

Quick Start Guide

New to Excel? Use this guide to learn the basics.

Quick Access Toolbar

Keep favorite commands permanently visible.

Explore the ribbon

See what Excel can do by selecting the ribbon tabs and exploring available tools.

Discover contextual commands

Select tables, charts, or other objects in a workbook to reveal additional tabs.

Find whatever you need

Look up Excel commands, get Help, or search the Web.

Share your work with others

Invite other people to view and edit cloud-based workbooks.

The screenshot shows the Excel interface with a workbook titled 'College budget.xlsx'. The ribbon is set to the 'Home' tab. The spreadsheet displays a 'Monthly College Budget' with three donut charts: 'march income: \$2,425', 'march expenses: \$2,233', and 'march cash flow: \$192'. The 'march income' chart is divided into financial aid, wages (after-tax), family help, from savings, and other. The 'march expenses' chart is divided into room & board, tuition & fees, books & supplies, transportation, discretionary, and other expenses. A line chart at the bottom shows the budget over a year from January to December. The status bar at the bottom indicates 'Ready' and '100%' zoom.

Insert and edit functions

Use the formula bar to view or edit the selected cell or to insert functions into your formulas.

Customize charts

Select a chart to quickly add, change, or remove any existing chart elements and formatting.

Show or hide the ribbon

Select the pin icon to keep the ribbon displayed, or hide it again by selecting the arrow.

Switch or create sheets

Select the + next to these sheet tabs to switch between workbook sheets or to create new ones.

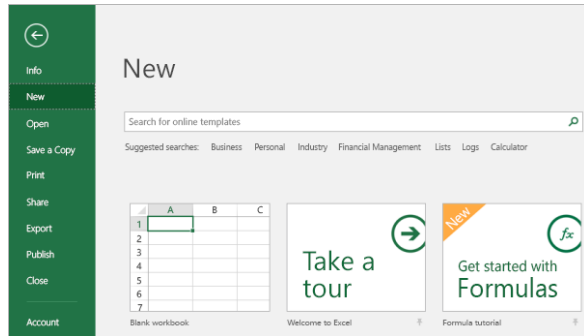
Change your view

Select the status bar buttons to switch between view options, or use the zoom slider to magnify the sheet display to your liking.

Excel

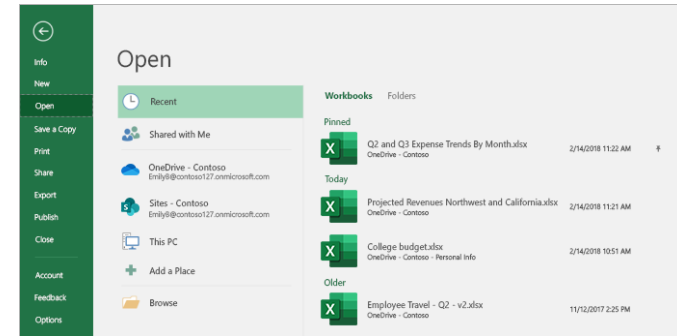
Create something

Select **File** > **New**, and then select or search for the template you want. Begin with a **Blank workbook** to get right to work. Or save yourself time by selecting and then customizing a template that resembles what you need.



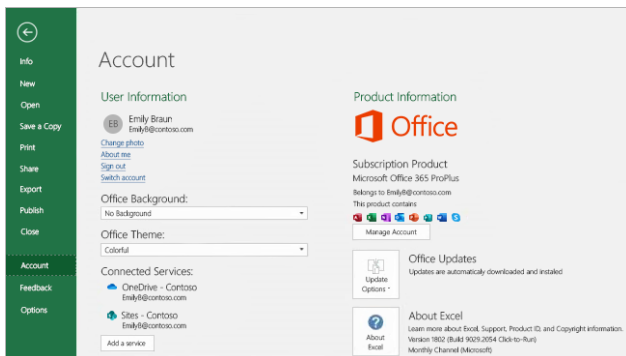
Find recent files

Whether you only work with files stored on your PC's local hard drive or you roam across various cloud services, selecting **File** > **Open** takes you to your recently used workbooks and any files that you may have pinned to your list.



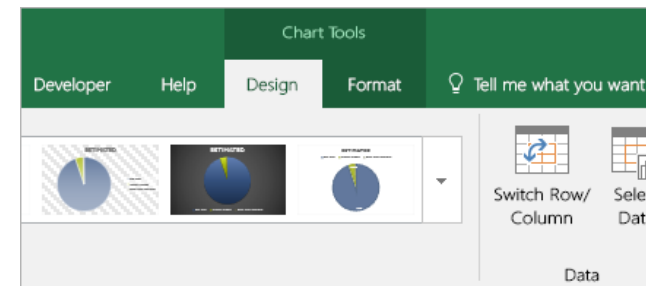
Stay connected

Need to work on the go and across different devices? Select **File** > **Account** to sign in and access your recently used files anywhere, on any device, through seamless integration between Office, OneDrive, OneDrive for Business, and SharePoint.



Discover contextual tools

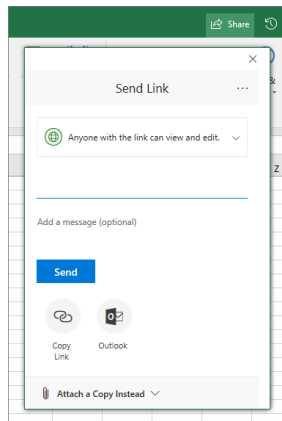
Select relevant objects in your workbook to make contextual commands available. For example, selecting a chart element displays the **Chart Tools** tab with options for the **Design** and **Format** of a selected chart.



Excel

Share your work with others

To invite others to view or edit your workbooks in the cloud, select the **Share** button in the top right corner of the app window. In the Share pane that opens, you can copy a sharing link or send invitations to the people you select.



Manage data with Excel tables

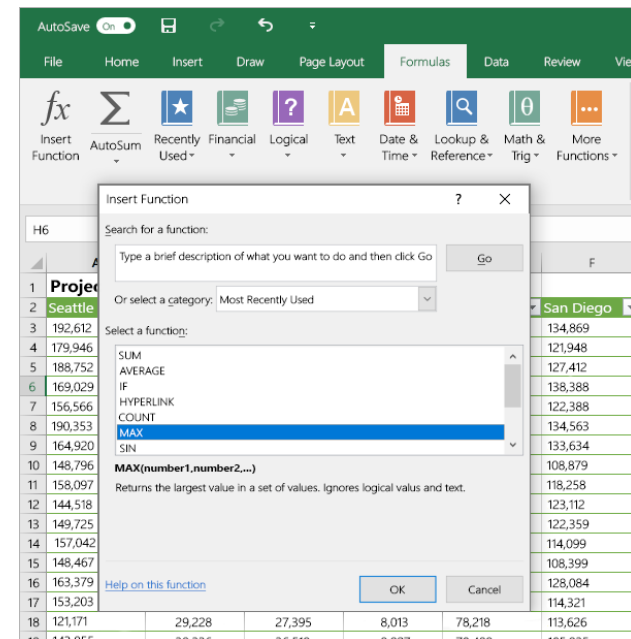
You can choose to format any range of cells in your current workbook as an Excel table. Excel tables let you analyze and easily manage a group of related data independently from the other rows and columns in your workbook.

Home Inventory

Item	Area	Model	ID Number	Purchased	Price	Value
1	Living Room	Manufacturer 1	33XCBH3	5/2/2015	\$2,000.00	\$2,000.00
2	Home Office	Manufacturer 2	55-678B	11/6/2014	\$1,500.00	\$1,000.00
3	Living Room	Manufacturer 3	78655S-J3	3/15/2012	\$560.00	\$550.00
4	Dining Room	Manufacturer 4	768087	6/1/2015	\$240.00	\$200.00
5	Family Room	Manufacturer 5	80-JBNR	8/19/2015	\$300.00	\$290.00
TOTALS	INVENTORY ITEMS: 5				\$4,600.00	\$4,040.00

Insert functions

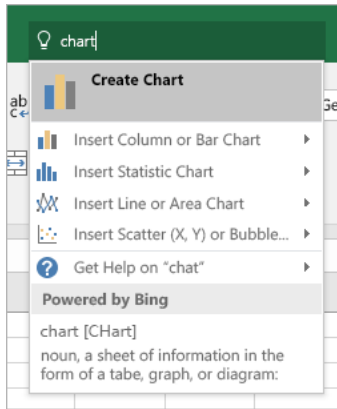
On the **Formulas** tab, select **Insert Function** to search for and insert functions, look up the correct syntax, and even get in-depth Help about how your selected functions work.



Excel

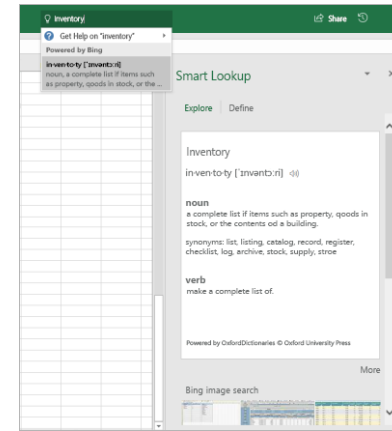
Find whatever you need

Type a keyword or phrase into the **Tell me what you want to do** search box on the ribbon to quickly find the Excel features and commands you're looking for, to discover **Help** content, or to get more information online.



Look up relevant information

With **Smart Lookup**, Excel searches the Internet for relevant information to define words, phrases, and concepts. Search results shown on the task pane can provide useful context for the data and information in your workbooks.



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Next steps with Excel

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Send us your feedback

Love Excel? Got an idea for improvement to share with us? On the **File** menu, select **Feedback** and then follow the prompts to send your suggestions directly to the Excel product team. Thank you!