

Excel for Mac

Quick Start Guide

New to Excel for Mac? Use this guide to learn the basics.

Get quick access to tools and commands

See what Excel for Mac can do by selecting the ribbon tabs and exploring new and familiar tools.

Quick Access Toolbar

Keep popular commands right at your fingertips.

Discover contextual commands

Select charts, sparklines, and other elements in your workbooks to reveal additional tabs.

Search your workbooks

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

The screenshot shows the Excel for Mac interface with the following callouts:

- Get quick access to tools and commands:** Points to the ribbon tabs (Home, Insert, Page Layout, Formulas, Data, Review, View, Chart Design, Format).
- Quick Access Toolbar:** Points to the top-left corner containing Save, Undo, and Redo icons.
- Discover contextual commands:** Points to the 'Chart Design' ribbon tab that appears when a chart is selected.
- Search your workbooks:** Points to the 'Search Sheet' box in the top-right corner.
- Show or hide the ribbon:** Points to the ribbon toggle arrow in the top-right corner.
- Insert and edit functions:** Points to the formula bar above the spreadsheet grid.
- Switch or create sheets:** Points to the sheet tabs at the bottom of the window.
- Change your view:** Points to the status bar at the bottom, which includes view icons and a zoom slider.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
1	QT9001 Production Q1-Q2																					
2	Shell	Components	Labor																			
3	144,020	48,592	192,612																			
4	147,181	32,765	179,946																			
5	142,765	45,987	188,752																			
6	130,486	38,543	169,029																			
7	134,388	22,178	156,566																			
8	137,368	52,985	190,353																			
9	136,155	28,765	164,920																			
10	131,057	17,739	148,796																			
11	134,869	23,228	158,097																			
12	121,948	22,570	144,518																			
13	127,412	22,313	149,725																			
14	138,388	18,654	157,042																			
15	122,388	26,079	148,467																			
16	134,563	28,816	163,379																			
17	133,634	19,569	153,203																			
18	108,879	12,292	121,171																			
19	118,258	24,597	142,855																			
20	123,112	20,484	143,596																			
21	122,359	21,398	143,757																			
22	114,099	14,998	129,097																			
23	108,399	16,987	125,386																			
24	128,084	16,824	144,908																			
25	114,321	14,969	129,290																			
26	113,626	13,835	127,461																			

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
Select the sheet tabs to navigate in your workbook and add additional sheets.

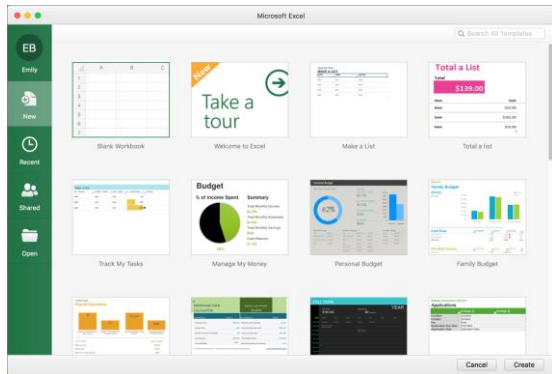
Show or hide the ribbon
Need more room on your screen? Select the arrow to hide or redisplay the ribbon.

Change your view
Select the status bar buttons to switch between view options, or use the zoom slider to magnify the page display to your liking.

Excel for Mac

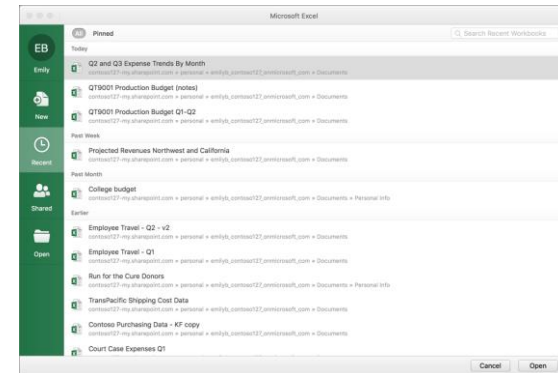
Create something

Select **File > New** to get right to work. Or select **File > New from Template** to save time by starting with a template that gives you a head start on structure and formatting.



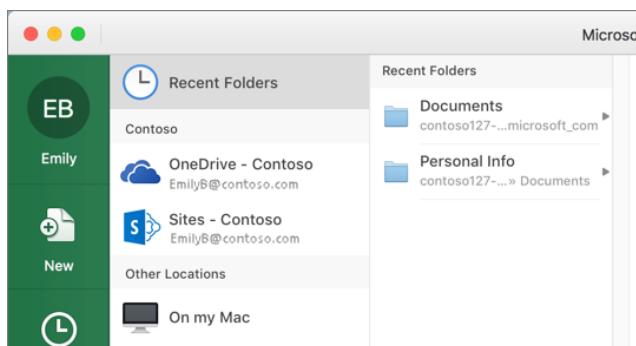
Find recent files

Whether you work with files stored on your Mac's hard drive or you roam across various cloud services, select **File > Open Recent** to see your recently used workbooks and any files that you may have pinned to your list.



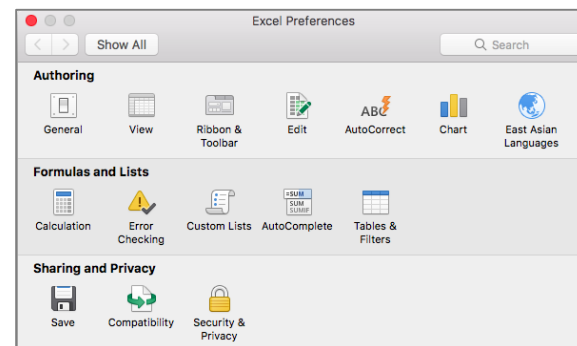
Stay connected

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



Set your preferences

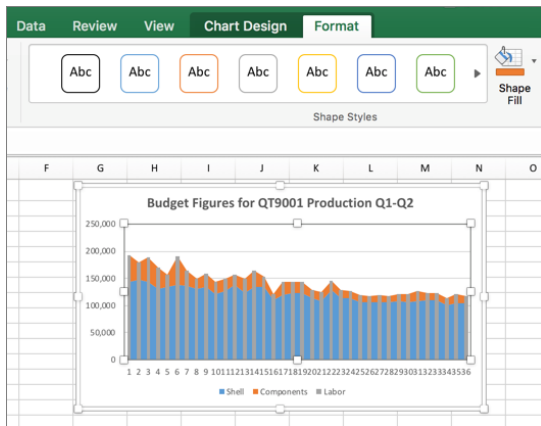
Something not working quite as expected? It's easy to change and customize options at any time. On the menu bar, select **Excel > Preferences**, and then set up Excel the way you want.



Excel for Mac

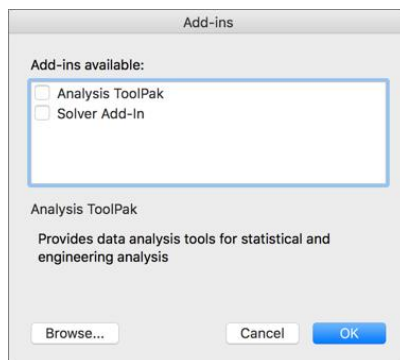
Discover contextual tools

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.



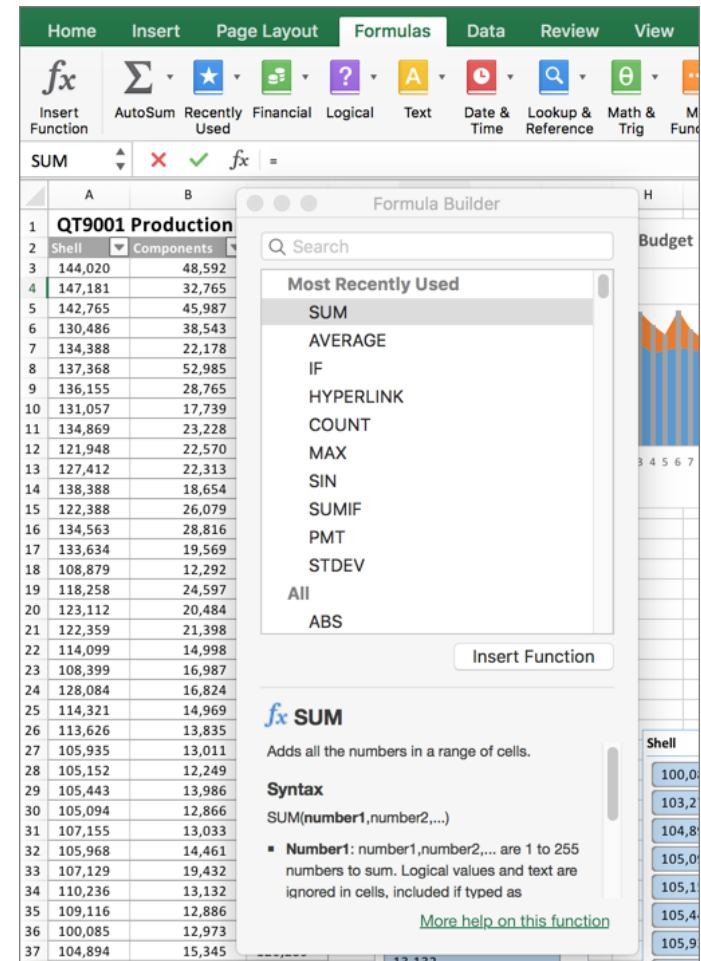
Enable optional add-ins

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



Insert functions, build formulas

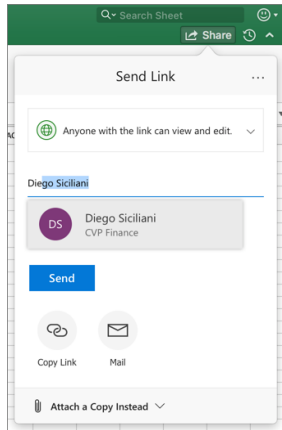
On the **Formulas** tab, select **Insert Function** to display the **Formula Builder** pane. Here, you can search for and insert functions, look up the correct syntax, and even get additional, in-depth help about your selected functions.



Excel for Mac

Share your work with others

Select the **Share** button in the top right corner to invite others to edit your current workbook, to copy a link to the file's cloud location, or to send a copy as a file attachment from your preferred email service.



Get other Quick Start Guides

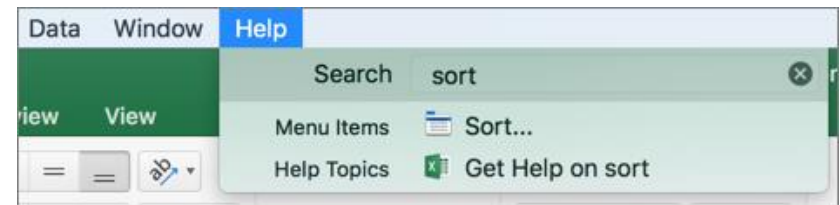
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Get help with Excel

On the menu bar, select **Help > Search** to search for the Excel features and commands that you need help with, or select **Help > Excel Help** to browse through popular content. To let us know if the information we've provided has been useful to you, use the feedback buttons at the bottom of each Help article.



Send us your feedback

Love Excel for Mac? Have an idea for improvement? Select the smiley face icon in the upper right corner of the app window to send your feedback directly to the Excel development team.

