Excel 2016 for Mac

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 2016 for Mac can do by clicking 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.

Show or hide the ribbon
Need more room on your screen? 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
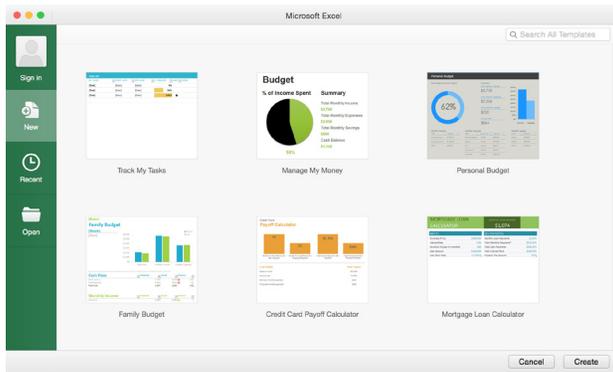Click the sheet tabs to navigate within your workbook and add additional sheets when needed.

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

Annual Report

Home | Insert | Page Layout | Formulas | Data | Review | View | Chart Design | Format

Euphemia | 14

Wrap Text | General

Merge & Center

Conditional Formatting | Format as Table | Cell Styles | Insert | Delete | Format | Sort & Filter

ANNUAL FINANCIAL REPORT

CONTOSO BISTRO

KEY METRICS

REVENUES	OPERATING PROFIT	INTEREST	DEPRECIATION	NET PROFIT
$180,584	$73,426	$3,789	$5,547	$67,475
0%	-5%	14%	9%	2%

ALL METRICS

METRIC	THIS YEAR (2015)	LAST YEAR (2014)		% CHANGE	5 YEAR TREND
REVENUES	$180,583.88	$180,026.64	↑	0%	
OPERATING EXPENSES	$94,419.46	$80,883.33	↑	17%	
OPERATING PROFIT	$73,426.00	$77,317.84	↓	-5%	
DEPRECIATION	$5,546.89	$5,068.42	↑	9%	
INTEREST	$3,789.47	$3,338.31	↑	14%	
NET PROFIT	$67,474.86	$66,272.10	↑	2%	
TAX	$31,408.26	$29,424.53	↑	7%	
PROFIT AFTER TAX	$50,247.68	$42,438.20	↑	18%	

Financial Report | Financial Data Input | Key Metric Settings
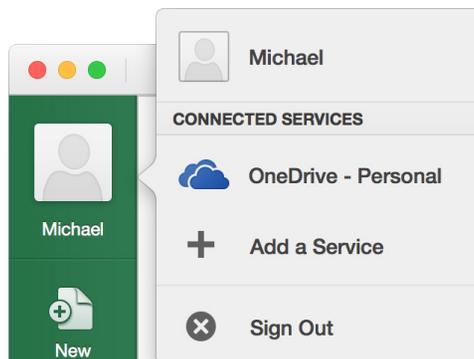
Ready

100%

Microsoft

Create something

Begin with a **Blank Workbook** to get right to work. Or save yourself a bunch of time by selecting and then customizing a template that resembles what you need. To return to these options at any time, click **File** > **New from Template**.
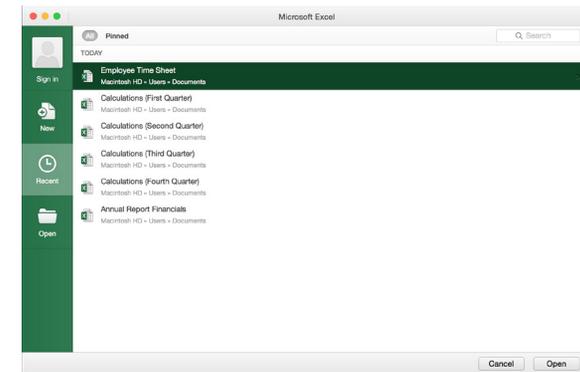
Find recent files

Whether you only work with files stored on your Mac's hard drive or you roam across various cloud services, clicking **File** > **Open Recent** takes you to 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 2016 for Mac, OneDrive, OneDrive for Business, and SharePoint.
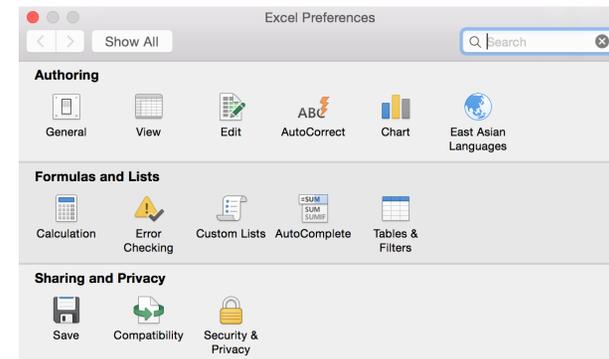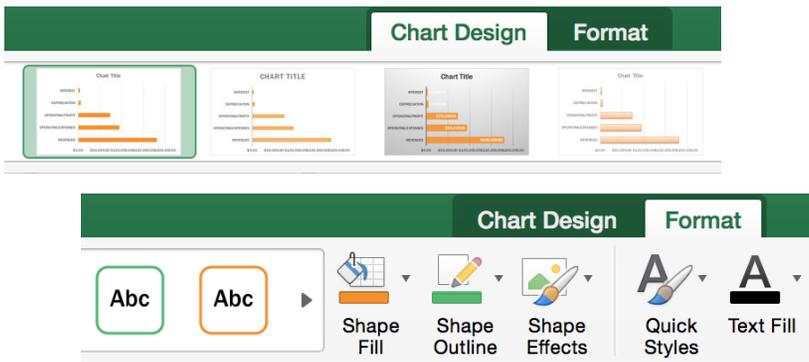
Set your preferences

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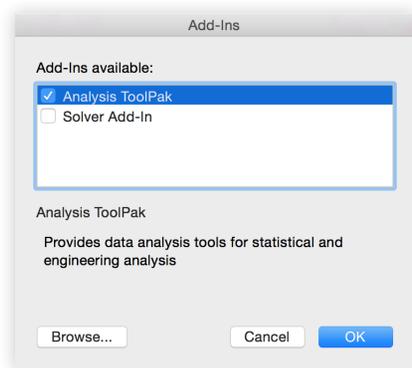
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Discover contextual tools

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.
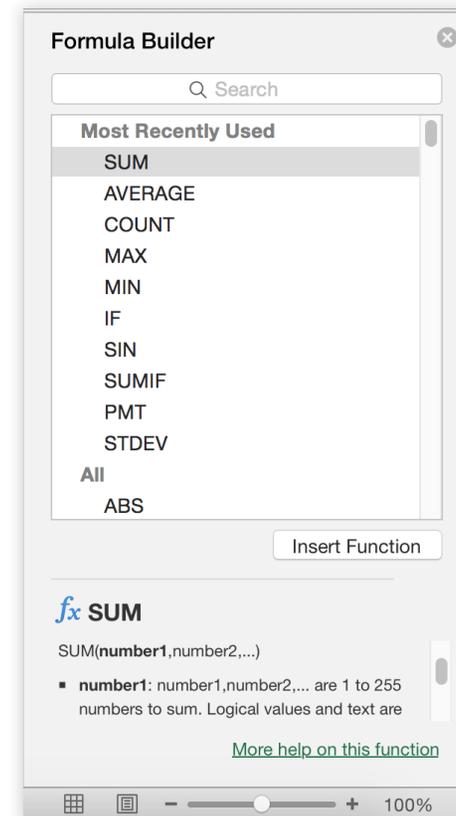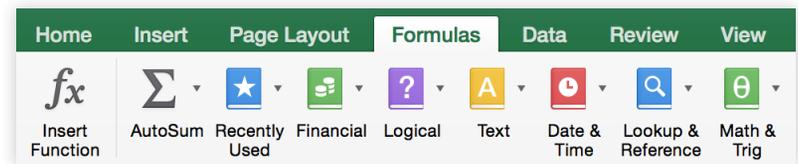

Enable optional add-ins

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 menu bar, click **Tools** > **Add-Ins**, and then select the add-ins you want to enable.
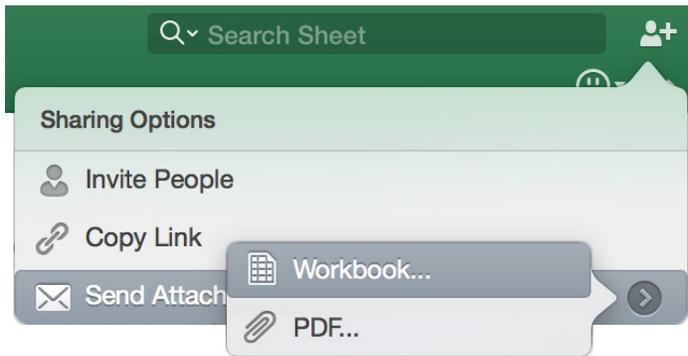

Insert functions, build formulas

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.

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Share your work with others

Click the **Share this workbook** 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.
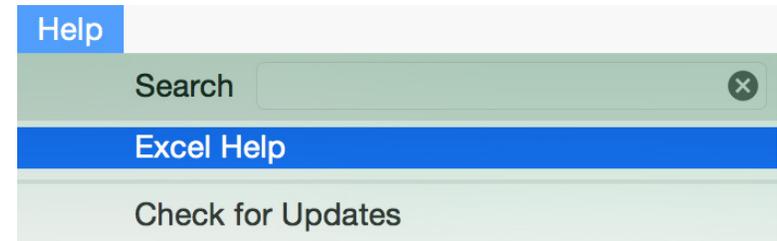

Get other Quick Start Guides

Excel is just one of the newly designed apps in the new Office 2016 for Mac. Visit **http://aka.ms/office-mac-guides** to download our free Quick Start Guides for the new Mac versions of Word, PowerPoint, Outlook, and OneNote.

If you have any feedback about our guides, please submit your comments at the bottom of the download page. Thank you!

Get help with Excel

On the menu bar, click **Help** to search for the Excel features and commands that you need help with, or click **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 form at the bottom of each of our Help articles.

Send us your feedback

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