# Excel for Mac Preview

Office

## Quick Start Guide

This new version of Excel is thoughtfully designed for your Mac. Use this guide to learn the basics.

**Get quick access to tools and commands**
See what Excel for Mac can do by clicking through the ribbon tabs and exploring new and familiar tools.

**Quick Access Toolbar**
Keeps popular commands right at your fingertips.

**Discover contextual commands**
Select charts, sparklines, and other elements in your workbooks to reveal additional tools.

**Search your workbooks**
Start typing in the Search box to instantly find what you're looking for.



**Show or hide the ribbon**
Need more space? Click the arrow to turn the ribbon on or off.

**Insert and edit functions**
Use the formula bar to view or edit the selected cell or to insert functions into your formulas.

**Switch or create sheets**
Click the sheet tabs to navigate within your workbook and add additional sheets when needed.
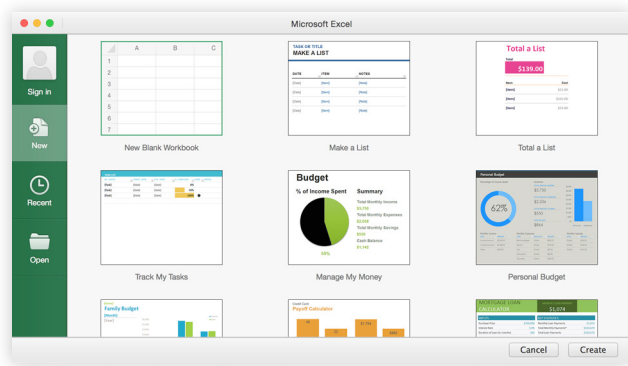
**Change your view**
Switch between Normal or Page Layout view — or use the slider to zoom the worksheet.

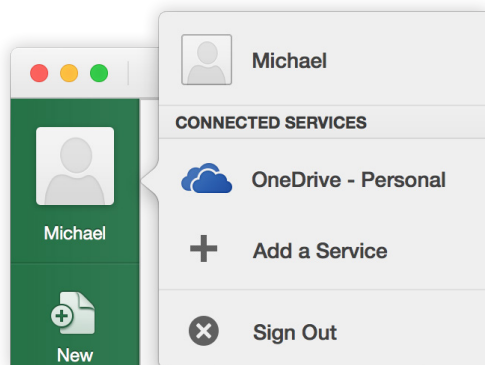Microsoft

# Excel for Mac Preview

## Create something

Start with a **New Blank Workbook** to get right to work. Or save yourself a bunch of time by selecting a template that closely resembles what you need, and then customizing it to your liking.



## Find your recent files

Whether you only work with files stored on your Mac or you roam across various cloud services, click the folder icon on the Quick Access Toolbar near the top left of the app window to go directly to your recently used workbooks and pinned files.
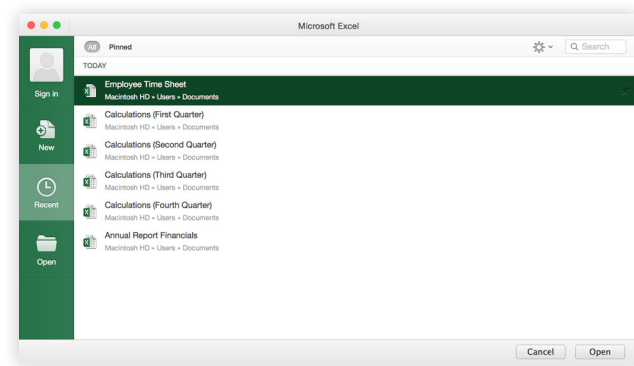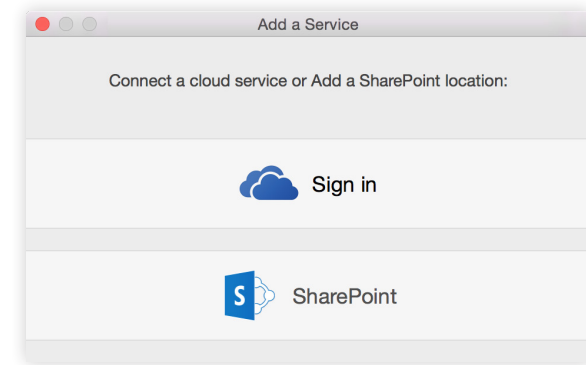


## Stay connected to your files

Need to work on the go and across different devices? Sign in to easily access your recently used files anywhere and on any device through seamless integration between Office for Mac, OneDrive, OneDrive for Business, and SharePoint.



## Add cloud services

Depending on how you prefer to work, you can easily add additional cloud services or SharePoint accounts from your organization by clicking **File** > **Open** and then clicking **Add a Service**.
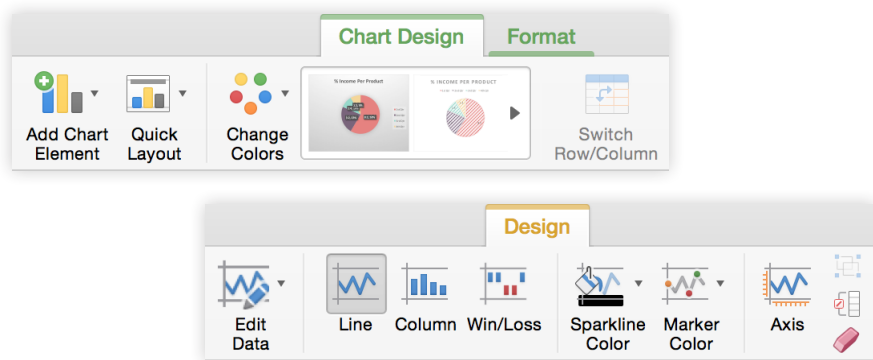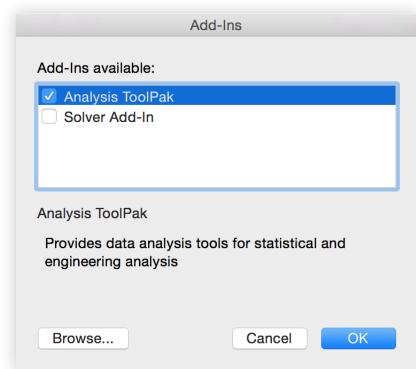
# Excel for Mac Preview

Office

## Discover contextual tools

You can display additional ribbon commands by selecting specific items in your workbook. For example, select a chart to reveal the **Chart Design** and **Format** ribbon tabs, or select a sparkline to reveal the **Design** tab.
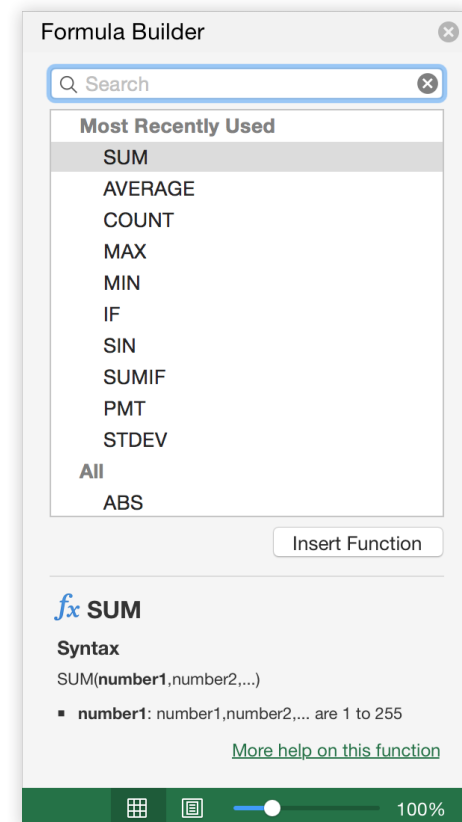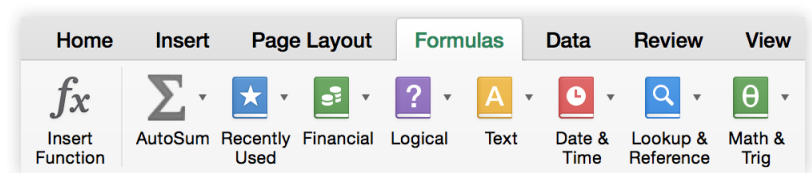


## Enable optional add-ins

Get all of the statistical functions you need for conducting in-depth analyses of your data with the included Analysis ToolPak and Solver add-ins. On the toolbar, click **Tools** > **Add-Ins**, and then select the add-ins you want to enable.



## Insert functions, build formulas

On the **Formulas** tab, click **Insert Function** to display the **Formula Builder** pane. Here, you can search for and insert functions, look up the correct syntax, and even get in-depth Help about your selected functions.
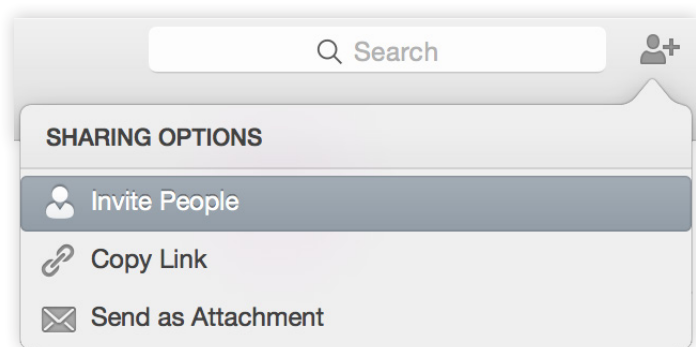
# Excel for Mac Preview

Office

## Share your work with others

Click the **Sharing Options** button in the top right to invite other people to edit your current workbook, to copy a link to the file's cloud location, or to send a copy of the workbook as a file attachment from your preferred email service.
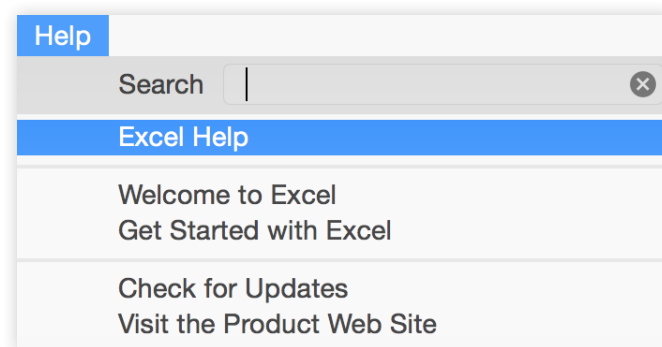


## Get other Quick Start Guides

Excel is just one of the newly designed apps in the new Office for Mac. You can download the free Quick Start Guides for all of the other Office apps by visiting **www.office.com**.



## Get help with Excel

On the toolbar, click **Help** to search for or browse support resources. We haven't yet finalized the documentation for Office for Mac Preview, so let us know how we can improve by using the feedback form at the bottom of each of our Help articles.



## Send us your feedback

Love Excel for Mac? Got an idea for improvement? We want to hear from you! Click the smiley icon in the upper right to send your thoughts directly to the development team. Thanks for participating in the Office for Mac Preview.