

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.

College budget.xlsx - Last Saved 2/14/2018 10:39 AM

File Home Insert Draw Page Layout Formulas Data Review View Developer Help Design Format Tell me what you want to do Share

Clipboard Font Alignment Protection Number Styles Cells Editing

Chart 3

Monthly College Budget

march income: \$2,425

- financial aid
- wages (after-tax)
- family help
- from savings
- other

march expenses: \$2,233

- room & board
- tuition & fees
- books & supplies
- transportation
- discretionary
- other expenses

march cash flow: \$192

jan feb mar apr may jun jul aug sep oct nov dec year

Monthly College Budget Previous Year

Ready Display Settings 100%

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

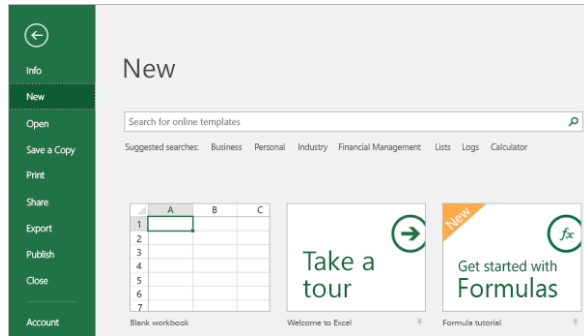
Select the + next to these sheet tabs to switch between workbook sheets or to create new ones.

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.

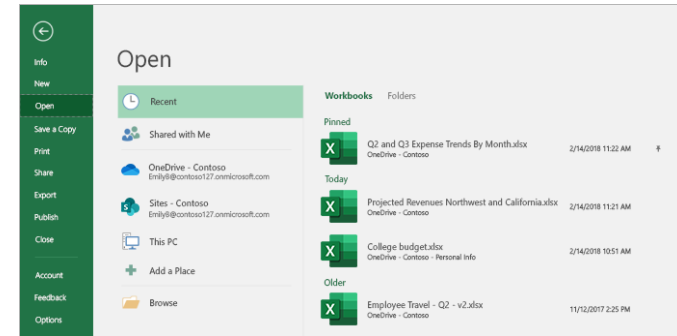
Create something

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.



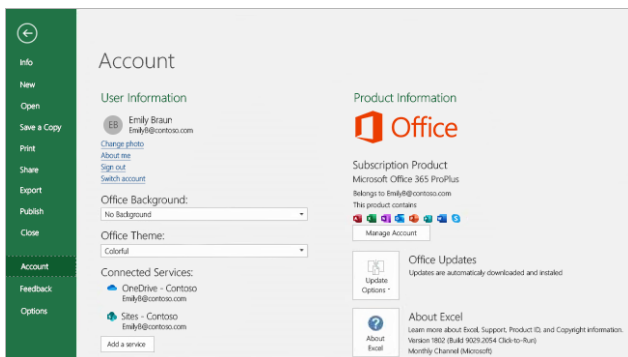
Find recent files

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.



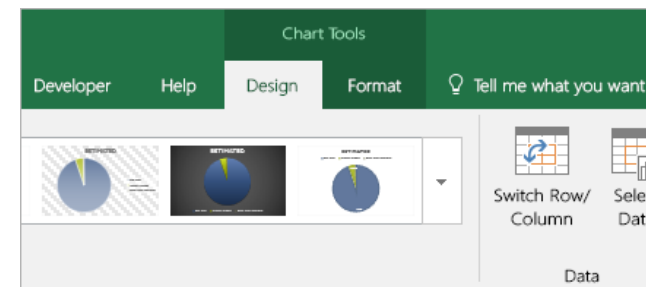
Stay connected

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.



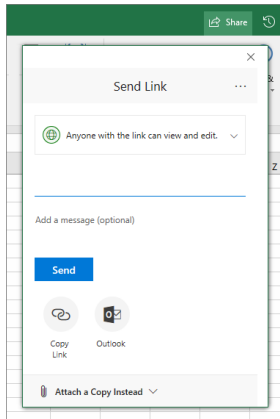
Discover contextual tools

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.



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.



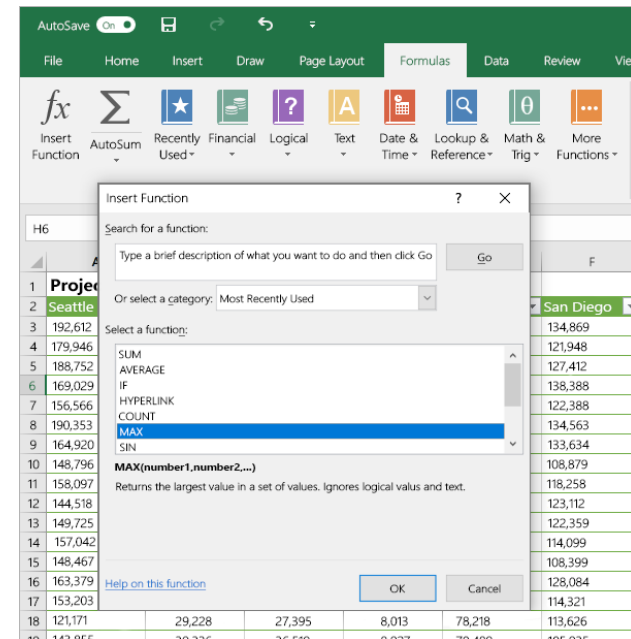
Manage data with Excel tables

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 |

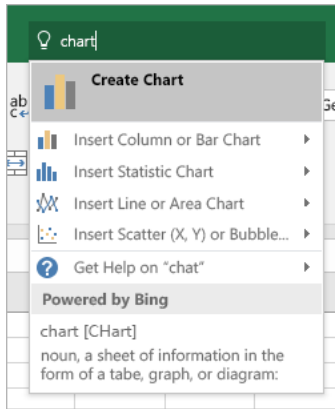
Insert functions

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.



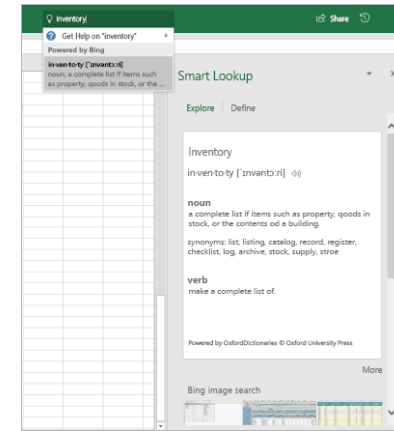
Find whatever you need

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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Ready to dig deeper into the capabilities that Excel has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=871123> to explore our free training options.

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!