

## Excel 2016 for Mac - Quick Start Guide

### The Interface

1. **File Tab** - Manage your files and the information about them (e.g. open, save, print, add a password to the document, access properties, etc.).
2. **Quick Access Toolbar** - Keep shortcuts to your favorite tools.
3. **Ribbon** - Where you can access the tools for formatting your workbook.
4. **Contextual Tools** - A ribbon that appears by selecting relevant objects in your workbook.
5. **Search** – Search the spreadsheet for a search term.
6. **Ribbon Display Options** - You can collapse, or show the whole ribbon.
7. **Name Box** - Displays the name of the current cell, or range of cells.
8. **Formula Bar** - Displays the contents of a cell and can be used to write formulas for calculation.
9. **Workbook** - This is where you type, edit, and insert content in your workbook.
10. **Sheet Tabs** - Displays all active sheets in the current workbook.
11. **Workbook Views** - Select between different views or change the zoom level of the spreadsheet.

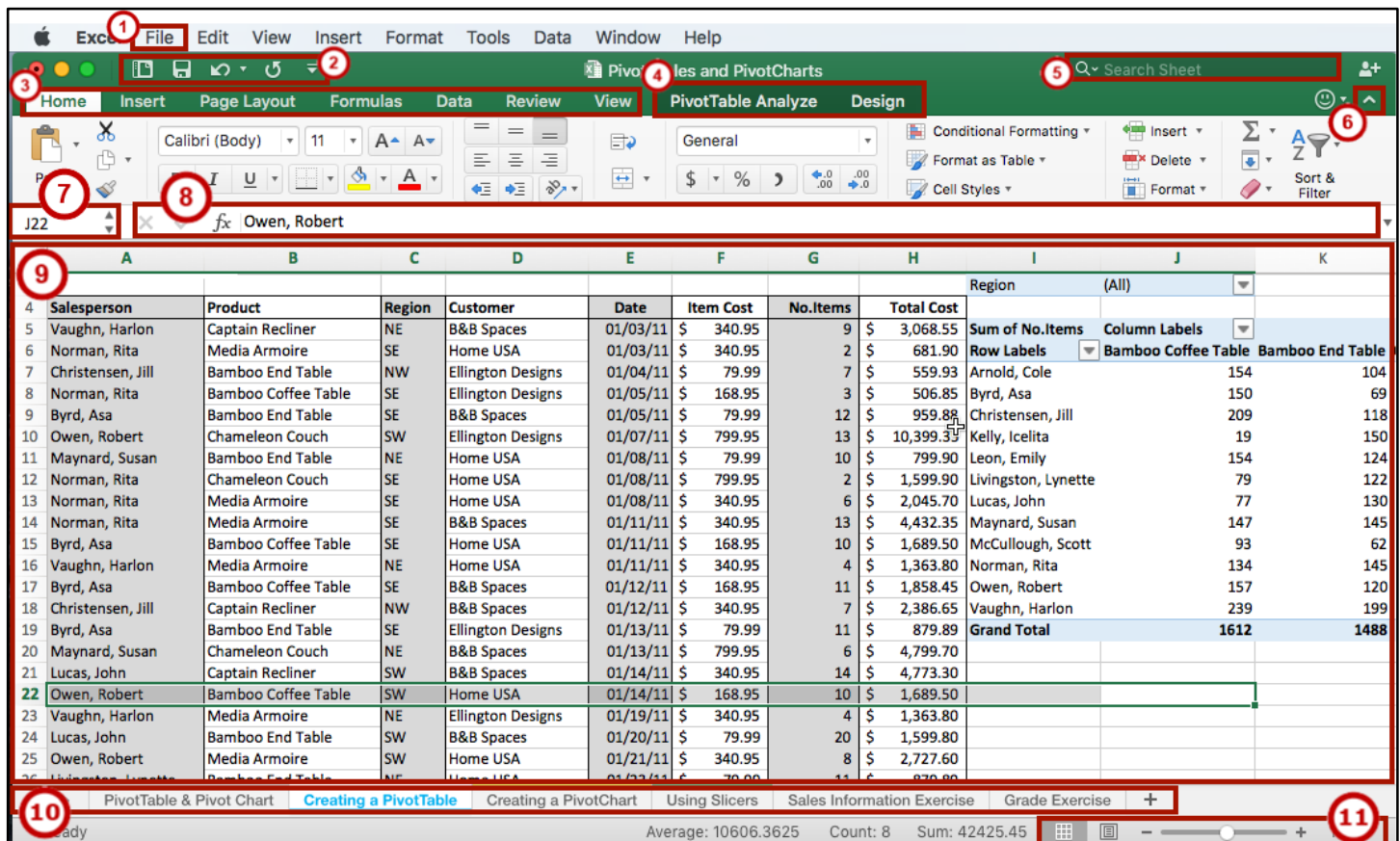


Figure 1 - Excel Interface

## Getting Started

When first opening *Excel 2016*, you will be presented with several choices to get started; 1) selecting a **recent workbook**, 2) **opening files** located on your computer, 3) selecting a **blank workbook**, or 4) selecting a **workbook template**.

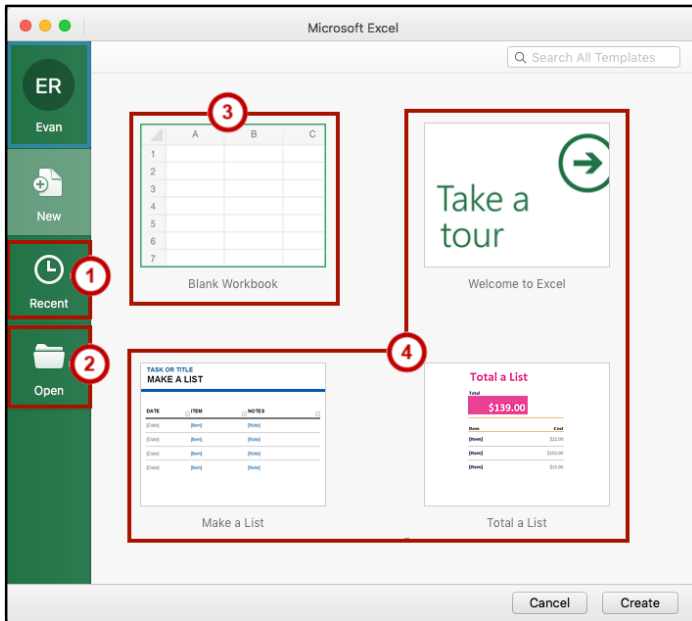


Figure 2 - Getting Started

## Pivot Tables

Located on the *Insert* tab, PivotTables are powerful tools to help you organize data:

1. **Pivot Table** - Can organize your data into a table to sort, count, sum, find the average, and cross-tabulate (See Figure 3)
2. **Recommended Pivot Tables** - Have Excel create a PivotTable for you on a new sheet based off of the data selected (See Figure 3).

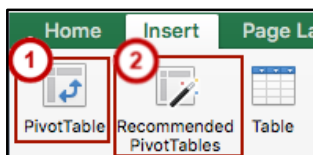


Figure 3 - Pivot Tables and Recommended PivotTables

**Note:** Excel 2016 for Mac does not support PivotCharts

## Adding to the Quick Access Toolbar

The **Quick Access Toolbar** provides you with easy access to commonly used tools. To customize:

- 1) Click the **drop-down** (See Figure 4).
- 2) Select **More Commands...** from the menu (See Figure 4).

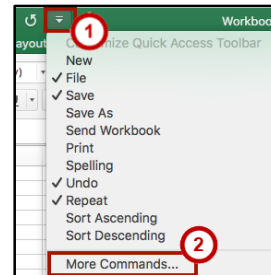


Figure 4 - More Commands...

- 3) A list of commands will be displayed. Select a **command** from the list on the left (See Figure 5).
- 4) Click the **Right** arrow (See Figure 5).
- 5) The selected tool will appear under the list to the right (See Figure 5).

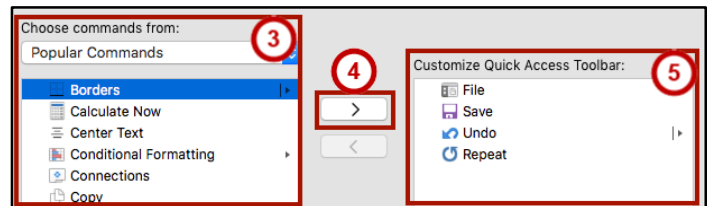


Figure 5 - Add Commands to the Quick Access Toolbar

- 6) Click **Apply** when finished.

## Recommended Charts

By selecting data within your spreadsheet, you can choose the best chart from a list recommended by Excel. The Recommended Charts tool is located on the *Insert* tab.

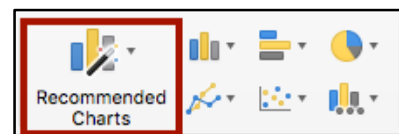


Figure 6 - Recommended Charts

For additional support, please contact the KSU Service Desk

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