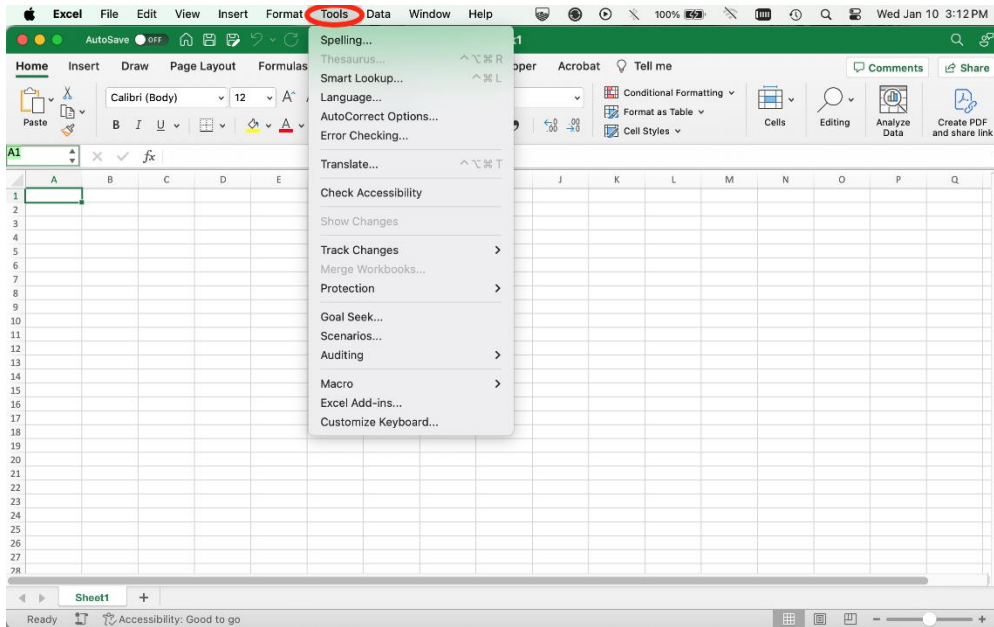
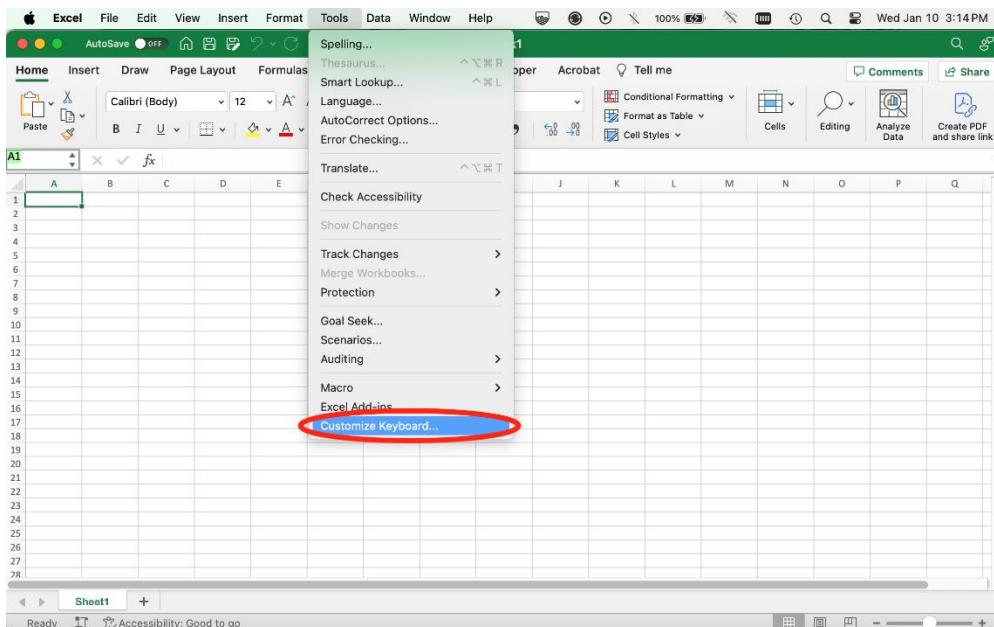


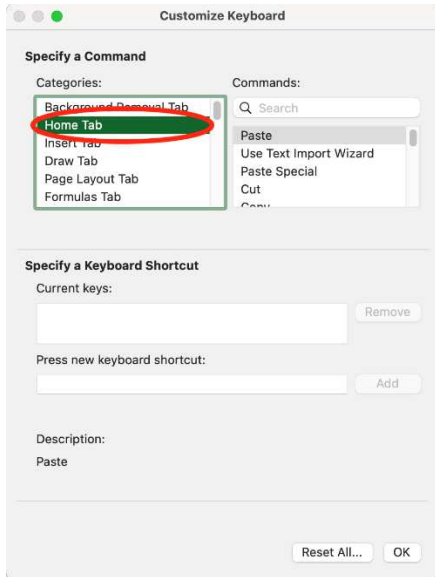
- 1. Open Microsoft Excel on your MAC.
- 2. Click on the “Tools” menu on the top of the screen.



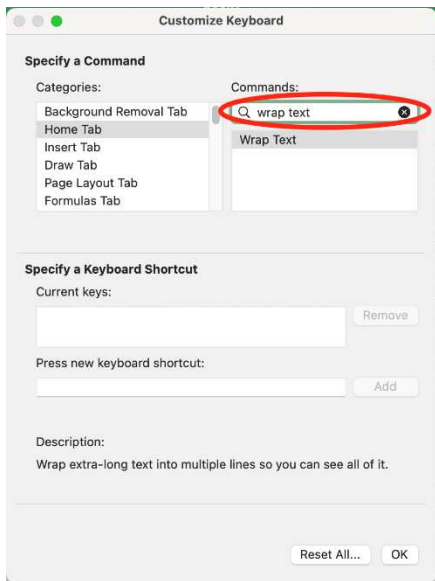
- 3. Select the “Customize Keyboard...” option.



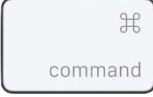
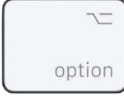

- 4. In the “Customize Keyboard” window, select a category on the top left “Categories” box (for example, “Home Tab”).

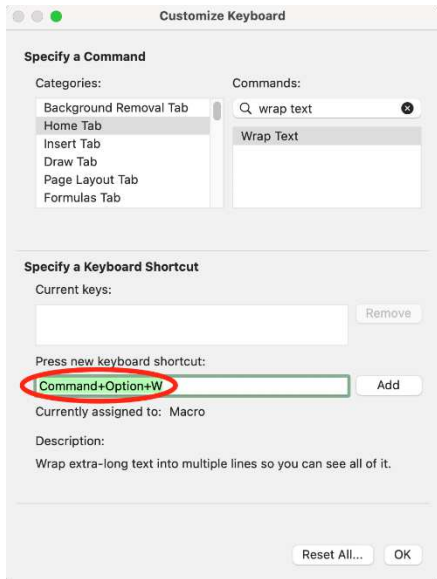


- 5. Scroll down in the “Commands” box to find a desired command, or type in a command by name in the “Search” box (for example, “wrap text”). Click on the desired command once found.

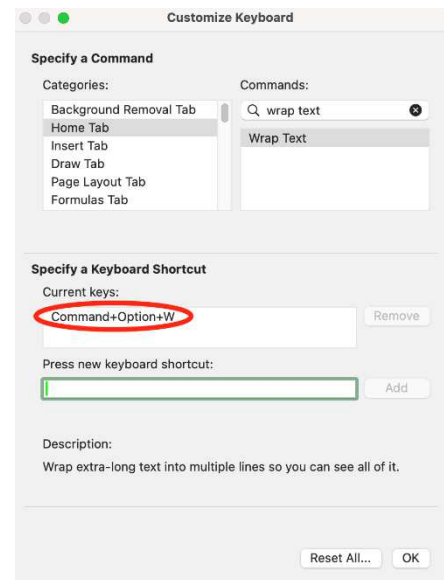
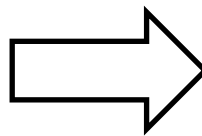
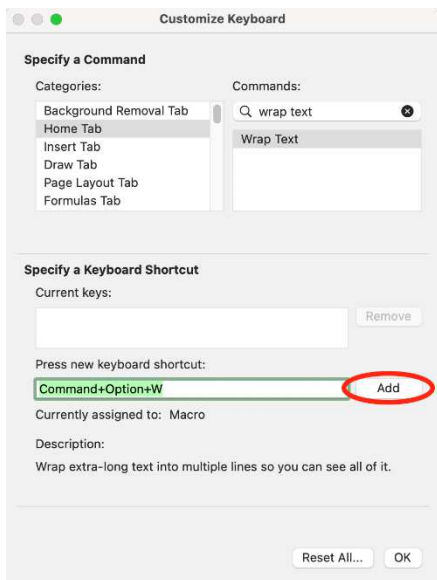


- 6. Click in the “Press new keyboard shortcut” text box, and then actually press the keys for the desired new shortcut (the text will appear for you).

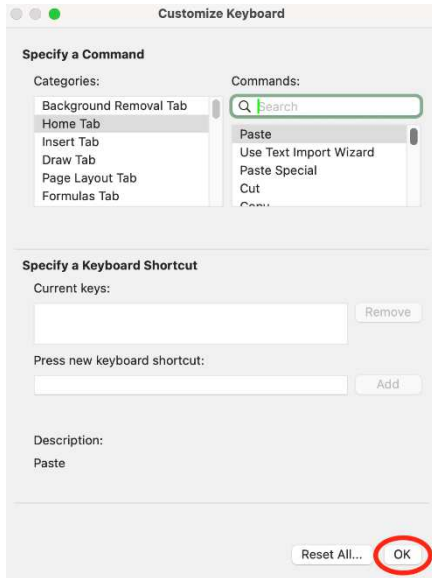
For example, press the  +  +  keys, which will automatically generate the text “Command+Option+W”.



- 7. Click the “Add” button next to the new shortcut, which results in the shortcut being added to the “Current keys” box.



- 8. To add more custom keyboard shortcuts, repeat steps 4-7 as needed.
Note: For a list of recommended keyboard shortcuts, please see APPENDIX.
- 9. When finished adding custom keyboard shortcuts, press the “OK” button.



- 10. Test out your custom keyboard shortcuts to ensure they are working properly.
- 11. Eat a plum, because you are done! :)

APPENDIX:

Recommended Mac Excel Keyboard Shortcuts to Customize

ID	Description	Command Category	Exact Command Name	MAC Shortcut
1	Format Selected Cell(s) with Wrap Text	Home Tab	Wrap Text	OPT + CMD + W
2	Autofit Columns (based on selection)	Home Tab	AutoFit Selection	CTRL + SHIFT + I
3	Format Selected Cell(s) with Align Left	Home Tab	Align Left	OPT + CMD + L
4	Format Selected Cell(s) with Align Center	Home Tab	Center	OPT + CMD + C
5	Format Selected Cell(s) with Align Right	Home Tab	Align Right	OPT + CMD + R
6	Format Selected Cell(s) with Align Top	Home Tab	Align Top	OPT + CMD + T
7	Format Selected Cell(s) with Align Middle	Home Tab	Align Middle	OPT + CMD + M
8	Format Selected Cell(s) with Align Bottom	Home Tab	Align Bottom	OPT + CMD + B
9	Manually Resize Columns (based on selection)	Home Tab	Column Width	CTRL + SHIFT + W
10	Freeze/Unfreeze Panes (based on selection)	View Tab	Freeze Panes	CTRL + SHIFT + F