

## Quick Start Guide

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

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

**Find whatever you need**  
Look up Excel commands, get Help, or search the Web.

**Discover contextual commands**  
Select tables, charts, or other objects in a workbook to reveal additional tabs.

**Share your work with others**  
Invite other people to view and edit 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**  
Select the arrow icon to keep the ribbon displayed, or hide it again by selecting the arrow.

**Switch or create sheets**  
Select the + next to the 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.

BUDGET TOTALS	ESTIMATED	ACTUAL	DIFFERENCE
Income	63,300.00	57,450.00	(5,850.00)
Expenses	54,500.00	49,630.00	4,870.00
Balance (Income minus Expenses)	8,800.00	7,820.00	(980.00)

BUDGET OVERVIEW

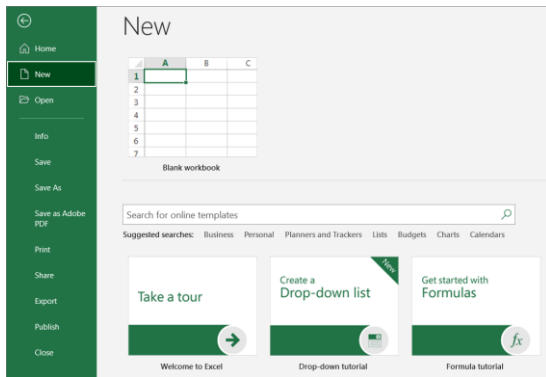
Income Expenses

Monthly Budget Summary Income Personnel Expenses Operating Expenses

# Excel

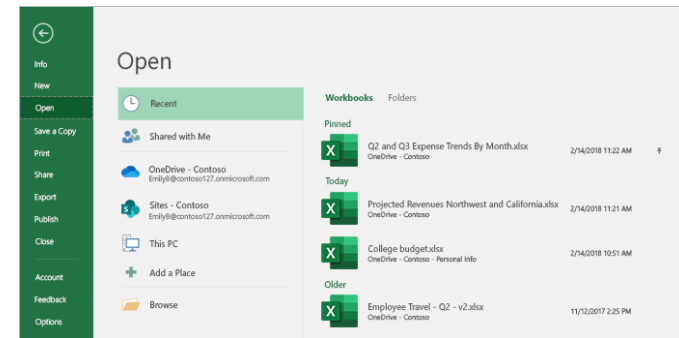
## Create something

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.



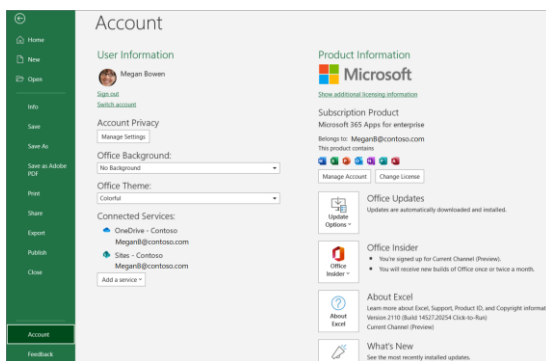
## Find recent files

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.



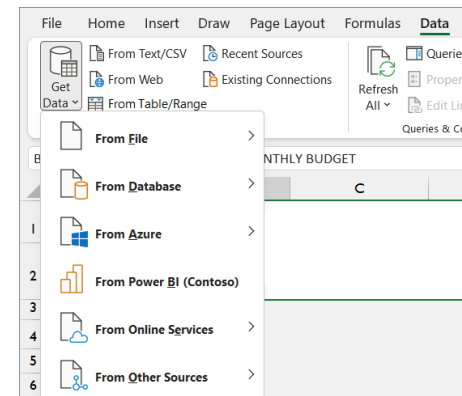
## Stay connected

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, and SharePoint.



## Import data from anywhere

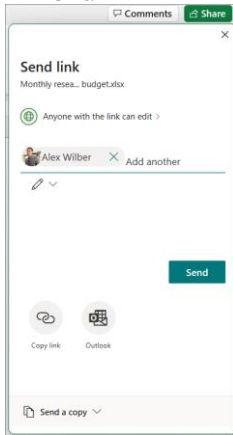
You can import data into Excel from a wide variety of data sources. Select **Data** > **Get Data** and choose where you would like to import data from.



# Excel

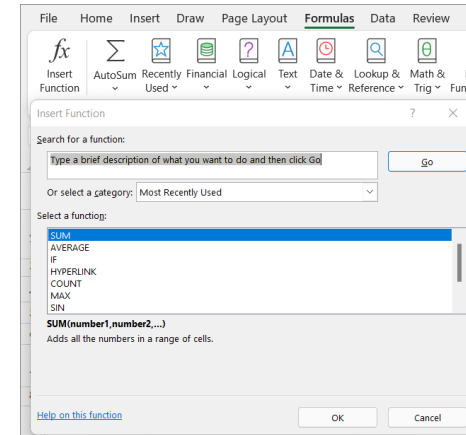
## Share your work with others

To invite others to view or edit your workbooks, select the **Share** button in the top right corner. Then, you can share a link or send invitations directly to specific people. If someone doesn't have Excel, they can use the free Excel for the Web app to edit and comment.



## 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.



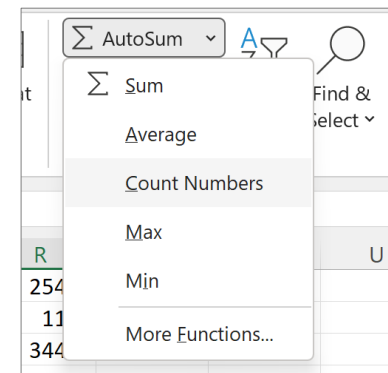
## Manage data with Excel tables

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

PERSONNEL EXPENSES	ESTIMATED	ACTUAL	DIFFERENCE
Wages	9,500.00	9,600.00	(100.00)
Employee benefits	4,000.00	0.00	4,000.00
Commission	5,000.00	4,500.00	500.00
Total Personnel Expenses	18,500.00	14,100.00	4,400.00

## Calculate with a click

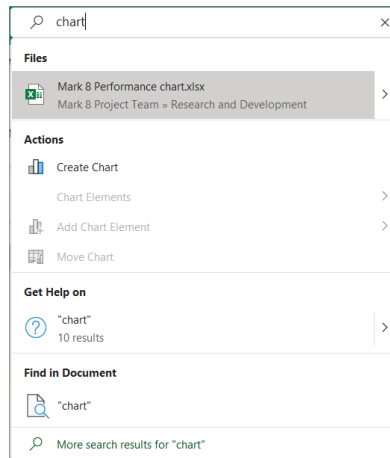
Do quick math like Average, Sum, and more in a single step with **AutoSum**. From the Home tab, simply select cells with numbers and choose how you'd like to calculate them.



# Excel

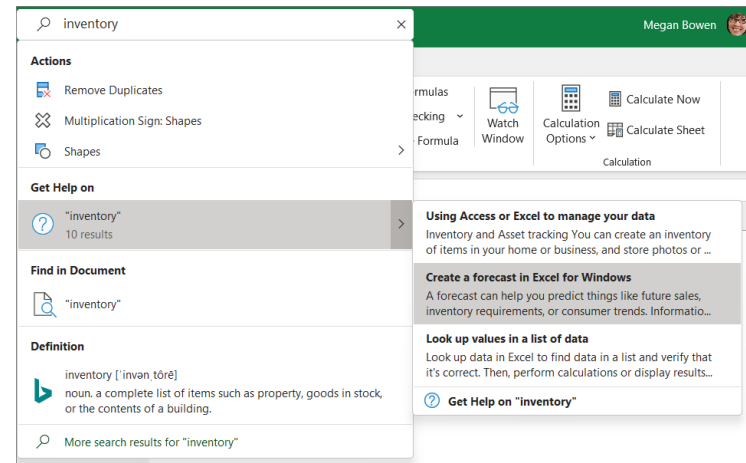
## Find whatever you need

Type a keyword or phrase into the **Search** box to quickly find the Excel features and commands you're looking for, to discover **Help** content, or to get more information online.



## Ask questions about your data

With **Analyze Data**, Excel empowers you to understand your data through natural language queries that allow you to ask questions about your data without having to write complicated formulas.



## Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.



## Next steps with Excel

### See what's new in Office

Explore the new and improved features in Excel and the other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

### Get free training, tutorials, and videos for Office

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!