

## Excel Application Guide for Mac Desktop

**Quick Access Toolbar**

AutoSave

**Ribbon Tabs**

Home Insert Draw Page Layout Formulas Data Review View Automate >> Tell me

**Ribbon (Toolbar)**

Paste Calibri (Body) 11 % Number Conditional Formatting Format as Table Cell Styles Cells Editing Analyze Data

**Name Box**

B4

**Formula Bar**

91251.98

**Worksheet/Grid**

Region	Sum of Revenue
West	91,252
South	93,848
East	108,276
North	141,660
<b>Grand Total</b>	<b>435,036</b>

**Sales by Region**

Bar chart showing revenue by region: West (91,252), South (93,848), East (108,276), North (141,660).

**PivotTable Fields**

Task Pane

Order ID ☐ Order Date ☐

Filters Columns

Rows Values

Region Sum of Revenue

Drag fields between areas

**Worksheet Tabs**

Top 5 Customers Sales by Region Sales Trend Deal Count by Revenue Sales +

**Status Bar**

Ready Accessibility: Investigate Average: 108,759 Count: 4 Sum: 435,036 100%