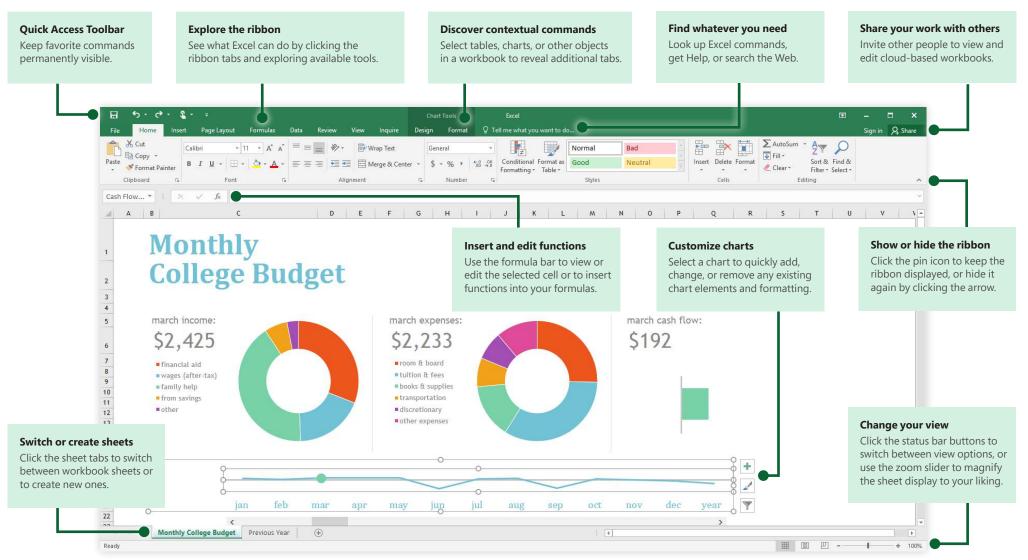


Quick Start Guide

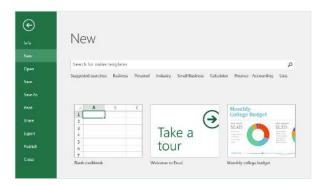
New to Excel 2016? Use this guide to learn the basics.





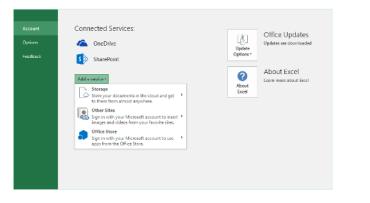
Create something

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.



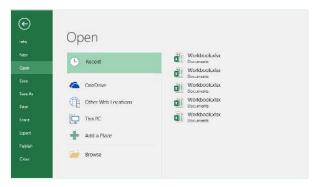
Stay connected

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.





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.

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Malorie, please have a look at these	
Need your feedback by the end of th	
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Need your feedback by the end of the	iis week!

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	7865SS-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 ITEM	IS: 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.

File	Home	Insert	Page	Layout	For	mulas	Data	Review	View	Inquire
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Insert Function	AutoSum	Recently Used *		Logical			Lookup &			Name
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	number2,) (arithmetic mean) of its rrays, or references that			2
Help on this function		ОК	Ca	ncel

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.

Q (:hart	
ı.	Create Chart	
	Insert Column or Bar Chart	۱.
dh	Insert Statistic Chart	۱.
Ŵ	Insert Line or Area Chart	۱.
$[\cdot]_{i}$	Insert Scatter (X, Y) or Bubble	۱.
?	Get Help on "chart"	
ø	Smart Lookup on "chart"	

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.

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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-whatsnew** 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!