

Excel 2016 for Mac Basics

Training Deck
Microsoft Corporation

Before you begin...

Make sure that you've installed and activated Office 2016 for Mac.

To [install Office 2016 for Mac](#), you'll need:

- A Mac that meets [these requirements](#)
- An administrator account on the computer you're using

To [activate Office 2016 for Mac](#), you'll need:

- An Office 365 subscription that includes Office 2016 for Mac
- An account to [sign in to Office](#)

Need help?

- See one of the following:
 - [What to try if you can't install or activate Office 2016 for Mac](#) (work or school account)
 - [What to try if you can't install or activate Office 2016 for Mac](#) (home or personal account)
- Visit the [Answers forum \(Microsoft Community\)](#)
- Contact [Office Support](https://support.office.com/home/contact) (<https://support.office.com/home/contact>)

What you'll learn in this tutorial

Choose a tile to get started:

Learn your
way around

Create a
workbook

Save a
workbook

Learn your way around Excel 2016 for Mac


Learn how to:

- [Find Excel after installation](#)
- [Explore Excel 2016 for Mac](#)
- [Explore changes in the ribbon](#)



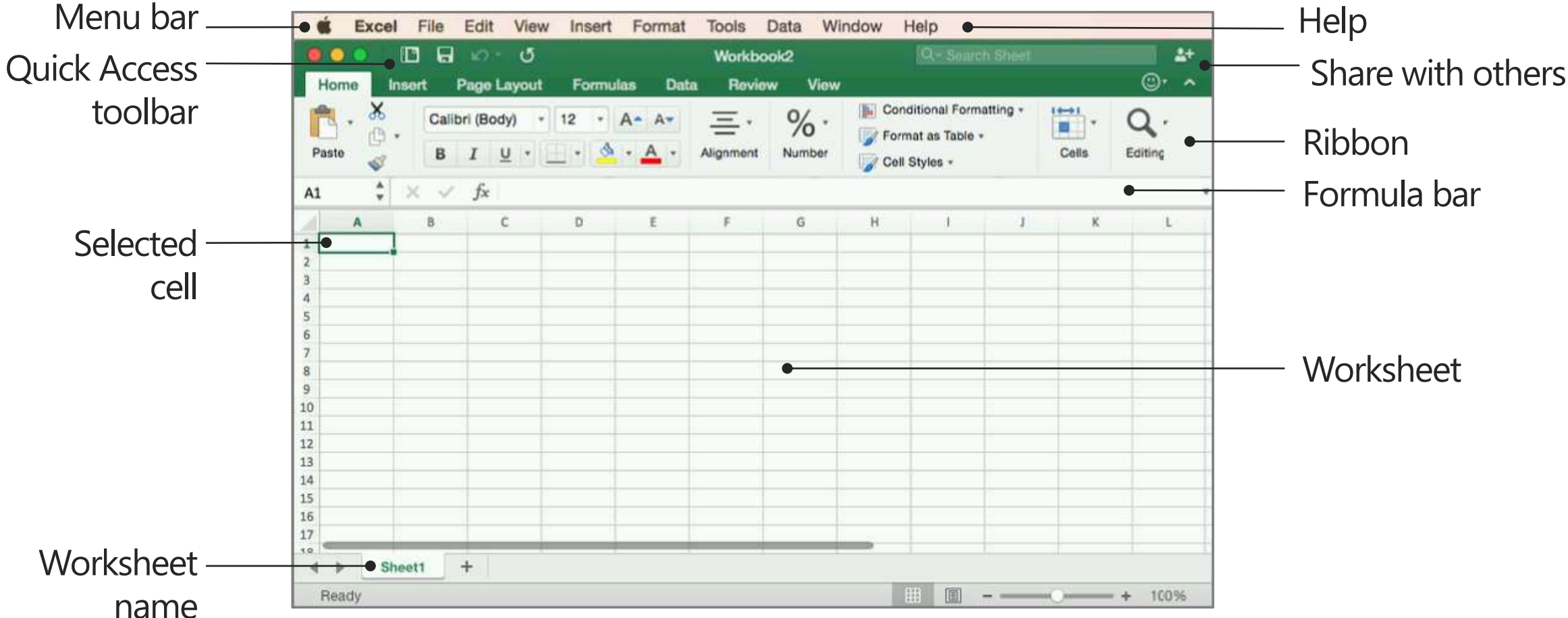
Find Excel 2016 for Mac after installation

If you don't see Excel on the Dock after installation, choose **Launchpad** > **Excel**.

TIP Drag the Excel  icon to the Dock.



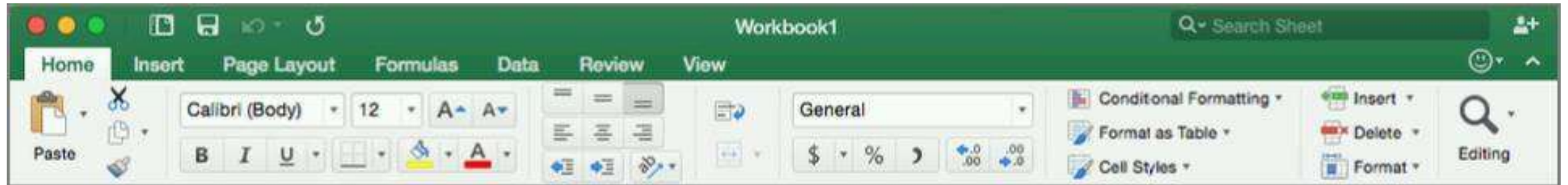
Explore Excel 2016 for Mac



Download the [Excel for Mac Quick Start Guide](#).

Explore changes in the ribbon

The ribbon in Excel has been redesigned to be more consistent with Excel on other platforms.



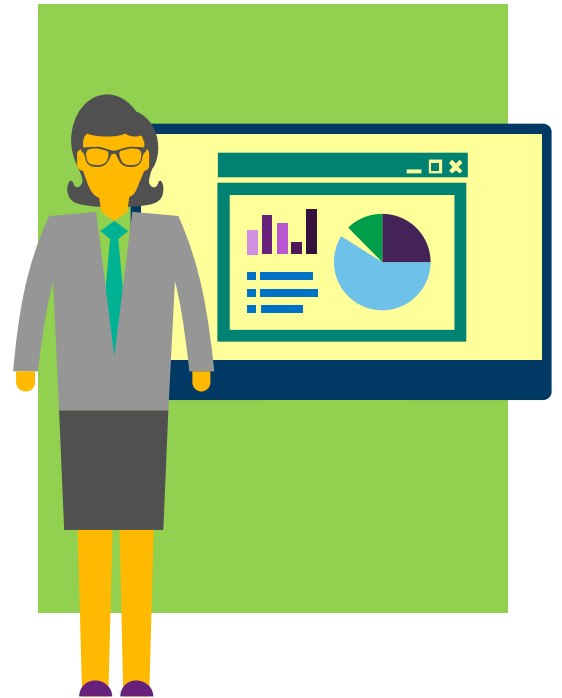
- A new **Insert** tab to insert an object, such as a chart, table, image, or SmartArt
- Four new contextual tabs—**Chart Design**, **Tables**, **Format**, or **SmartArt**—that appear when you insert or select an object, such as a chart, table, image, or SmartArt
- A new **View** tab to specify how your workbook is displayed on the screen, freeze panes
- A **Page Layout** tab (formerly the **Layout** tab) to set up your worksheet page layout (landscape or portrait, margins, etc.)

Download the [Excel for Mac Quick Start Guide](#).

Create a workbook

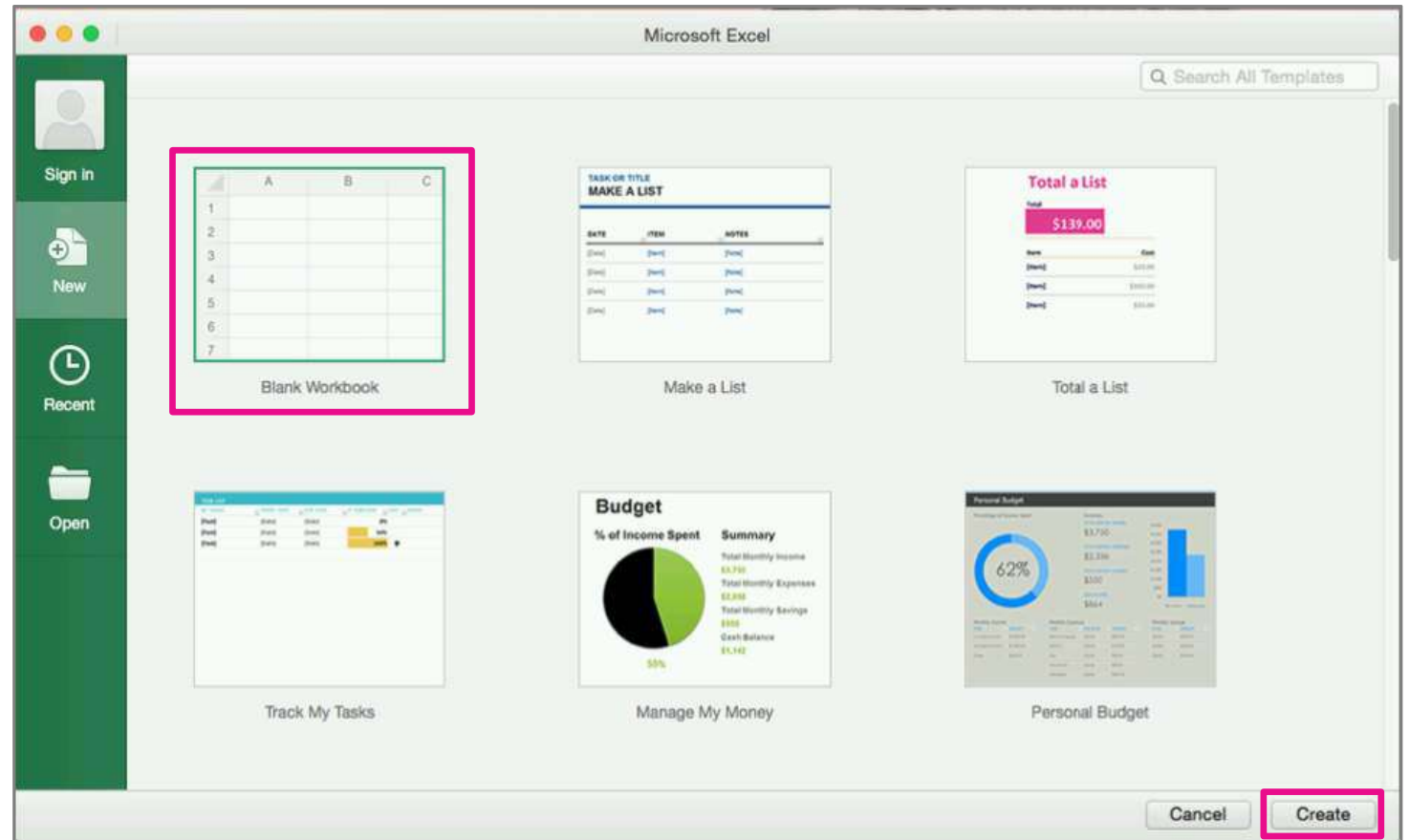
Learn how to:

- [Create a blank workbook](#)
- [Enter data by typing in a worksheet](#)
- [Copy and paste data into a worksheet](#)
- [Create a workbook using a template](#)



Create a blank workbook

1. When Excel opens, choose **Blank Workbook** > **Create**.
2. Start filling in your workbook. ([Type](#) or [copy and paste](#) data.)
3. [Save](#) your file.



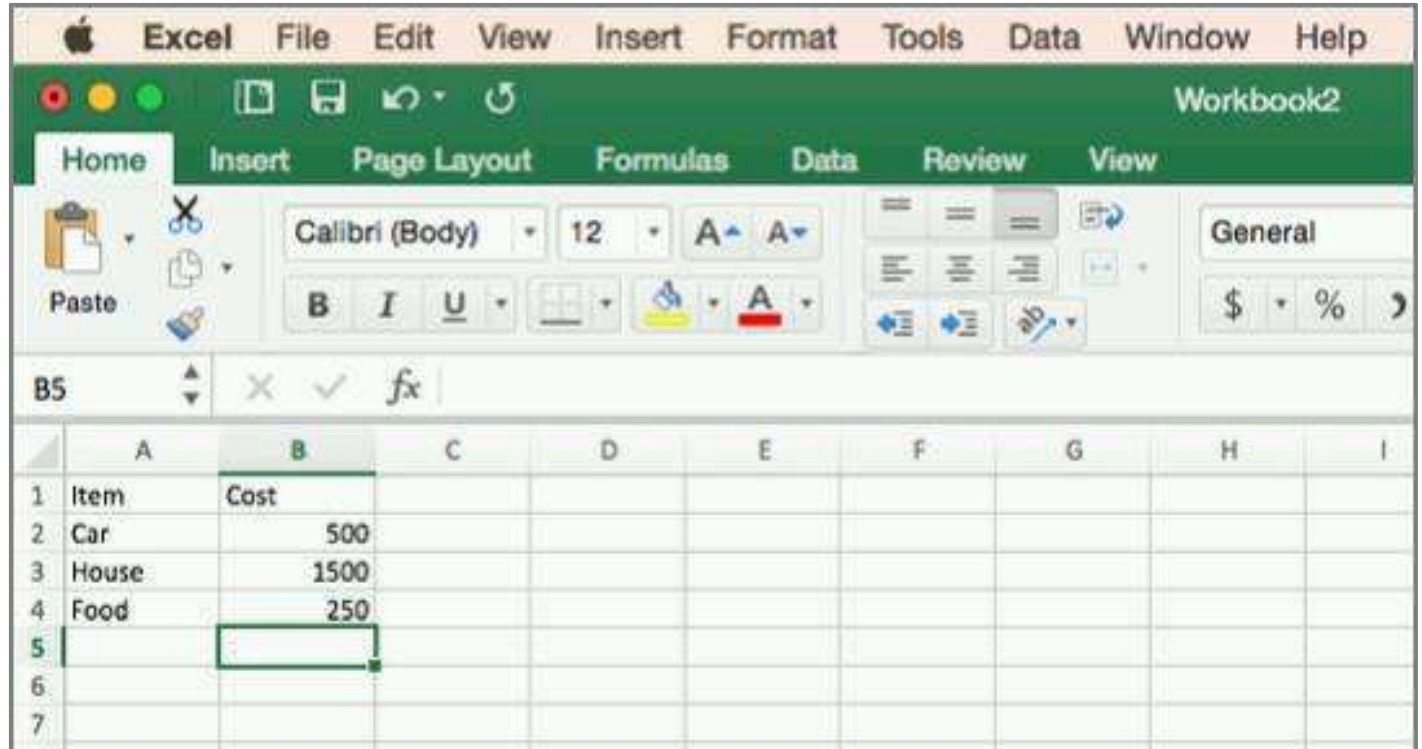
Enter data by typing in a worksheet

1. Click a cell and start typing.
2. Press Return (or Enter) to go to the next cell (down)

–or–

Use your arrow keys to move to another cell.

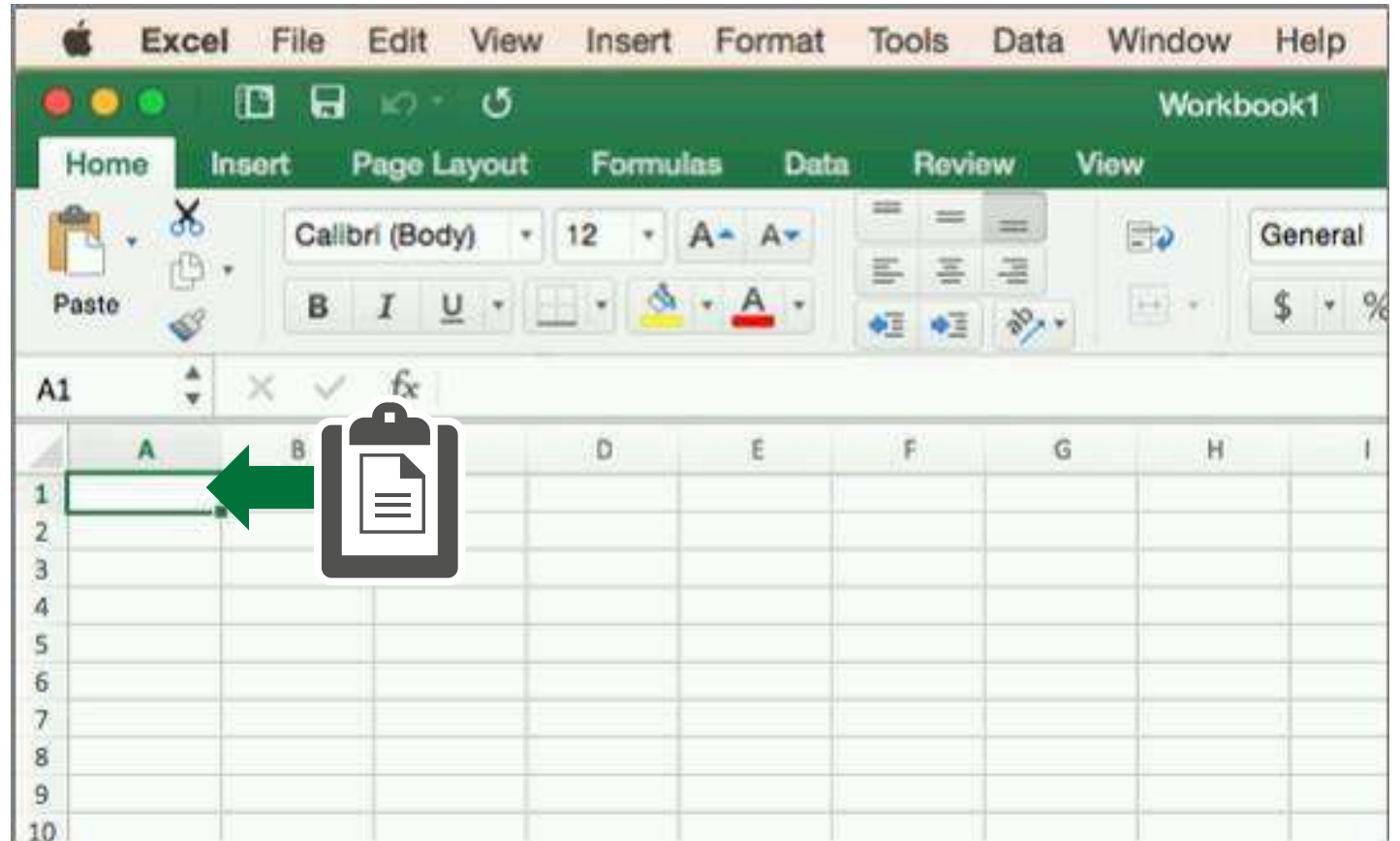
3. When you're done, [save your workbook](#).



TIP Put one piece of data or information (such as a word, phrase, numeric value, etc.) in each cell.

Copy and paste data into a worksheet

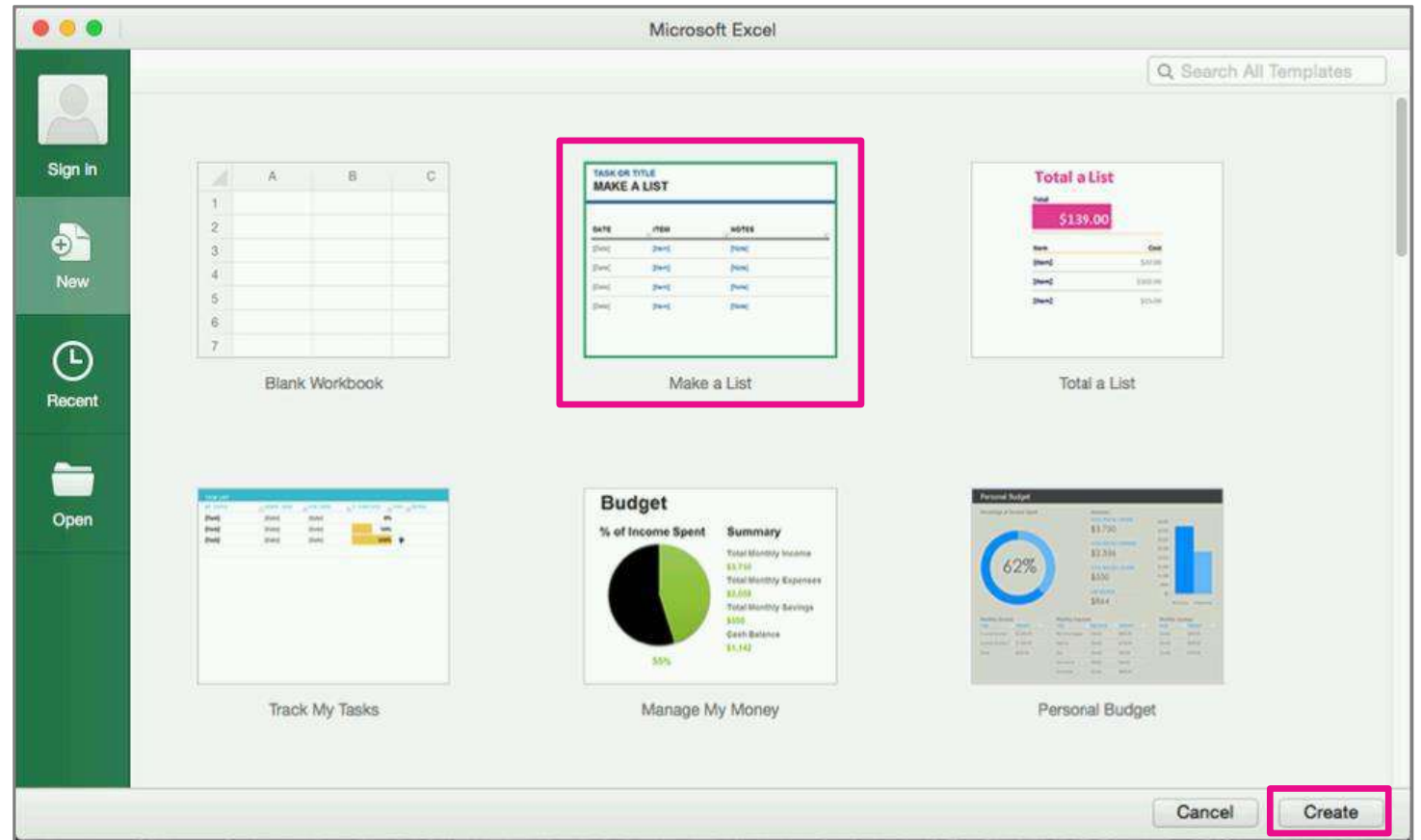
1. In the app that has the data you want to put in Excel, select and copy the data.
2. In Excel, select a cell, and then press Command (⌘)+V.
3. Add or edit data in your workbook.
4. When you're done, [save your workbook](#).



Create a workbook by using a template

1. When Excel opens, choose a template, and then choose **Create**.
2. Fill in your workbook.
3. [Save](#) your file.

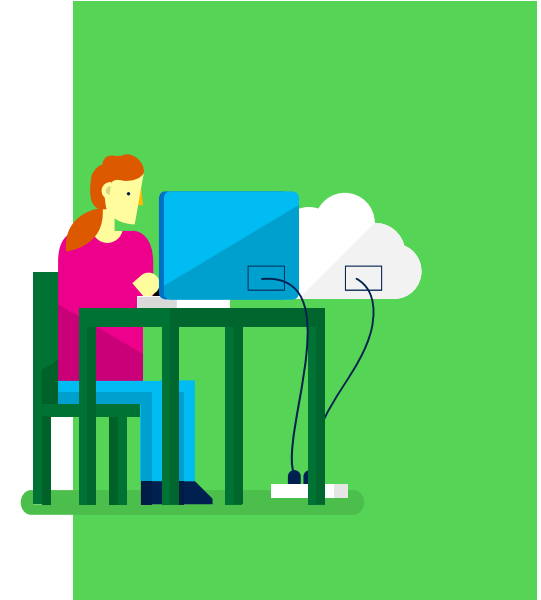
TIP To find more templates, type a word or phrase in the **Search All Templates** box in the upper-right corner.



Save a workbook

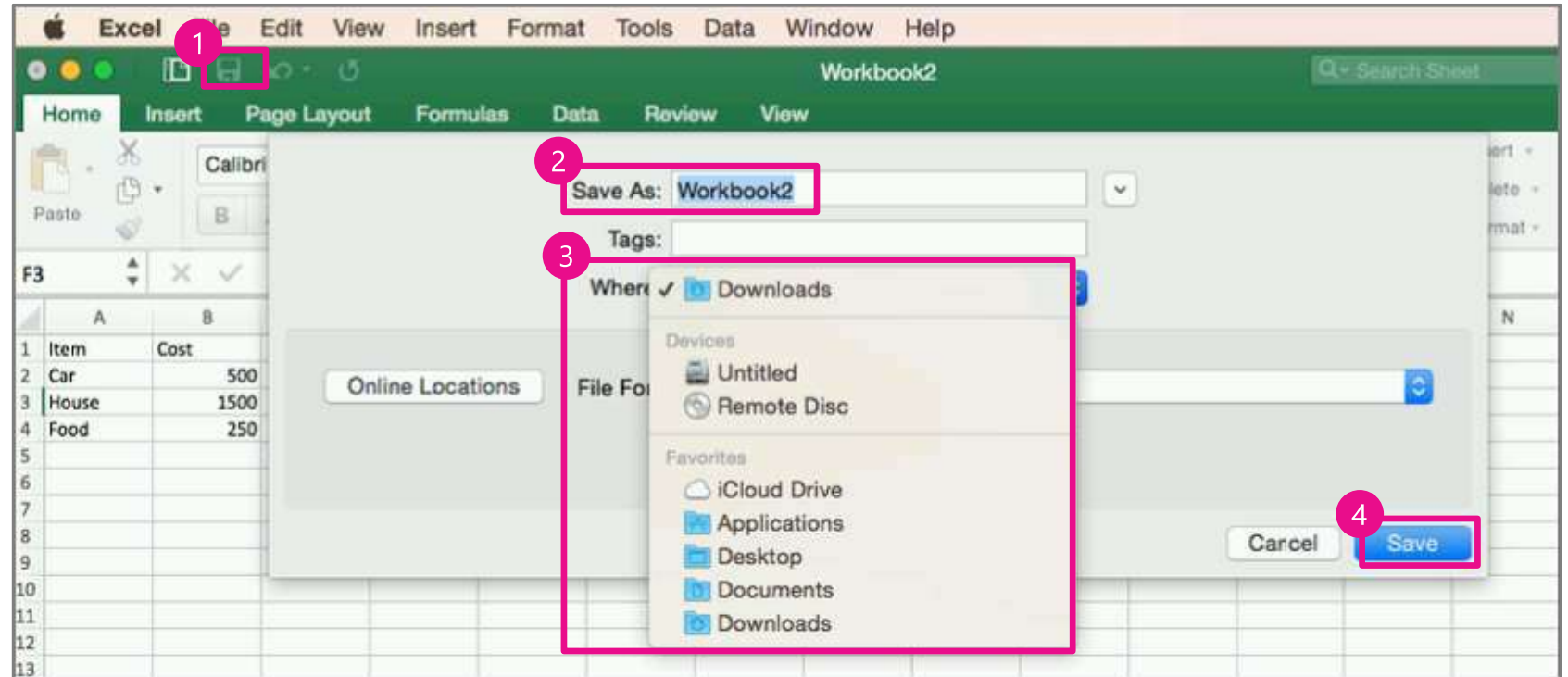
Learn how to:

- [Save your workbook to your Mac](#)
- [Save your workbook to OneDrive](#)



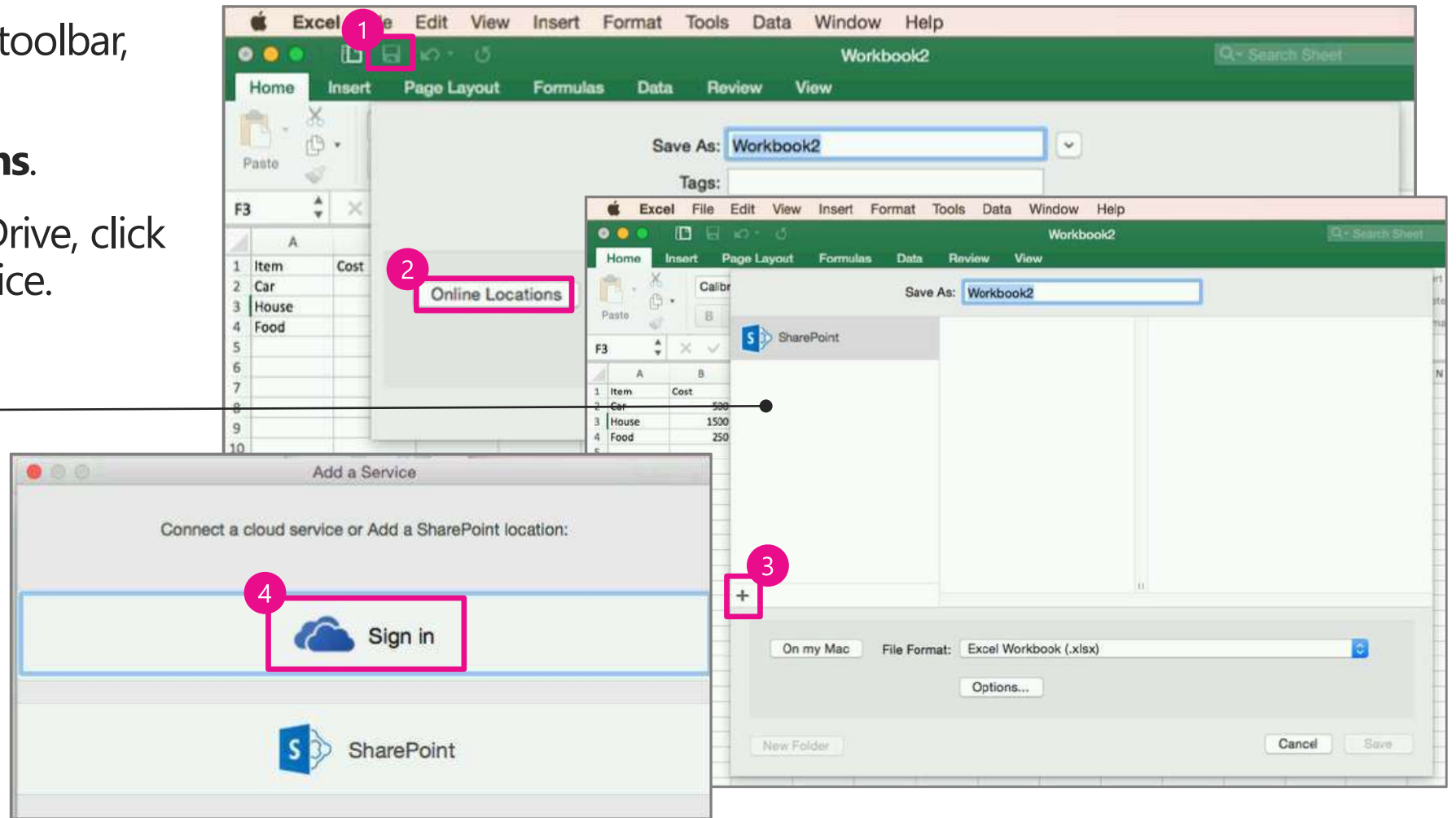
Save your workbook to your Mac

1. On the Quick Access toolbar, click **Save**.
2. Give your workbook a name.
3. Use the **Where** list to specify where on your computer you want to save your workbook.
4. Click **Save**.



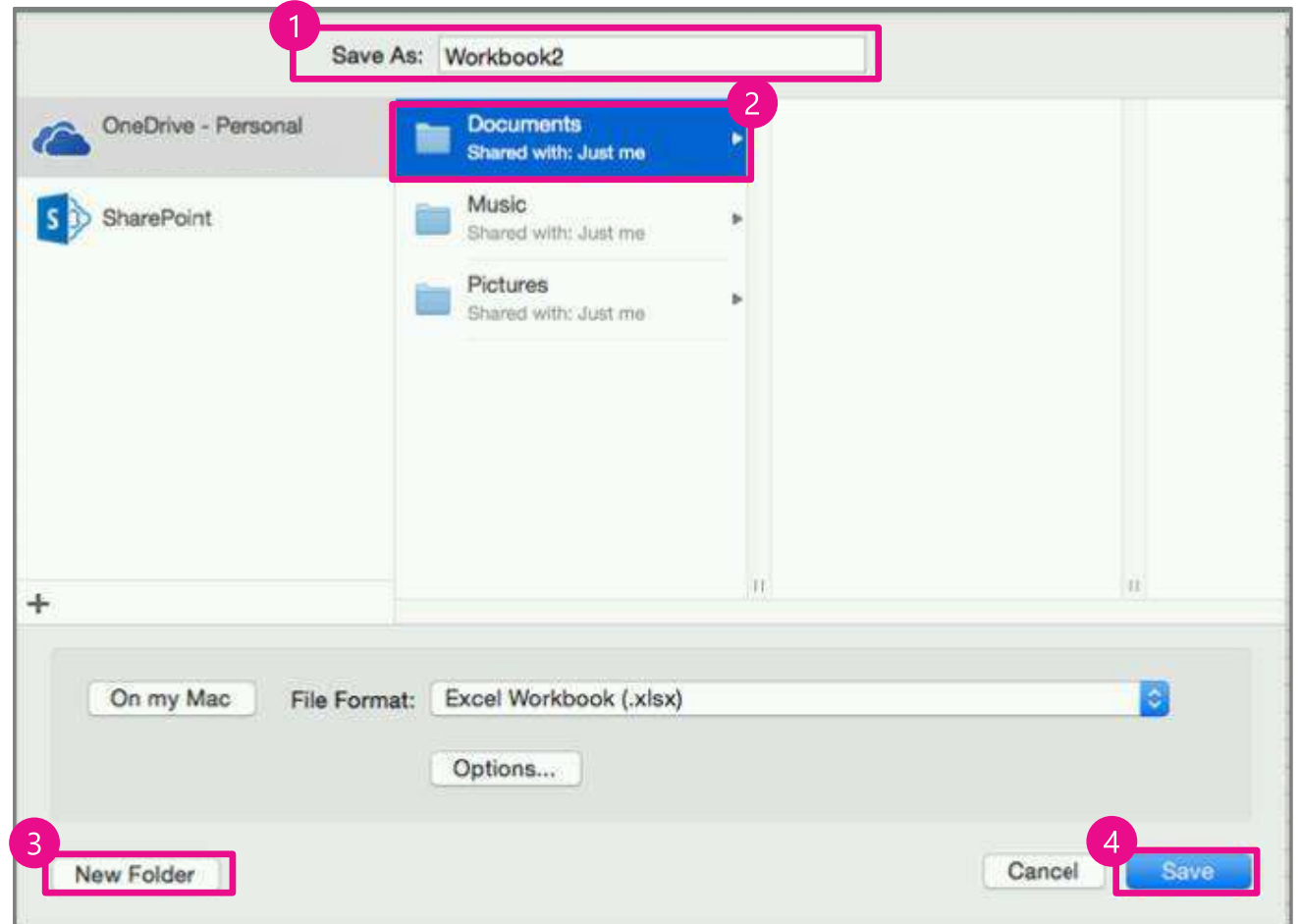
Save your workbook to OneDrive (Part 1: Add a service)

1. On the Quick Access toolbar, click **Save**.
2. Click **Online Locations**.
3. If you don't see OneDrive, click Plus (+) to add a service.
4. Click **Sign in** using your Microsoft account.



Save your workbook to OneDrive (Part 2: Save to your library)

1. In the **Save As** box, type a name for your workbook.
2. Choose a location (such as Documents) in your OneDrive library.
3. To create a new folder, click **New Folder**, and then type a name for it.
4. Choose **Save**.



Additional resources

[Excel 2016 for Mac training](#)

[Discover Excel](#)

[Excel 2016 for Mac Help](#)

[Compare Excel 2016 for Mac with other versions of Excel](#)

[Office 2016 for Mac Quick Start Guides](#)

[Office training and tutorials](#)

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