

How To: Use the keyboard shortcuts in Excel in a Windows virtual machine

- Parallels Desktop for Mac Pro Edition
- Parallels Desktop for Mac App Store Edition
- Parallels Desktop for Mac Business Edition
- Parallels Desktop for Mac Standard Edition

Question

I'm using the keyboard shortcuts in the Microsoft Excel which involves using Shift, Ctrl or Alt. For some operations I need to release all the keys before using the next shortcut. How I can change settings to avoid releasing the keys?

Information

There are a couple of reasons behind such behavior, it's either a virtual machine misconfiguration or incorrect Excel settings.

Checking virtual machine configuration

1. Open the configuration of your virtual machine:

- ◆ In window mode: when the virtual machine window in focus, in Mac menu click on **Actions > Configure**

- ◆ In Coherence mode: click the Parallels tray icon in status bar > **Configure...**

2. Switch to the **Hardware** tab > **Mouse & Keyboard**.
3. Select **Keyboard: Optimize for games**:

4. Try using the keyboard shortcuts in Excel.

Checking Excel configuration

1. Go to **File** > then click **Options** at the left lower corner of the screen
2. Select **Advanced** from the list of options and scroll down the list until you see Lotus compatibility item, then make sure that **Transition navigation keys** option isn't selected.

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