Excel 2016

Office

Quick Start Guide

New to Excel 2016 or upgrading from a previous version? Use this guide to learn the basics.

Quick Access Toolbar
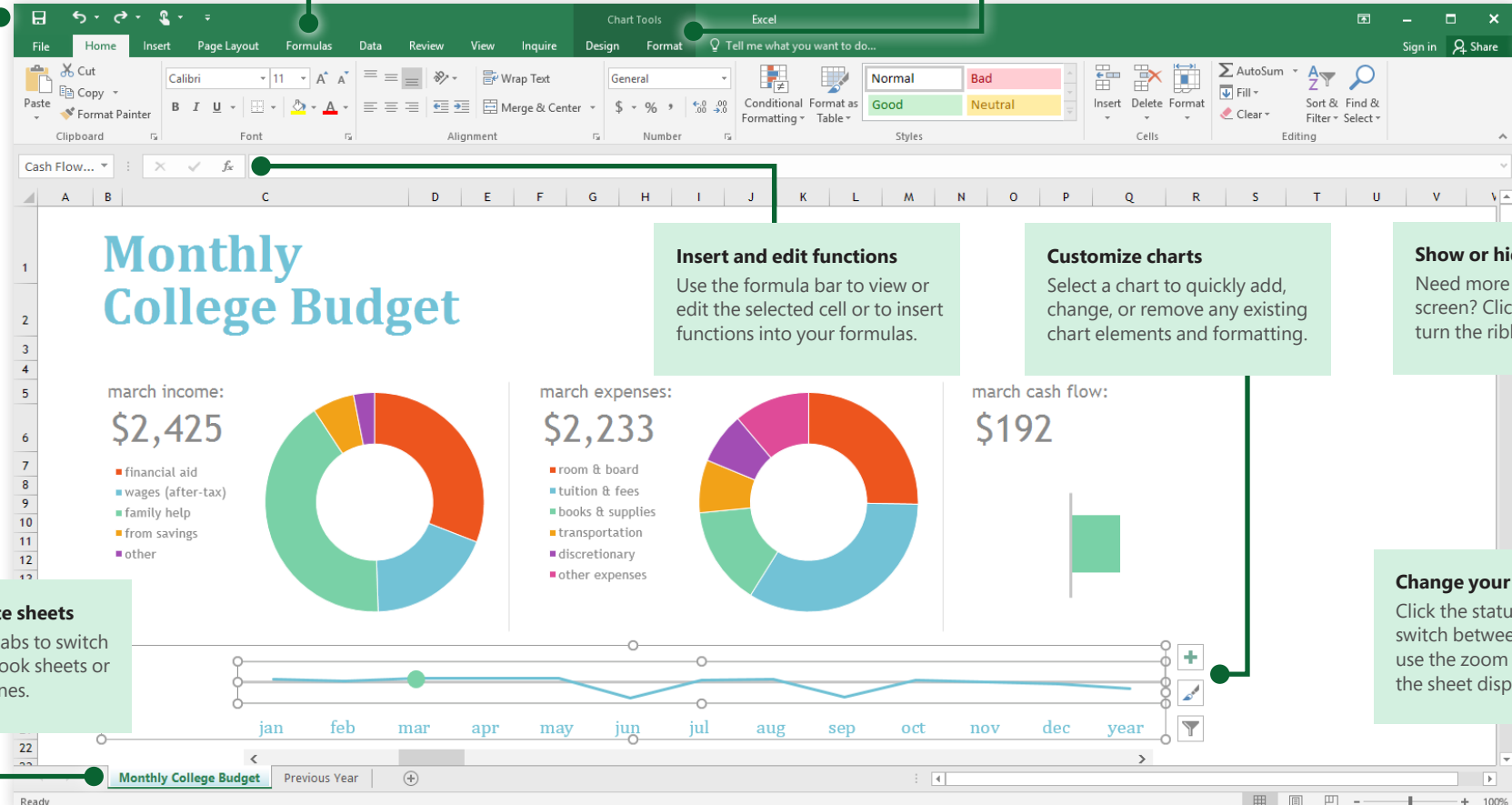Keep favorite commands permanently visible.

Explore the ribbon
See what Excel 2016 can do by clicking the ribbon tabs and exploring new and familiar tools.

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

Share your work with others
Sign in with your cloud account if you want to share your work with other people.

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
Need more room on your screen? Click the arrow to turn the ribbon on or off.

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

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

Microsoft

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.
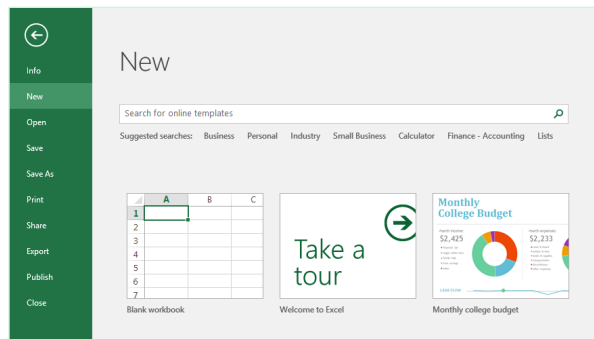

Find recent files

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.
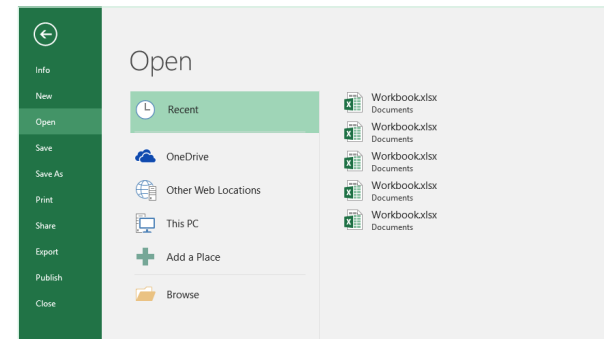

Stay connected

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.
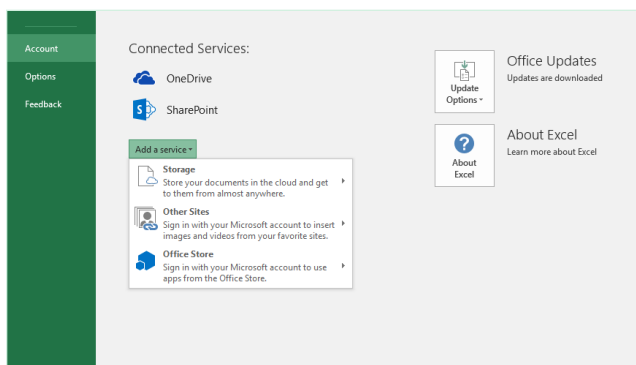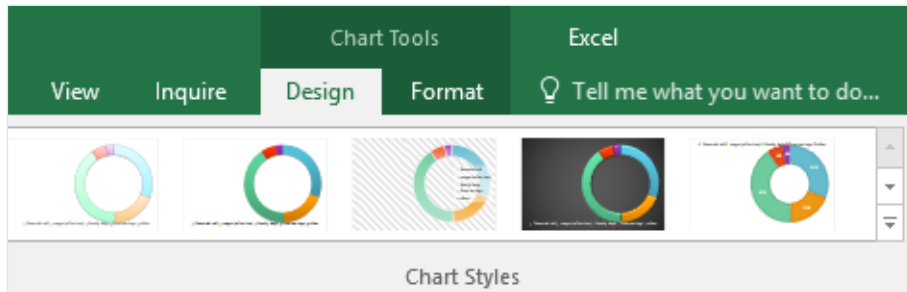

Set your preferences

Something not working quite as expected? It's easy to change and customize options at any time. Click **File** > **Options**, and then set up Excel 2016 the way you want.
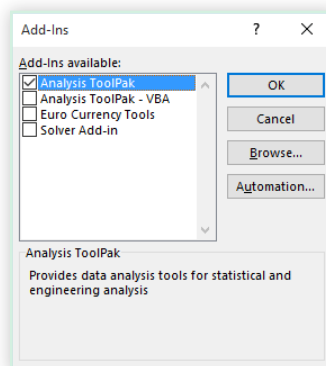
Office
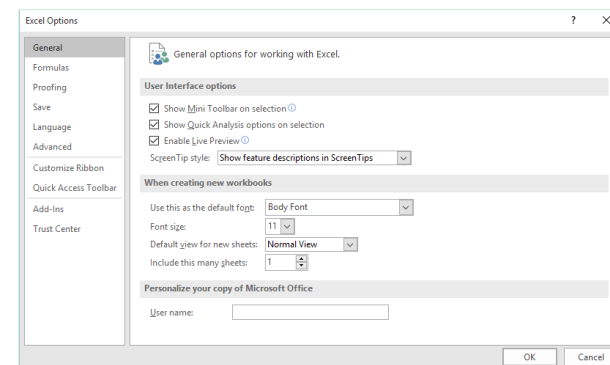
Discover contextual tools

You can make contextual ribbon commands available by selecting relevant objects in your workbook. For example, clicking a chart element displays the **Chart Tools** tabs, and clicking any inserted picture displays the **Picture Tools** tab.

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 your selected functions.
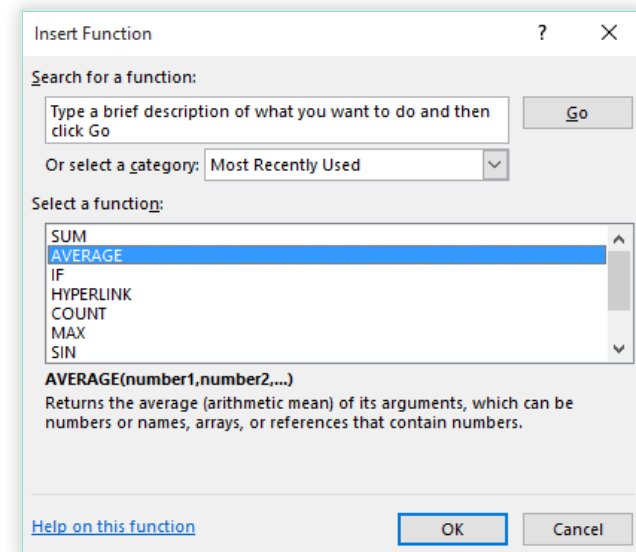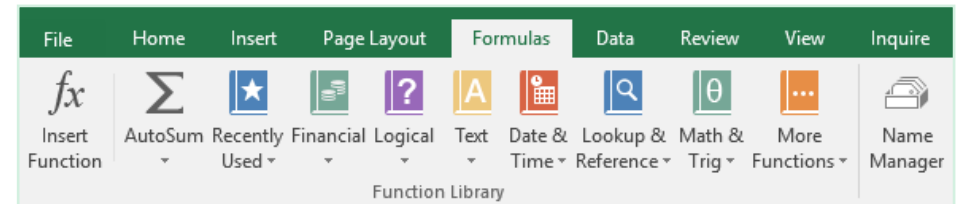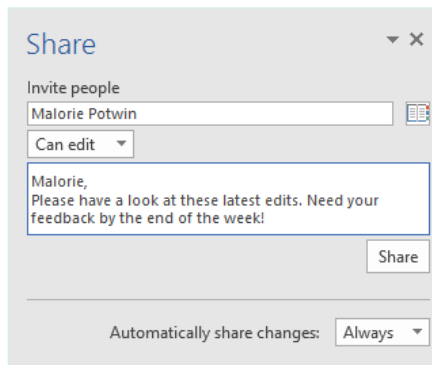
Enable optional add-ins

Get all of the statistical functions you need by enabling the optional add-ins you want. To display the list of available add-ins, click **File** > **Options**. In the **Options** dialog box that opens, click **Add-ins**, and then click the **Go** button next to **Manage: Excel Add-ins**.

Excel 2016

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.


Get help with Excel

Type a keyword or phrase into the **Tell me what you want to do** box on the ribbon to find the Excel features and commands that you're looking for, read our online **Help** content, or perform a **Smart Lookup** on the Web for more insights.

Get other Quick Start Guides

Excel 2016 is just one of the newly designed apps in the new Office 2016. Visit **http://aka.ms/office-2016-guides** to download our free Quick Start Guides for the other new versions of your favorite Office apps.

If you have any feedback about our guides, please submit your comments at the bottom of the download page. Thank you!
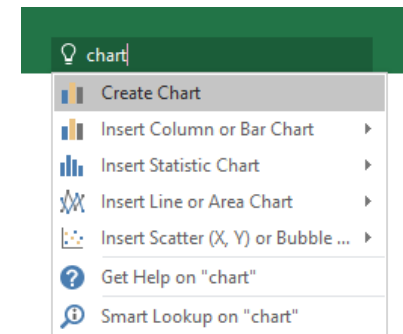
Send us your feedback

Love Excel 2016? Got an idea for improvement? Click **File** > **Feedback** to open the Windows Feedback app, from where you can send kudos, gripes, and ideas directly to the Excel development team.