Excel 2016 for Mac Basics

Training Deck
Microsoft Corporation

Office

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)

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.