

Excel 2016



Quick Start Guide

New to Excel 2016? Use this guide to learn the basics.

Quick Access Toolbar
Keep favorite commands permanently visible.

Explore the ribbon
See what Excel can do by clicking 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.

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
Click the pin icon to keep the ribbon displayed, or hide it again by clicking the arrow.

Switch or create sheets
Click the sheet tabs to switch between workbook sheets or to create new ones.

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

Monthly College Budget

| Category | Amount |
|------------------|---------|
| march income: | \$2,425 |
| march expenses: | \$2,233 |
| march cash flow: | \$192 |

Legend for Income and Expenses:

- financial aid
- wages (after-tax)
- family help
- from savings
- other
- room & board
- tuition & fees
- books & supplies
- transportation
- discretionary
- other expenses

Monthly Cash Flow Chart: jan, feb, mar, apr, may, jun, jul, aug, sep, oct, nov, dec, year

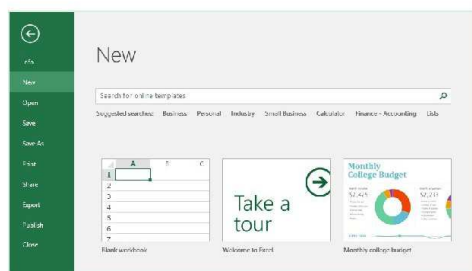
Microsoft

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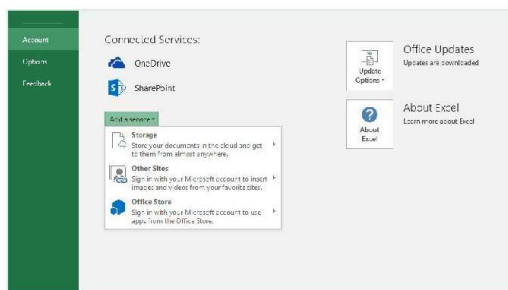
Create something

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



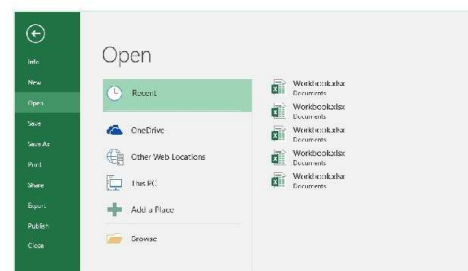
Stay connected

Need to work on the go and across different devices? Click **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.



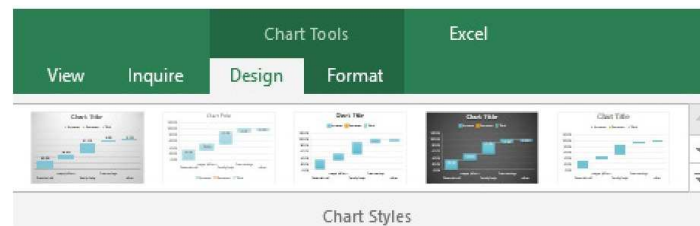
Find recent files

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



Discover contextual tools

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

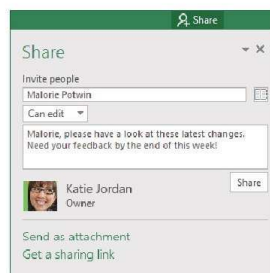


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Share your work with others

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



Manage data with Excel tables

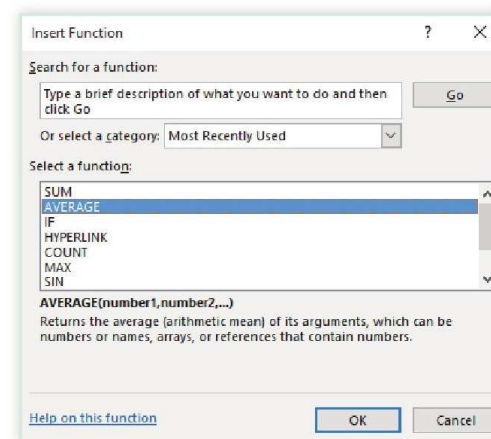
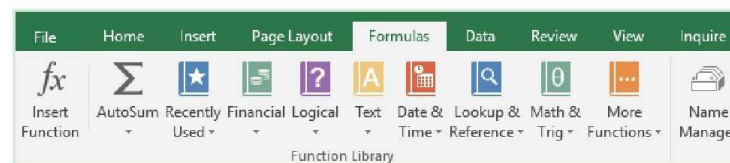
You can choose to format any range of cells in your current workbook as an Excel table. Excel tables let you analyze and easily manage a group of related data independently from the other rows and columns in your workbook.

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 | 55-6788 | 11/6/2014 | \$1,500.00 | \$1,000.00 |
| 3 | Living Room | Manufacturer 3 | 786555-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-J8NR | 8/19/2015 | \$800.00 | \$290.00 |
| TOTALS | INVENTORY ITEMS: 5 | | | | \$4,600.00 | \$4,040.00 |

Insert functions, build formulas

On the **Formulas** tab, click **Insert Function** to display the **Insert Function** dialog box. Here, you can search for and insert functions, look up the correct syntax, and even get in-depth Help about how your selected functions work.

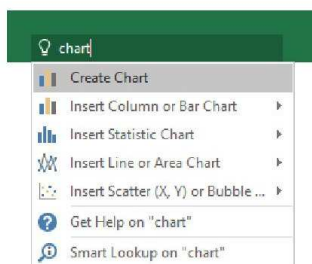


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Find whatever you need

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.



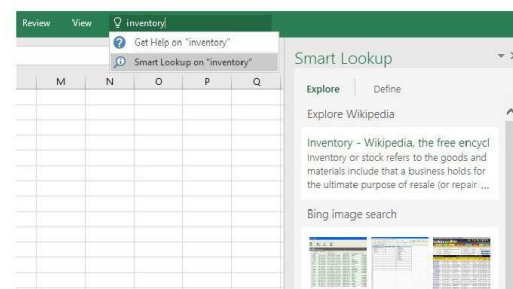
Get other Quick Start Guides

Excel 2016 is just one of the newly designed apps in Office 2016. To download our free Quick Start Guides for any of the other new versions of your favorite apps, visit <http://aka.ms/office-2016-guides>.



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.



Next steps with Excel

See what's new in Office 2016

Explore the new and improved features in Excel 2016 and the other apps in Office 2016. Visit <http://aka.ms/office-2016-whatnew> for more information.

Get free training, tutorials, and videos for Office 2016

Ready to dig deeper into the capabilities that Excel 2016 has to offer? Visit <http://aka.ms/office-2016-training> to explore our free training options.

Send us your feedback

Love Excel 2016? Got an idea for improvement to share with us? On the **File** menu, click **Feedback** and then follow the prompts to send your suggestions directly to the Excel product team. Thank you!