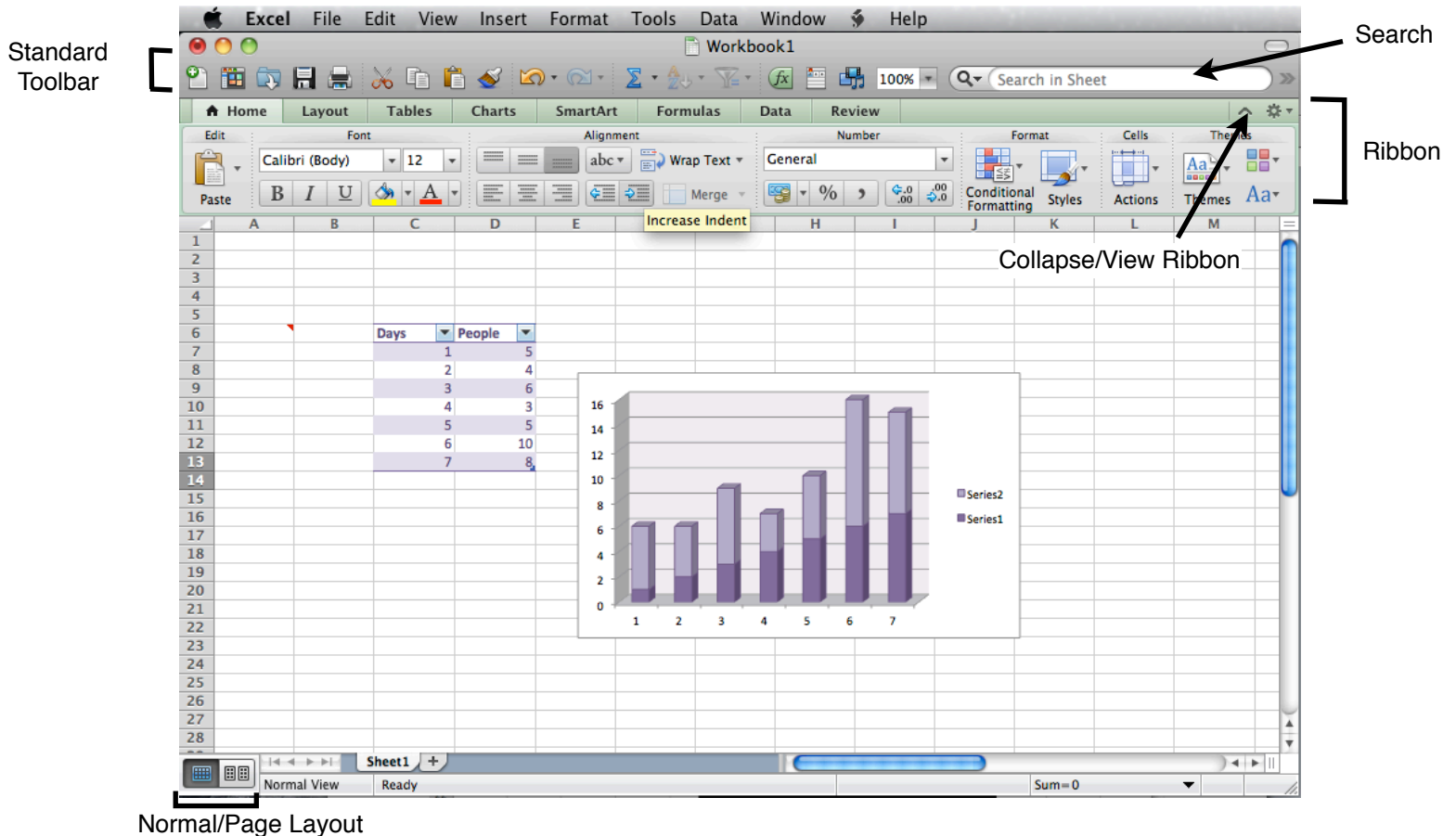




Excel 2011 is part of the Microsoft Office 2011 suite. Excel is the spread sheet program developed to analyze, organize, and manage numbers and data.



The **Standard Toolbar** has been integrated with the title bar, and no longer “floats” as on previous versions of Excel.

The **Ribbon**, similar to the Windows version, contains all the commands for created and editing a spreadsheet. The most frequently used commands can be found on the Home tab. Other tabs are sorted by type of commands. See the back of this sheet to learn more about the contents of each tab.

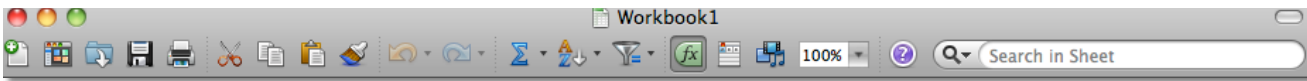
The **Search** function has been moved to a more prominent location, as part of the Standard Toolbar, making it easier to use *Find* and/or *Replace* text in the document.

Collapse or View hides or shows the ribbon completely allowing for more screen space.

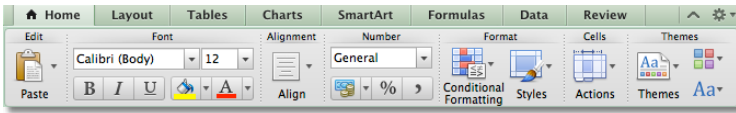
Normal/page Layout View Page Layout view shows the spread sheet as printed pages and elements such as margins and headers can be viewed. Normal view shows only the grid of lines.

Features We Like:

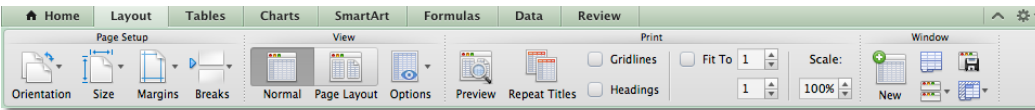
- The new **Microsoft Office for Mac ribbon** makes finding features and commands tasks quickly.
- Sparklines** are small charts that fit inside individual cells in a sheet. The Win/Loss feature quickly shows negative values.
- Filter a list of data with in Tables:** In addition to sorting and filtering based on values, Excel no visually displays data based on cell color, font color, or cell icons. Keeping data in tables is very powerful with this version of Excel.
- Formula Tab** makes working with and troubleshooting formulas and functions easier.
- The **Compatibility Checker** will report any errors this document might have with previous versions.
- The **Remove Duplicates** feature found on the Tables and Data tabs.



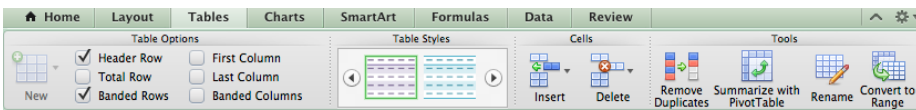
The **Standard Toolbar**, now integrated with the title bar, contains common commands. Start a new blank spreadsheet, start a new document from a template, open, save, print, cut, copy, paste, format copy, redo, undo, auto sum, sort, filter, formula builder, show/hide the toolbox, insert pictures and other media as well as zoom and help. Use the search section for find and/or replace.



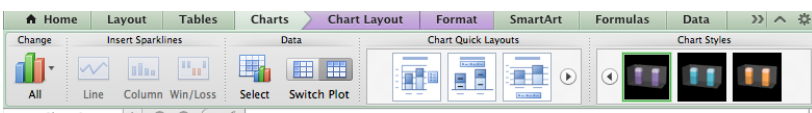
The **Home** tab contains the most frequently used commands. Formatting cells, text, and numbers, adding and deleting columns and rows, and selecting Themes.



The **Layout** tab contains the Page Setup, View, Printing options. Set Margins and Orientation here.

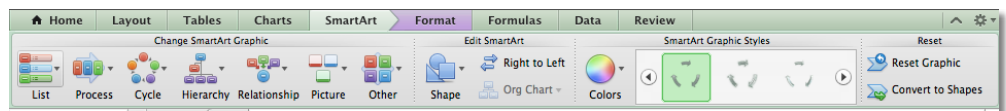


The **Tables** tab formats and edits tables created with in Excel. Pivot Tables are created here as well.

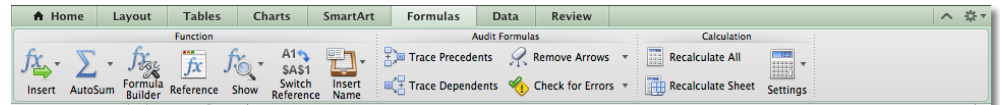


The **Chart** tab is where charts and Sparklines are created and formatted. Note: There are two contextual tabs when working with charts, **Chart Layout** and **Format**. See more about contextual tabs below.

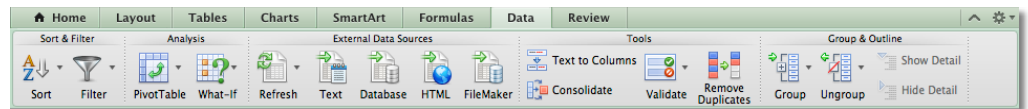
SmartArt tab is used to create items such as organization charts, a time lines, a process with sequential tasks or non-sequential items. Create and edit them here. Smart Art has it's on contextual Format tab. See more about contextual tabs below.



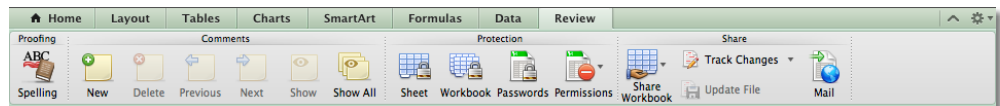
Insert or build a formulas or functions with the **Formulas** Tab Show formulas, and troubleshoot them here.



The **Data** contains the Sort, Filter and Analysis features. Also located here are the tools needed to work with External Data Sources.

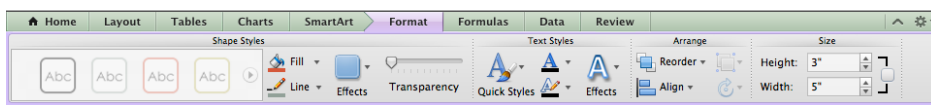
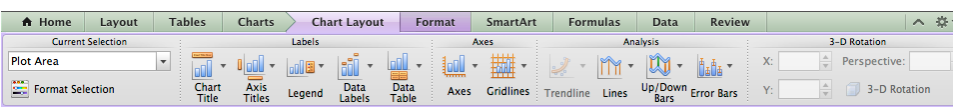


Review Tab contains Spell Checker, creating and editing comments. Worksheet protection options as well as Sharing features.



Contextual Tabs

Contextual Tabs appear when certain items are selected (active). Three common contextual tabs are: The **Chart Layout** and **Layout** tabs which will appear when a chart is active (clicked on). **Smart Art Format** tab will appear when a object is active. Contextual Tabs have a different Tab and Background color.



Common Shortcut Keys

New Workbook	
Print	⌘+P
Save	⌘+S
Save As	up arrow+⌘+S
Undo	⌘+Z
Redo	up arrow+⌘+Z
Open File	⌘+O
Copy	⌘+C
Cut	⌘+X
Paste	⌘+V
Insert the AutoSum formula	⌘+Shift+T