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What's New



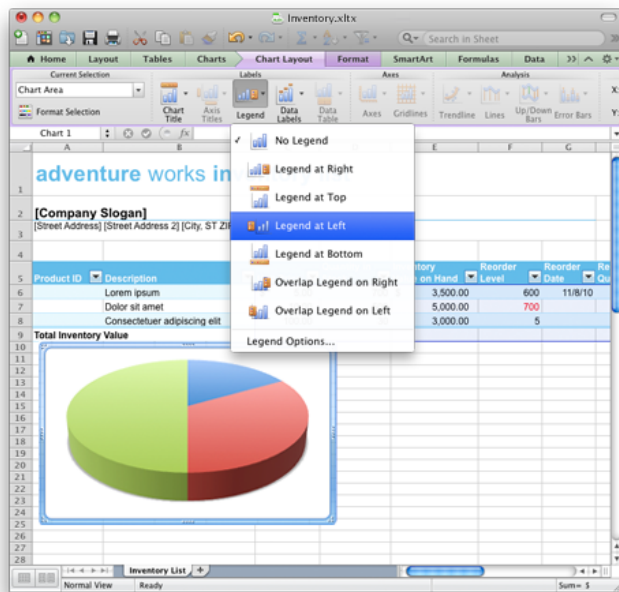
What's New in Excel

Easy, familiar tools

Professional workbooks

Seamless compatibility

Enhanced security



The tools you want, when you want them

The new Microsoft Office for Mac ribbon helps you find the features and commands you want to complete tasks quickly.

You'll find the commands you already know how to use, in an intuitive, easy-to-use interface, right at the top of the application window. Your home base is the Home tab, which holds the most frequently used tools, such as font and paragraph formatting. Other commonly used tools, such as those for page layout, tables, charts, and SmartArt, can be found on their own tabs.

In addition, specialized tools appear on the ribbon when you need them. When you format a chart, the Chart Layout tab appears to reveal tools to customize the chart and give your workbook a more professional appearance. Click any cell, and the tools on the Home tab appear again.

Want to adapt the ribbon to your particular style of working? You can customize it by rearranging tabs and showing or hiding group titles in a tab.

Read more: [Familiarize yourself with the ribbon](#)

Interactive Ribbon Guide: [Find where a command is located](#)

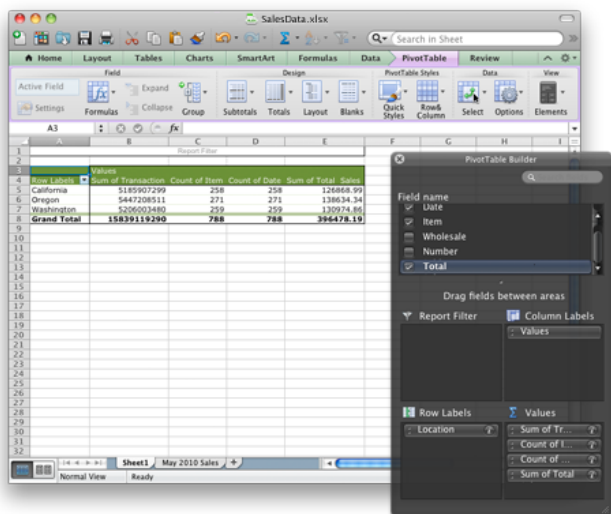
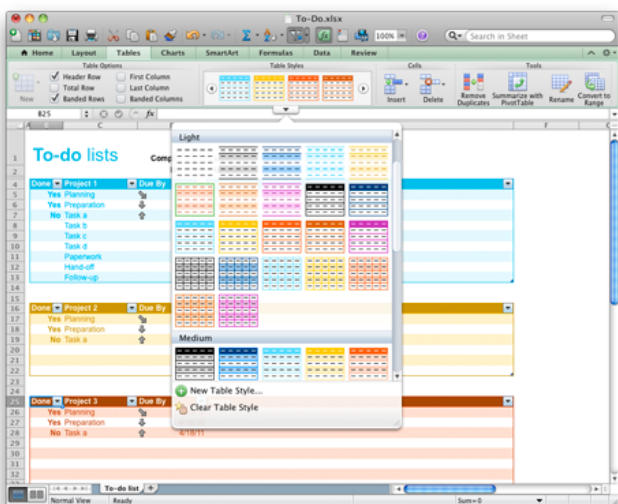
[Watch video](#)

Manage your data by using Excel tables

Microsoft Excel for Mac 2011 helps you organize data easily. Quickly create, format, and expand an Excel table or apply designer-quality styles to give tables a professional appearance. It's also become easy to clean up data in tables. You can delete duplicate table rows with the click of a button.

Read more: [Create or delete an Excel table](#)

[Watch video](#)



Summarize your data with PivotTables

Spend less time sifting data and more time analyzing it with PivotTable reports. The new PivotTable user interface helps you find insights and relationships in your data. And Excel makes it easy to get started with PivotTables because you can automatically build a table with a single click. After you create a PivotTable, take advantage of features to summarize, analyze, and format your PivotTable data. Use styles and banded reports to make your data look professional and attractive.

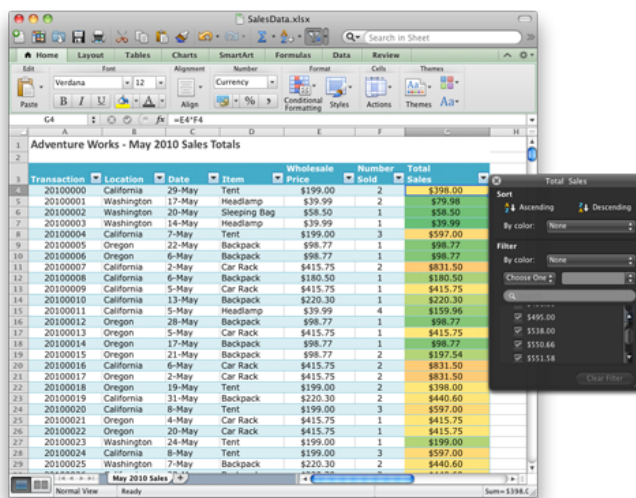
Read more: [About Pivot tables](#)

[Watch video](#)

See just what you want to see

The improved Excel filter helps you sift and sort large amounts of data, so you see only the data that you care about. In addition to sorting and filtering based on values, you can now find data based on cell color, font color, or cell icons. You can also combine criteria to filter for the precise data that you're interested in. Have long lists of data? No problem. Let the improved search do the looking for you.

Read more: [Filter a list of data](#)



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