



# Windows

## Working With Excel and Function Keys



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## Windows Working With Excel and Function Keys



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### Key Command

### Description

F1	Displays the Microsoft Office Excel Help.
F2	Edits the active cell.
F3	Pastes a name from the Paste Name dialog box (provided that names have been defined in the workbook.)
F4	Repeats the last command or action, if possible.
F5	Displays the Go To dialog box.
F6	Moves to the next pane.
F7	Displays the Spelling dialog box
F8	Turns extend mode on or off.
F9	Calculates all worksheets in all open workbooks.



# MAC

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## MAC Working With Excel and Function Keys



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### Key Command

### Description

COMMAND+/'	Displays the Microsoft Office Excel Help.
COMMAND+SHIFT+S	Displays the Save As dialog box.
COMMAND+Y	Repeats the last command or action, if possible.
CONTROL+U	Edits the active cell.
F5	Displays the Go To dialog box.
Fn+F10	Turns key tips on or off.
Fn+F11	Creates a pivot chart in the new worksheet.
Fn+F6	Moves to the next pane.
Fn+F7	Displays the Spelling dialog box
Fn+F8	Turns extend mode on or off.
Fn+F9	Calculates all worksheets in all open workbooks.