

# Using Microsoft Excel on a Mac

## Installing the Data Analysis ToolPak:

1. Select the '**Tools**' menu and click on 'Excel Add-ins'
2. Then, in the '**Add-Ins available**' box choose the choose the '**Analysis ToolPak**' option and select '**OK**'. If the Analysis ToolPak option is not visible in the '**Add-Ins available**' menu, select '**Browse**' to find it.
3. Click '**Yes**' to install the Analysis ToolPak
4. You will need to exit and restart Microsoft Excel to use the Analysis ToolPak. Once you restart Microsoft Excel, the Data Analysis option in the Data tab should appear.

## Microsoft Excel Shortcuts:

	<b>Mac Shortcut</b>
Open Workbook	Cmd + O
Close Workbook	Cmd + W
Save Workbook	Cmd + S
Hide Selected Columns	Ctrl + 0
Hide Selected Rows	Ctrl + 9
Unhide Columns	Ctrl + Shift + 9
Unhide Rows	Ctrl + Shift + 0
Select Entire Table	Cmd + A
Select Entire Worksheet	(Cmd + A) x2
Insert Current Date	Ctrl + ;
Insert Current Time	Ctrl + Shift + :

Start New Line in Cell	Ctrl + Option + Return
Select Entire Column	Ctrl + Spacebar
Select Entire Row	Shift + Spacebar
Copy Formula from Cell Above	Ctrl + `
Copy Value from Cell Above	Ctrl + Shift + “
Fill Down (Fill Column)	Ctrl + D
Search Worksheet	Cmd + F
Fill Right (Fill Row)	Ctrl + R
Repeat Last Entry	Cmd + Y
Switch between Viewing Formulas and Values in Cells	Ctrl + `
Create New Workbook	Cmd + N
Insert New Worksheet	Shift + F11
Go between Worksheets	Ctrl + PageUp/Down