



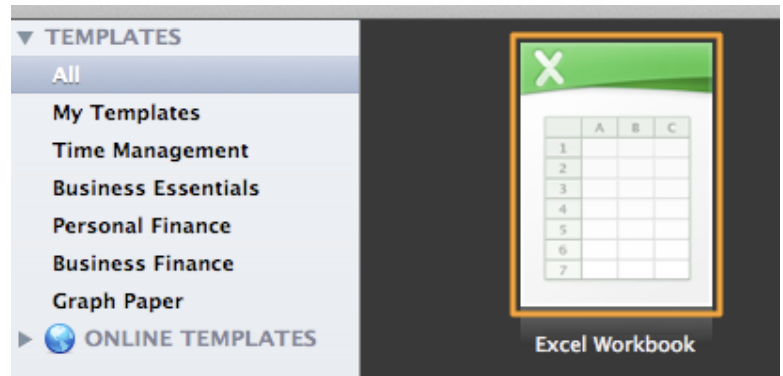
Excel for Mac

Canyons School District
Education Technology Department
9361 S. 300 E.
Sandy, UT 84070
Help Desk: 801-826-5544

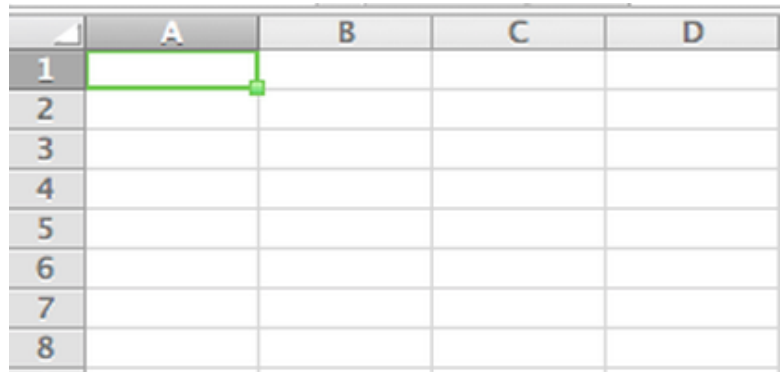
Excel is a spreadsheet program broken up by rows and columns. Learn to organize, format and calculate data with formulas.

Excel Workbook

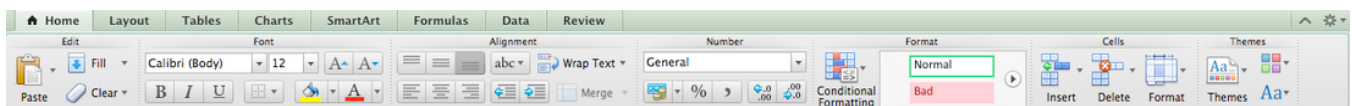
1. To begin, click on a template you would like to use. For basic spreadsheets select Excel Workbook.



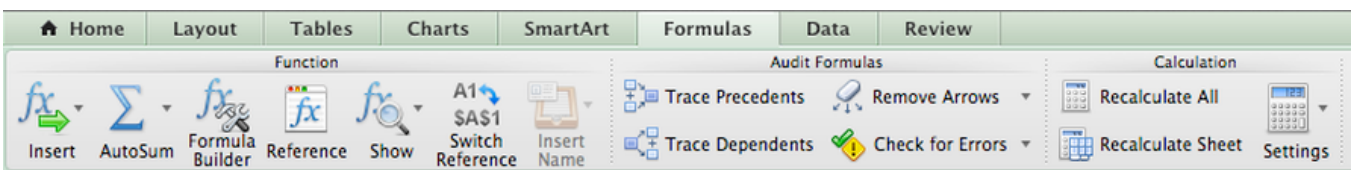
2. Enter data into the rows and columns. Use row 1 to enter headings for your columns.

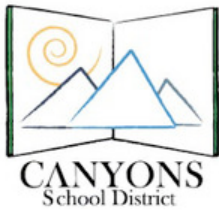


3. Format the rows and columns using the formatting tools on the Home tab above the rows and columns.



4. Enter a formula into a box on your spreadsheet to calculate data by clicking on the Formulas tab.





5. Click on the "Insert" button to see a list of preset formulas that can be used. Click on the desired formula. You will also need to enter the cells that should be included in the calculation.

