

Notes on Microsoft Excel for OSX

Warren Curran Sunday, 15th August, 2004

Help

As with all Apple applications one should look in **Help** to see if it says anything about your problem. We suggest you try using **Excel Help Contents** first.

NB: If you are like us and hate the bouncing Classic Mac (Microsoft's idea of cute) you can turn it off by clicking on **Use the Office Assistant** and removing the tick.

Hint

There is usually 3 or more ways to do anything. Using the mouse to click on a toolbar, navigate to the function on the menu-bar, clicking on a Palette, using key combinations, Control/Click to access the shortcut menu. There is no best way. Some mainly use key combinations others like to click away.

Another Hint

Don't forget that you can Undo almost anything, even 3 steps ago. If you make a mistake or just "I wonder what happens if I click this?" use the undo button on the toolbar



Clicking on the small down arrow shows all of the changes you have made, so you can go as far back as you want.

Warning

Excel tries to work out what you want to do and does it even if that isn't what you want. Some of it you can turn off (play around with Preferences), but sometimes you just have to put up with it.

Preferences

If Word does something that annoys you or isn't doing something you think / know it should look in Preferences (on the toolbar under the **Excel>Preferences**). Play around with the settings to see what they do. As you move your mouse over the settings a description on what it does appears at the bottom of the window (even if somewhat cryptic it's better than the Windows version).

The Formatting Palette

It's a very useful thing to have beside your document when you want to do style things to it. You won't have to go up to the tool bar all of the time.

To make it appear got to **View** on the Menu-Bar and click on **Formatting Palette**. Ways to format text will appear on it when you are dealing with text (Fonts, Borders, bullets, indenting). Picture formatting options will appear when dealing with images you have included in your document (wrapping text around it...). Document for changing margins.

Creating an Excel Document

Open Word, by default a blank document opens automatically.

Save the document (File>Save. Do this now and Word will regularly save your document, so if something goes wrong and you haven't manually saved you haven't lost everything (you can change how often it backs up in **Preferences>Save>Save autorecover**).

File>Save on Menu-bar or click on  , on the Toolbar

Save As: Document2.doc

Where: Documents

Format: Microsoft Word document

Save: what to call the document. Word defaults to the first line of the document (if there is one).

Where: The default is your accounts Document folder, but you can put it anywhere you like.

Format: The default is Word Document, (clicking on the dropdown other formats are available, but that's for another time).

Usually one types the text of the document then goes back and formats the text (putting in the bolds, changing the size of the font, applying styles, centring...).

Being OSX you can click, drag and drop almost anything into a Excel document or go to menu-bar>Insert> and select they type of object you want to insert, navigate to it and OK.

Pictures

Clipart - -a database of drawings you can use in any Office application.

From file: navigate to any image you have on your computer and insert it.

Word Art: enables you to do interesting things to a title. It's fun to play with.

Note: The Drawing toolbar may be displaying. You can click on a relevant icon on this bar do access the Picture options.

Summary

Use Help to find out how to do things and just try things out. If you are worried about loosing something save the document first, then if everything goes haywire you can close the document, without saving and open the saved version.

Open Project Gallery and play around with one of it's Excel documents in Categories e.g. Home Essentials>Home Budget.