

- 1. Go to System Preferences.
 - a. **Shir Tip:** Use Spotlight Search to open System Preferences.
 - i. Press **⌘ + SPACE** to open "Spotlight Search".
 - ii. Type "sys" and it will most likely autofill "System Preferences".
 - iii. Press **RETURN**.
- 2. Click on the "Keyboard" icon.
- 3. Click on the "Shortcuts" tab on the top of the window.
- 4. Click on "App Shortcuts" on the left panel.
- 5. Click on the **+** (plus) button to add a new shortcut.
 - b. Choose "Microsoft Excel" from the "Application" dropdown list.
NOTE: If Microsoft Excel does NOT appear in the list, you might need to select "Other" at the bottom and find it in your Applications folder.
 - c. Type in the *exact name* of the menu command you want to add. For example, if you want to create a shortcut to zoom, you must type in "Zoom..." with the 3 dots, since that is how it appears under the "View" menu in Excel.
 - d. Click in the "Keyboard Shortcut" text box, and then actually type the shortcut (it will fill in the correct symbols for the keys you are using. For example: **⌘ ⇧ Q** for **CTRL + SHIFT + Q**).
 - e. Click the "Add" button.
- 6. Test the shortcut you just created to make sure it is working the way you want it to.
- 7. Eat a plum, because you are done! :)

