key + <i>control</i> or <i>command</i> key + →.
Fit All Columns on One Page	Go to Page Layout tab, then change Width to 1 page.
Chart Styles Button	Use the ribbon to apply the style.
Chart Elements Button	Use the ribbon Add Chart Element button.
Font Dialog Box	Press the <i>control</i> key then click the legend, select Font.
Apply Styles	Click the Format tab and on the ribbon point to the bottom of the styles gallery and then select the styles arrow.
Create Custom Header/Footer	Click the Page Layout tab, and then click Page Setup to access the Custom Header/Footer.

Microsoft Excel Chapter 4	
Task or command	Mac Instruction
Move to the Beginning of the Document	Press <i>command</i> + <i>home</i> .
Move Pointer	The pointer will be a hand.
Select Cells	Drag to select a range of cells.
Take a Screenshot	Use the Grab app to create a screenshot of the window.

Microsoft Excel Chapter 5	
Task or command	Mac Instruction
Get Data	Mac users will click From Text button. Navigate to and select file, then click Get Data.
Transform Data/Text Import Wizard	In Text Import Wizard, click Next. Select Tab, click Next, click Finish, click OK. Insert new column B. Select column A. On the Data tab, click Text to Columns. Click Next, select Comma, click Finish.
Deselect the Columns in the Remove Duplicates Dialog Box	Click Select All check box to deselect the columns.

Select the Last and Firstcheck Boxes in the Remove Duplicates Dialog Box	In a Mac, click the Column A and B check boxes instead.
Enter Cell Name into Function Arguments Dialog Box	In the Formula Builder type text, click Done.
Insert Boxes in Formula Builder	Click the plus sign instead of Tab to insert each box. Click Done, and then close the Formula Builder pane.
Collapse and Expand Dialog Buttons	Click plus sign under <i>Legend entries</i> . Click Collapse and then close the button in the Name box. Click a cell. Click Expand button. Delete text in Y value box, click Collapse button. Select a cell range, click Expand button. Click OK.
Move a Tab	Press and hold the <i>option</i> key on the keyboard. Click and drag the a tab to place it before or after another tab.
Add Boxes to Formulas	Click plus sign under Max_range box to add Criteria_range1 box.
Forecast Tool	The Forecast tool is not released for Mac O365 when this textbook was published. If it becomes available Mac tips will be provided.
Select Multiple Cells	Press and hold the <i>command</i> key instead of <i>control</i> .
Make Sheet have a Landscape Orientation and Fit on One Page	Beside Orientation, click the Landscape image. Click the Scale to Fit check box.
Save as a PDF	Click the PDF arrow, then click Save as PDF. Rename as directed.
Take a Screenshot	Instead of using the Snipping Tool to create your screenshot, use your preferred method or use the Grab app to create a screenshot of the window.

Microsoft PowerPoint Chapter 1	
Task or command	Mac Instruction
Text Shadow Button	The Text Shadow button may not be available. If this option is not available, you may skip this step.
Picture Styles	If your Picture Styles vary from the ones shown in the textbook, choose a similar style.
Select/Deselect a Slide	Use the <i>command</i> key instead of <i>ctrl</i> to select or deselect slides.
Slide Transition	If the transitions listed in the instructions do not appear in your gallery, please choose any similar transition.
Preview Handouts	If your print process varies from the one listed in the instructions, follow your normal print process to preview the handouts.
Take a Screenshot	Instead of using the Snipping Tool to create your screen shot, use your preferred method. Or use the Grab app in the Utilities folder under Applications and select Capture for the proper type of screenshot.

Microsoft PowerPoint Chapter 2	
Task or command	Mac Instruction
Themes Gallery	Themes vary between Macs and PCs. If the theme described in the instructions or shown in figures is not available, you may download the theme shown in the instructions. It is available at https://templates.office.com/en-us/Retrospect-TM00001236 .
Text Shadow Button	If the Text Shadow button does not appear, you may skip that step.
Save a File	To save your file, on the File tab, click Save as Template, then in the Save As box, type the file name. Use the Where box to navigate to the correct folder. Next to File Format, click PowerPoint Template (.potx) and then Save.

Microsoft PowerPoint Chapter 3	
Task or command	Mac Instruction
Integral Design Theme	If the Mac version of Office 365 does not contain the Integral Design Theme, you may download it here: https://templates.office.com/en-us/Integral-TM00001234?ui=en-US&rs=en-US&ad=US&fromAR=1

Microsoft PowerPoint Chapter 4	
Task or command	Mac Instruction
Save Ink Annotations	If your Mac version of Office will not allow Saving of the ink annotations, create a screen shot of the annotations and submit the screen shot separately to your instructor.
Add a Tag	To add a tag, open the Finder Window, click Preferences, and then click Tags.
Clipboard Launcher	If your Mac version of Office does not contain a clipboard launcher, you can copy and paste items individually.