

Installation & Configuration

1. Download & install Macabacus here.
2. Press key button in ribbon & enter email.
3. Initial Setup Guide for Enterprise Deployment.

Keyboard Shortcuts

1. Printable PDF with Excel & Macabacus shortcuts.
2. Excel file with customized Macabacus shortcuts.
3. Live Shortcut Manager with Macabacus shortcuts.

Interface

- Zoom interval of 5% provides flexibility. **CTRL ALT +/-**
- Toggle Gridlines visibility for selected sheet. **CTRL ALT G**
- We prefer to Hide Gridlines Automatically.

Accelerator Key

Office Applications may override accelerator key.

XLS	PPT	DOC	Same?	Okay?
B	B	B	Yes	No
C	C	C	Yes	No
		D	-	-
G			-	-
J	J	J	Yes	No
K		K	-	-
		L	-	-
	M		-	-
	P		-	-
Q	Q	Q	Yes	No
S			-	-
U	U	U	Yes	Yes
X	X	X	Yes	No

Number Cycles

Cycles are core to the formatting functionality in Macabacus. They significantly expedite most cell formatting operations. The cycle begins again once the last format is reached. Limit cycles to six placeholders to reduce cycling time.

	General CTRL SHIFT 1	Currency CTRL SHIFT 4	Percent CTRL SHIFT 5	Multiple CTRL SHIFT 8	Date ¹ CTRL SHIFT 2
Positive	1,111	\$1,111	35%	8x	2022A
Negative	(1,111)	(\$1,111)	(35%)	(8x)	2023F
Zero	-	-	-	-	02-28-2023
Text	Text	Text	Text	Text	2023-02-28

First two entries are configured for years and the last two are for full dates. ⁽¹⁾

Font Size Cycle **ALT SHIFT G**

Change these to suit needs.

1. **8 Point**
2. **9 Point**
3. **10 Point**
4. **14 Point**
- 5.
- 6.

Font Style Cycle **CTRL ALT O**

It is common here to just set one font to match branding guidelines.

1. Open Sans The quick brown fox jumps over the lazy dog.
- 2.
- 3.
- 4.
- 5.
- 6.

Border Style Cycle **CTRL SHIFT 7**

No Border Shortcut: **CTRL SHIFT -**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Left Indent Cycle **CTRL SHIFT I**

We use default max of 5 here.

1. Label
2. Label
3. Label
4. Label
5. Label
- 6.

Default Colors

Three type of defaults can be set for colors.
Each default has very different use cases.

Fonts	<i>Blue-Black Toggle</i> CTRL ;
For blue-black toggle, exporting & generating PDFs.	
Borders	
Used as default color for all new borders created.	
Shading	CTRL ALT R
Used when shading alternate rows or columns.	

Border Colors

CTRL ALT SHIFT '

The default border color has already been set.
This cycle allows for additional border colors.

1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.

	Cycle	Selection	Sheet	Workbook
AutoColor	CTRL ALT .	CTRL ALT A	CTRL ALT S	CTRL ALT Q
AutoColor on Entry may slow down some operations.				
Inputs				777
Partial Inputs				786
Formulas				782
Worksheet Links ¹				750
Workbook Links ¹				735
Hyperlinks				790
External Data ¹				756

Font Colors **CTRL '**

Useful for labeling.

1.	Font Font
2.	
3.	
4.	
5.	
6.	

Fill Colors **CTRL SHIFT K**

Useful for markup.

1.	[Color Swatches]
2.	
3.	
4.	
5.	
6.	

Test these by adding the appropriate link.⁽¹⁾

Color Palette

Configure the color palette early to access color options for various other settings.

