

There's no
"Customize
Keyboard" option
under Tools.

- Spelling...
- Thesaurus... ^\` ⌘ R
- Smart Lookup... ^\` ⌘ L
- Language...
- AutoCorrect...
- Error Checking...

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Check Accessibility

Track Changes ▶

Merge Workbooks...

Protection ▶

Goal Seek...

Scenarios...

Auditing ▶

Macro ▶

Excel Add-ins...

- [Keyboard shortcuts in Excel for Mac](#)
- [Keyboard shortcuts in Word for Mac](#)
- [Keyboard shortcuts in PowerPoint for Mac](#)

Newer Versions

Office 2011

You can create custom keyboard shortcuts in Excel for Mac within the application itself. To create custom keyboard shortcuts in Word for Mac, PowerPoint for Mac, Outlook for Mac, and OneNote for Mac, you can use the built-in capability in Mac OS X.

Excel for Mac



Create a keyboard shortcut in Excel for Mac



1. On the **Tools** menu, click **Customize Keyboard**.
2. In the **Categories** list, click a tab name.
3. In the **Commands** list, click the command that you want to assign a keyboard shortcut to.

Any keyboard shortcuts that are currently assigned to the selected command will appear in the **Current keys** box.

If you prefer to use a different keyboard shortcut, add another shortcut to the list, and then use it instead.

4. In the **Press new keyboard shortcut** box, type a key combination that includes at least one modifier key (⌘, CONTROL, OPTION, SHIFT) and an additional key, such as ⌘ + F11.

If you type a keyboard shortcut that is already assigned, the action assigned to that key combination appears next to **Currently assigned to**.

5. Click **Add**.



Home

Insert

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Paste



Cut



Copy



Format

Calibri (Body)

12

A

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Wrap Text



Merge & C

The icons up top in the custom Ribbon are so faded and small that I can't see which one I want.