

Excel® 2016 for Mac® Introduction

Need to know many basic, general things like opening and closing files, saving, or how to undo a mistake? See our [Excel 2016 for Mac Essentials](#) guide.

Mac menu bar commands show in red, e.g. FILE.

Page Layout vs. Normal View

When Excel is launched, the worksheet is displayed in Normal view. Normal view is a single view that displays only worksheet rows and columns. Page Layout view shows you how an edited the margins, headers, and footer of the page.

- Switch between views by choosing **VIEW**, **NORMAL**, or **PAGE LAYOUT** in the Ribbon right of the window (Click for Normal view or for Page Layout view).
- To change the default view, choose **EXCEL**, **PREFERENCES**, and **VIEW** in the **VIEW** pane. Select from the **PAGE LAYOUT** view FOR MAC ONLY button.

Entering New Data

1. [Click] on a cell, or move to it with the arrow keys.
2. Type the text or number. If you make a mistake while typing, press <Delete> to delete characters.
3. Press <Return> or [Click] .

As you type, Excel may provide an AutoComplete suggestion based on values already entered in the column. To accept, press <Go> to select the entry (then <Return>), or ignore it by continuing to type.

Turn off this feature, choose **EXCEL**, **PREFERENCES**, [Click] **AUTOCOMPLETION**, then uncheck **USE AUTOCOMPLETION**.

and [X]

These symbols appear in the formula bar while entering data. To complete what you are entering, [Click] or press <Return>. To cancel, [Click] or press <Esc>.

Selecting Cells



When you type, the value is inserted in the active cell.

To select a single cell: [Click] the cell, or use the arrow keys to move to the cell.

To select a range of cells: [Drag] across cells, or

- <Shift>-[Click] a cell other than the active cell.

- Hold <Shift> while using the arrow keys.

To select entire rows/columns: [Click] Headers

To select entire worksheet: [Click] in the top-left corner of the workbook page.

To select multiple ranges: Select a range, press <Alt> while selecting more ranges.

Entering Data into a Selected Range

1. Select the cells to fill with data. The active cell is white.
2. Type the data for the active cell, and use <Return> or <Tab> to move to the next cell. The <Return> key moves in columns within the selected area, the <Tab> key moves to next <Shift> Return and <Shift> Tab move backward.
3. Repeat step 2 for the remaining cells. Movement is restricted to the selected area.

Replacing the Contents of a Cell

1. [Click] on or move to the cell to change.
2. Type the new data. Press <Return>.

Clearing Cells or Ranges of Cells

1. Select the cells to clear.
2. Press <Delete>, or choose **EDIT**, **CLEAR** ► **CONTENTS** or **ALL** (to include formatting).

Editing the Contents of a Cell

1. [Click] on the cell to change.
2. [Click] on the Formula bar to position the cursor where you need to insert or delete text. Or, [Double-Click] the cell to edit right in the cell.
3. Use <Delete> to delete the character to the left of the cursor, <Fn>Delete to delete the character to the right of the cursor, or type the text to insert.
4. Complete the change by pressing <Return>.

Resizing Column Width or Row Height

1. [Point] at the dividing line between the columns (at the top of the sheet) or row headings (on the left side of the sheet). The mouse pointer changes into a double-headed arrow .

2. [Drag] right or left to widen or narrow the column; [Drag] up or down to decrease or increase row height.

To change several columns to move at once, [Drag] along the column or row headings to select them, then follow the above steps.

Or, to set a specific width/height:

1. In the **HOME** section of the Ribbon, [Click] **FORMAT**, and choose **ROW HEIGHT** or **COLUMN WIDTH**.

2. Type an amount, and [Click] **OK**.

Changing Column Width to Fit [Double-Click] the line between the column headings.

Inserting Rows or Columns

1. Select the row below, or the column to the right of the row or column. To insert several rows or columns, select that number of rows or columns.
2. Choose **INSERT ROWS or COLUMNS**, or in the **HOME** section of the Ribbon, [Click] the drop-down arrow of **INSERT** and choose **INSERT ROWS or COLUMNS**.

or **INSERT ROWS or COLUMNS**.

or **INSERT ROWS or COLUMNS**.

or **INSERT ROWS or COLUMNS**.

Inserting Cells

1. Select the cells where you wish to insert the new ones.
2. Choose **INSERT**, **CUT**, or in the **HOME** section of the Ribbon, [Click] the drop-down arrow of **INSERT** and choose **INSERT CELLS**.

3. The **INSERT** dialog box appears. Specify which direction to shift the selected cells to make room for the new ones. [Click] **OK**.

Deleting Rows, Columns, or Cells

Note: This is not the same as pressing <Delete>, this removes the cells.

1. Select the row(s), column(s), or cells to delete.
2. Choose **EDIT**, **DELETE**, or in the **HOME** section of the Ribbon, [Click] the drop-down arrow of **DELETE** and make a selection.
3. If deleting cells, specify which direction to shift the surrounding cells to fill the gap. [Click] **OK**.

Formatting Numbers

1. Select the cells to format. This can be done before or after the data has been entered.
2. Choose **FORMATTING CELLS**, [Click] **NUMBER**.
3. Choose a format from the list, and [Click] **OK**. Or, in the **HOME** section of the Ribbon, [Click] .
 - Shows currency signs, commas, and decimals.
 - Displays as a percentage.
 - Commas between thousands, and decimals.
 - Adds a decimal place with each [Click].
 - Removes a decimal place with each [Click].

Aligning Cell Contents

Select the cells to align, and [Click] one of these buttons in the **HOME** section of the Ribbon: To merge cells and center the contents, **ALIGNMENT** tab to merge, and [Click] .

Borders, Shading

Select the cells to format, then in the **HOME** section of the Ribbon, use one of the following tools for cell borders, cell color, and text color (in respective order). [Click] the drop-down arrow of the tool to see a panel of choices.

Clearing Formatting

Select the cells to clear. Then in the **HOME** section of the Ribbon, choose **CLEAR** **CLEAR FORMATS**.

Entering Dates

To enter dates in a format that can be used in formulas or to sort, use one of Excel's date formats, e.g., 3/14/15 or 14-Mar-15.

Format selected cells containing dates for choosing **FORMATTING CELLS** and selecting from the **DATE** category. By default, Excel will use the date format specified in the International Information pane within your Mac OS X System Preferences, but you can choose any format in the category list.

Entering a Sequence of Numbers

1. Enter the first two numbers in dates of the sequence into adjacent cells.
2. Select the two cells.
3. [Drag] the fill handle of the selection into an adjacent range of cells.

For options, after filling, [Click] then **COPY CELLS**, **PASTE FORMATTING ONLY**, or **PASTE WITHOUT FORMATTING**.

For other date series options, e.g., weekdays, in the **HOME** section of the Ribbon choose **FILL** then **SERIES**.

Moving Within the Worksheet

Note: The <Shift> key used with any of the movement shortcuts listed below will select from the current position to that location.

To move to here...	Do this...
One cell up or down	↑ or ↓
Cell to the right	→ or Tab
Cell to the left	← or Shift+Tab
Beginning of the row	Home or Fn+H
Cell A1	Alt+Home or Alt+Fn+H
Intersection of the last used row and column	Alt+End or Alt+Fn+↵
One screenful down	Page down or Fn+↓
One screenful up	Page up or Fn+↑
One screenful right	Option+Page down or Option+↵
One screenful left	Option+Page up or Option+⇧↵

To the last filled cell in any direction, or if you are in a blank cell, to the next filled cell: **Alt+Arrow Key**
To a cell that you specify: **EDIT, F10, or GO TO**

Selection Shortcuts

Entire current row(s)	Shift+Spacebar
Entire current column(s)	Control+Spacebar
The entire worksheet	Alt+A

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Guide to the System of Cataloguing of the Reference Library Public Library of New South Wales, Henry Charles Lennox Anderson, 1902 *MacWorld Guide to Microsoft Works 3* Barrie Sosinsky, 1992 Get the most from all the modules of Works with this up to date guide From the word processor to spreadsheet to database to communications package this book guides you through the details of the software Includes tips and insights and hints for using Works more efficiently Includes Pull Out Reference Card **Using Microsoft C/C++ 7** Lee Atkinson, Mark Atkinson, Ed Mitchell, 1992 The complete tutorial for beginning to advanced programmers Provides detailed information on all the features in the most recent version of Microsoft C Includes numerous programming examples and discusses techniques that will simplify debugging and code optimization Microsoft Word 5 Mac William Moore, 1993-01-01 **The Publishers Weekly**, 1882 **Macworld**

Networking Handbook David R. Kosiur, Nancy E. H. Jones, 1992 A complete guide to Macintosh networking for the novice through expert with information on design installation and management of AppleTalk networks Plus connecting Macs to other platforms including PCs UNIX and DEC VAX Table of Contents Part One Introducing Networking Part Two Installing an AppleTalk Network Part Three Managing an AppleTalk Network Part Four Using an AppleTalk Network Part Five Working with Other Computer Platforms Appendixes Index *Editorial Policy and Instructions to Authors*, 1993 Subject Guide to Books in Print, 1993 *Modems For Dummies* Tina Rathbone, 1997-01-23 Modems For Dummies is a comprehensive easy to understand and lighthearted guide to getting the most out of your online experience Casey Cowell Chairman CEO President U S Robotics Free Internet Connection Time and Money Saving Coupons Inside The World of Cyberspace is at Your Fingertips Find out How Inside Modems aren t just for techies anymore Everyone wants or needs to get online whether it s for business school or plain old fun Modems For Dummies 3rd Edition shows DOS Windows and Mac users how to select install and use modems and modem software After you re connected you can use the tips in this book to get the most out of the Internet and the World Wide Web Bulletin Board Systems and commercial services such as CompuServe and America Online Ask for IDG Books For Dummies Books the Fun and Easy Way to Find out About Computers Also look for IDG Books More Modems For Dummies the essential reference to get even more out of your modem and Creating Web Pages For Dummies the fun and easy way to establish a presence on the Web Inside find helpful advice on how to Cut through the jargon to discover the essentials of working with modems and getting online Get the most for your money when buying a modem and communications software Access technical support from computer companies gurus and other online sources Understand online basics like sending and receiving e mail chatting faxing conferencing and cruising the World Wide Web Reduce connect charges with Tina s tips for saving money online Save money with coupons for Internet access software and more Discover online resources for information shopping gaming and news Graze the top rated communication programs and pick software to match your needs and pocketbook Decipher smileys taglines ASCII art signature files and other mysteries of

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for major Windows features **Programming Visual Basic .NET** Dave Grundgeiger, 2002 This is a programmer's complete guide to Visual Basic .NET Starting with a sample application and a high level map the book jumps right into showing how the parts of .NET fit with VB .NET Topics include the common language runtime Windows Forms ASP .NET Web Forms Web Services ADO .NET transactional applications internationalization security and debugging

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