

# Excel for Microsoft 365 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.

### Do things quickly with Tell Me

Enter words and phrases about what you want to do next, and quickly get to features you want to use or actions you want to perform.

### Insert and edit functions

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

### Show or hide the ribbon

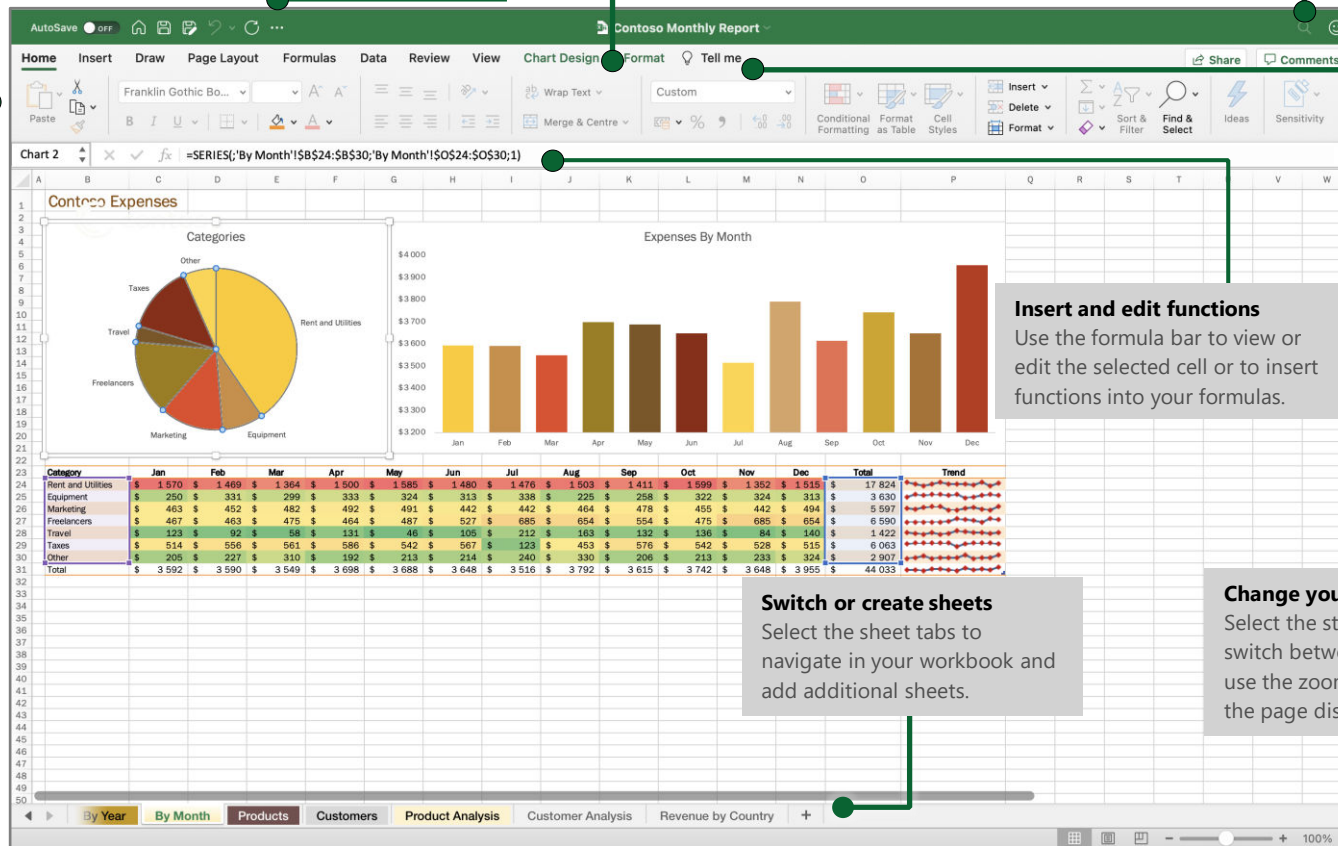
Need more room on your screen? Select the arrow to hide or redisplay the ribbon.

### Switch or create sheets

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

### Change your view

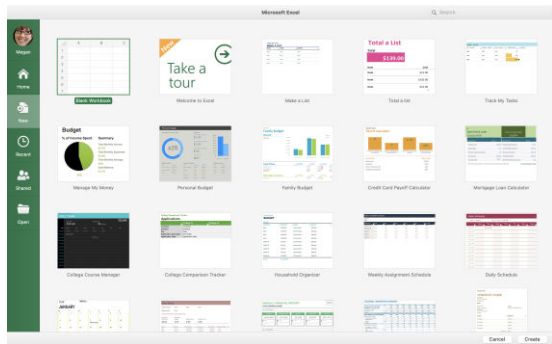
Select the status bar buttons to switch between view options, or use the zoom slider to magnify the page display to your liking.



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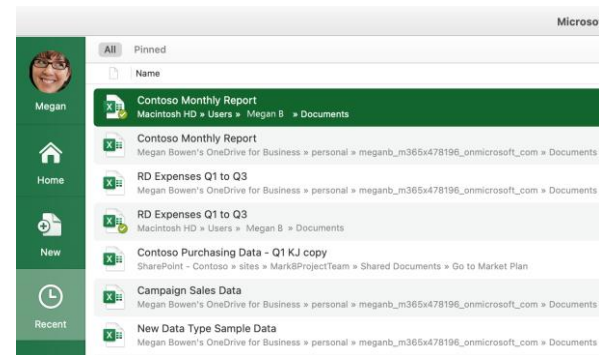
## Create something

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.



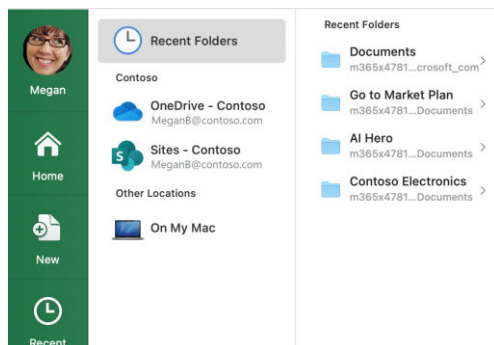
## Find recent files

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.



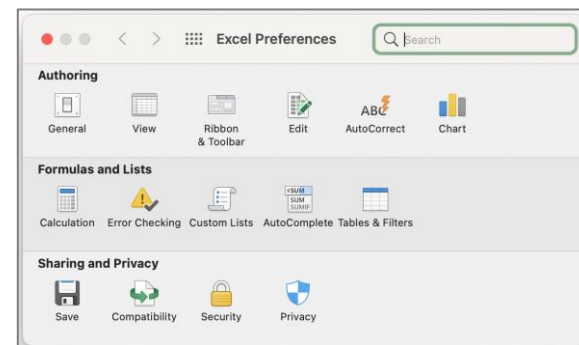
## Stay connected

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

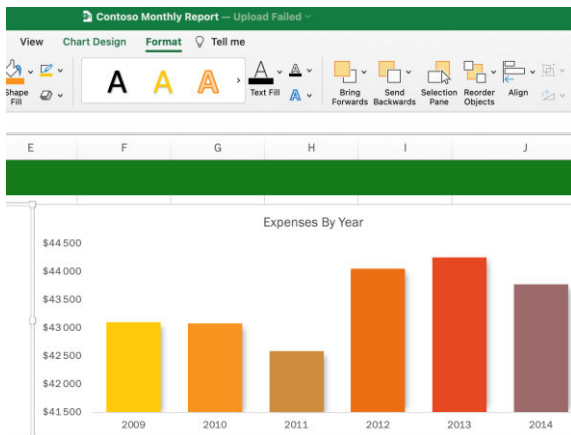
Something not working quite as expected? It's easy to change and customize options at any time. On the menu bar, select **Excel > Preferences**, and then set up Excel the way you want.



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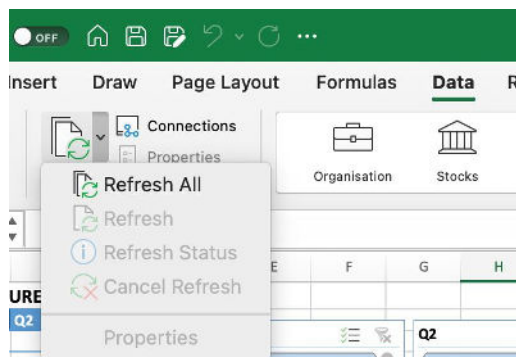
## Discover contextual tools

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.



## Use Power Query

Excel for Mac now supports Power Query refresh for many data sources, as well as query creation through VBA. Simply select **Data** > **Refresh All** or use whatever other external data refresh method you prefer.



## 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.

**Formula Builder**

Search

**Most Recently Used**

- SUM
- AVERAGE
- IF
- HYPERLINK
- COUNT
- MAX
- SIN
- SUMIF
- PMT
- STDEV

All

ABS

Insert Function

**SUM**

Adds all of the numbers in a range of cells.

**Syntax**

SUM(number1;number2;...)

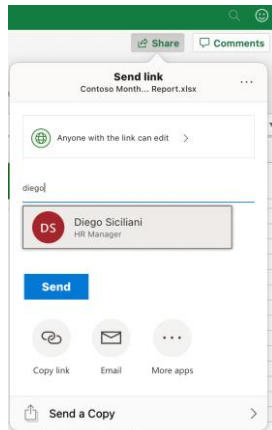
- **Number1:** number1;number2;... are 1 to 255 numbers to sum. Logical values and text are ignored in cells, included if typed as arguments.
- **Number2:** number1;number2;... are 1 to 255 numbers to sum. Logical values and text are ignored in cells, included if typed as arguments.

[More help on this function](#)

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## 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

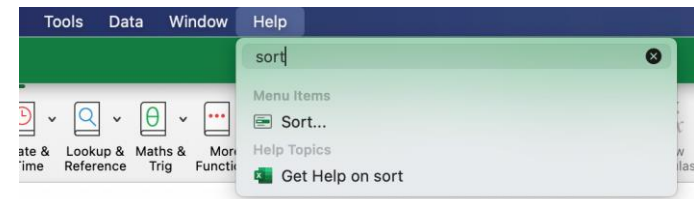
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## Get help with Excel

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.

