

# Microsoft Office: PC vs Mac Comparison and Shortcuts

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This document compiles the key differences between Microsoft Office on Windows and macOS, along with common shortcuts for both platforms across major Office apps.

## Section 1: Microsoft Office — PC vs Mac Comparison

| Feature / Area            | Windows (PC)                                                             | Mac                                                                      | Notes / Teaching Tip                                                                |
|---------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Overall Interface</b>  | Ribbon-based with full customization; identical look across apps.        | Ribbon-based but slightly simplified; fewer customization options.       | The layout is very similar now — good cross-platform consistency since Office 2019. |
| <b>Keyboard Shortcuts</b> | Uses <b>Ctrl</b> for most commands (e.g. Ctrl+C, Ctrl+V).                | Uses <b>Command</b> (⌘) for most commands (⌘+C, ⌘+V).                    | Worth reminding Mac users that ⌘ = Ctrl. Functionally the same shortcuts otherwise. |
| <b>Alt Key Shortcuts</b>  | Extensive use of <b>Alt + key letters</b> to access ribbon tabs quickly. | No direct equivalent; must use mouse or custom shortcuts.                | Windows users often rely on Alt navigation — doesn't exist on Mac.                  |
| <b>Right-Click Menus</b>  | Standard right-click menus.                                              | Control + click for right-click on Mac (or use trackpad two-finger tap). | This often catches beginners out.                                                   |

| Feature / Area                            | Windows (PC)                                                                             | Mac                                                                         | Notes / Teaching Tip                                                                 |
|-------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>File Paths</b>                         | Uses backslashes (C:\Users\...).                                                         | Uses forward slashes (/Users/...).                                          | Minor difference, but useful to know for file references and VBA.                    |
| <b>Excel – Macros/VBA</b>                 | Full VBA editor and macro recording supported.                                           | Supported, but historically less stable; some dialog boxes differ.          | Excel VBA is cross-platform now, but file permissions differ slightly on Mac.        |
| <b>Excel – Data Tools</b>                 | Full set: Power Query, Power Pivot, Get & Transform.                                     | Limited: Power Query and Power Pivot only in newer Microsoft 365 builds.    | Data modelling tools are improving on Mac but still lag behind.                      |
| <b>Excel – Add-ins (.xlam, COM)</b>       | Fully supported.                                                                         | Some COM add-ins not supported.                                             | Check compatibility before using complex templates.                                  |
| <b>Word – Mail Merge</b>                  | Fully supported (Mailings tab).                                                          | Supported, but slightly different layout and missing some wizards.          | Basic merges work fine; advanced options (labels, envelopes) can behave differently. |
| <b>PowerPoint – Recording / Narration</b> | Record slideshow, insert narration, export to video.                                     | Supported but export options may differ (codec limitations).                | File sizes can vary; MP4 export best done on Windows.                                |
| <b>Outlook – Interface</b>                | Rich client with full features: Focused Inbox, Quick Steps, Rules, Scheduling Assistant. | Similar, but some enterprise features missing (e.g. some Exchange options). | The web version often helps Mac users fill gaps.                                     |

| Feature / Area                    | Windows (PC)                                                          | Mac                                               | Notes / Teaching Tip                                                                   |
|-----------------------------------|-----------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>Publisher &amp; Access</b>     | Included with Office for Windows.                                     | Not available on Mac.                             | A big difference — highlight that Mac users <i>cannot</i> use these apps.              |
| <b>Teams Integration</b>          | Built-in with Office and Windows authentication.                      | Works through the Teams app or browser.           | Feature parity mostly consistent, but Mac users rely more on the standalone Teams app. |
| <b>File Locations / OneDrive</b>  | Syncs seamlessly with OneDrive via File Explorer.                     | Syncs via Finder; requires OneDrive app.          | Functionally similar; menus differ slightly.                                           |
| <b>Updates</b>                    | Managed via Microsoft Update (or Windows Update).                     | Managed via AutoUpdate (separate app).            | Same frequency — Mac updates usually lag a few days.                                   |
| <b>Fonts / Rendering</b>          | Full ClearType rendering; supports Windows-only fonts (e.g. Calibri). | Font differences can cause slight spacing issues. | Documents may reflow if a Windows-only font isn't available on Mac.                    |
| <b>Office Add-ins (Web-based)</b> | Full support in Office 365 builds.                                    | Same support; completely cross-platform.          | Add-ins from the Store now run equally on both.                                        |

## Section 2: Microsoft Office Shortcuts — PC vs Mac ◇

### 1. General (Applies Across Office Apps)

| Action              | Windows (PC)       | Mac                    |
|---------------------|--------------------|------------------------|
| Copy                | Ctrl + C           | ⌘ + C                  |
| Cut                 | Ctrl + X           | ⌘ + X                  |
| Paste               | Ctrl + V           | ⌘ + V                  |
| Undo                | Ctrl + Z           | ⌘ + Z                  |
| Redo                | Ctrl + Y           | ⌘ + Y or ⌘ + Shift + Z |
| Save                | Ctrl + S           | ⌘ + S                  |
| Save As             | F12                | ⌘ + Shift + S          |
| Open file           | Ctrl + O           | ⌘ + O                  |
| New file            | Ctrl + N           | ⌘ + N                  |
| Print               | Ctrl + P           | ⌘ + P                  |
| Select All          | Ctrl + A           | ⌘ + A                  |
| Find                | Ctrl + F           | ⌘ + F                  |
| Replace             | Ctrl + H           | ⌘ + Shift + H          |
| Bold                | Ctrl + B           | ⌘ + B                  |
| Italic              | Ctrl + I           | ⌘ + I                  |
| Underline           | Ctrl + U           | ⌘ + U                  |
| Switch apps         | Alt + Tab          | ⌘ + Tab                |
| Screenshot/snipping | Win + Shift + S    | ⌘ + Shift + 4          |
| Zoom In/Out         | Ctrl + Mouse Wheel | ⌘ + + / ⌘ + −          |

## 2. Microsoft Word

| Action                      | Windows (PC)       | Mac                |
|-----------------------------|--------------------|--------------------|
| Increase font size          | Ctrl + Shift + >   | ⌘ + Shift + >      |
| Decrease font size          | Ctrl + Shift + <   | ⌘ + Shift + <      |
| Align left / centre / right | Ctrl + L / E / R   | ⌘ + L / E / R      |
| Justify text                | Ctrl + J           | ⌘ + J              |
| Line spacing dialog         | Ctrl + 1 / 2 / 5   | ⌘ + 1 / 2 / 5      |
| Insert page break           | Ctrl + Enter       | ⌘ + Enter          |
| Heading style               | Ctrl + Alt + 1/2/3 | ⌘ + Option + 1/2/3 |
| Spell check                 | F7                 | ⌘ + Shift + ;      |
| Word count                  | Ctrl + Shift + G   | ⌘ + Shift + C      |
| Comments                    | Ctrl + Alt + M     | ⌘ + Option + A     |

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## 3. Microsoft Excel

| Action               | Windows (PC)       | Mac             |
|----------------------|--------------------|-----------------|
| Insert new worksheet | Shift + F11        | ⌘ + T           |
| Insert row           | Ctrl + Shift + “+” | ⌘ + Shift + K   |
| Delete row           | Ctrl + “_”         | ⌘ + “_”         |
| Edit cell            | F2                 | ⌘ + U           |
| Select entire column | Ctrl + Space       | ⌘ + Space       |
| Select entire row    | Shift + Space      | Shift + Space   |
| AutoSum              | Alt + =            | ⌘ + Shift + T   |
| Show formulas        | Ctrl + `           | ⌘ + `           |
| Freeze panes         | Alt + W → F → F    | ⌘ + Shift + R   |
| Insert chart         | Alt + F1           | ⌘ + Option + F1 |
| Format cells dialog  | Ctrl + 1           | ⌘ + 1           |
| Add hyperlink        | Ctrl + K           | ⌘ + K           |
| Recalculate workbook | F9                 | ⌘ + =           |
| Fill down            | Ctrl + D           | ⌘ + D           |
| Fill right           | Ctrl + R           | ⌘ + R           |

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#### 4. Microsoft PowerPoint

| Action                           | Windows (PC)                | Mac                   |
|----------------------------------|-----------------------------|-----------------------|
| New slide                        | Ctrl + M                    | ⌘ + Shift + N         |
| Duplicate slide                  | Ctrl + D                    | ⌘ + Shift + D         |
| Start slideshow                  | F5                          | ⌘ + Shift + Return    |
| Start from current slide         | Shift + F5                  | ⌘ + Return            |
| End slideshow                    | Esc                         | Esc                   |
| Group / ungroup objects          | Ctrl + G / Ctrl + Shift + G | ⌘ + G / ⌘ + Shift + G |
| Move slide up/down               | Ctrl + ↑ / ↓                | ⌘ + ↑ / ↓             |
| Align text left / centre / right | Ctrl + L / E / R            | ⌘ + L / E / R         |
| Format shape/text dialog         | Ctrl + 1                    | ⌘ + 1                 |

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## 5. Microsoft Outlook

| Action        | Windows (PC)     | Mac                  |
|---------------|------------------|----------------------|
| New email     | Ctrl + N         | ⌘ + N                |
| Reply         | Ctrl + R         | ⌘ + R                |
| Reply all     | Ctrl + Shift + R | ⌘ + Shift + R        |
| Forward       | Ctrl + F         | ⌘ + J                |
| Send          | Ctrl + Enter     | ⌘ + Return           |
| Open Calendar | Ctrl + 2         | ⌘ + 2                |
| Open Contacts | Ctrl + 3         | ⌘ + 3                |
| Open Mail     | Ctrl + 1         | ⌘ + 1                |
| Search mail   | Ctrl + E or F3   | ⌘ + E                |
| Mark as read  | Ctrl + Q         | ⌘ + T                |
| Delete email  | Delete           | Delete or ⌘ + Delete |

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## 6. Microsoft Teams

| Action                 | Windows (PC)     | Mac           |
|------------------------|------------------|---------------|
| Mute/unmute            | Ctrl + Shift + M | ⌘ + Shift + M |
| Turn camera on/off     | Ctrl + Shift + O | ⌘ + Shift + O |
| Share screen           | Ctrl + Shift + E | ⌘ + Shift + E |
| Raise/lower hand       | Ctrl + Shift + K | ⌘ + Shift + K |
| Open chat              | Ctrl + 2         | ⌘ + 2         |
| Open Teams             | Ctrl + 3         | ⌘ + 3         |
| Open calendar          | Ctrl + 4         | ⌘ + 4         |
| Search                 | Ctrl + E         | ⌘ + E         |
| Toggle background blur | Ctrl + Shift + P | ⌘ + Shift + P |
| Leave meeting          | Ctrl + Shift + B | ⌘ + Shift + B |