

## 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

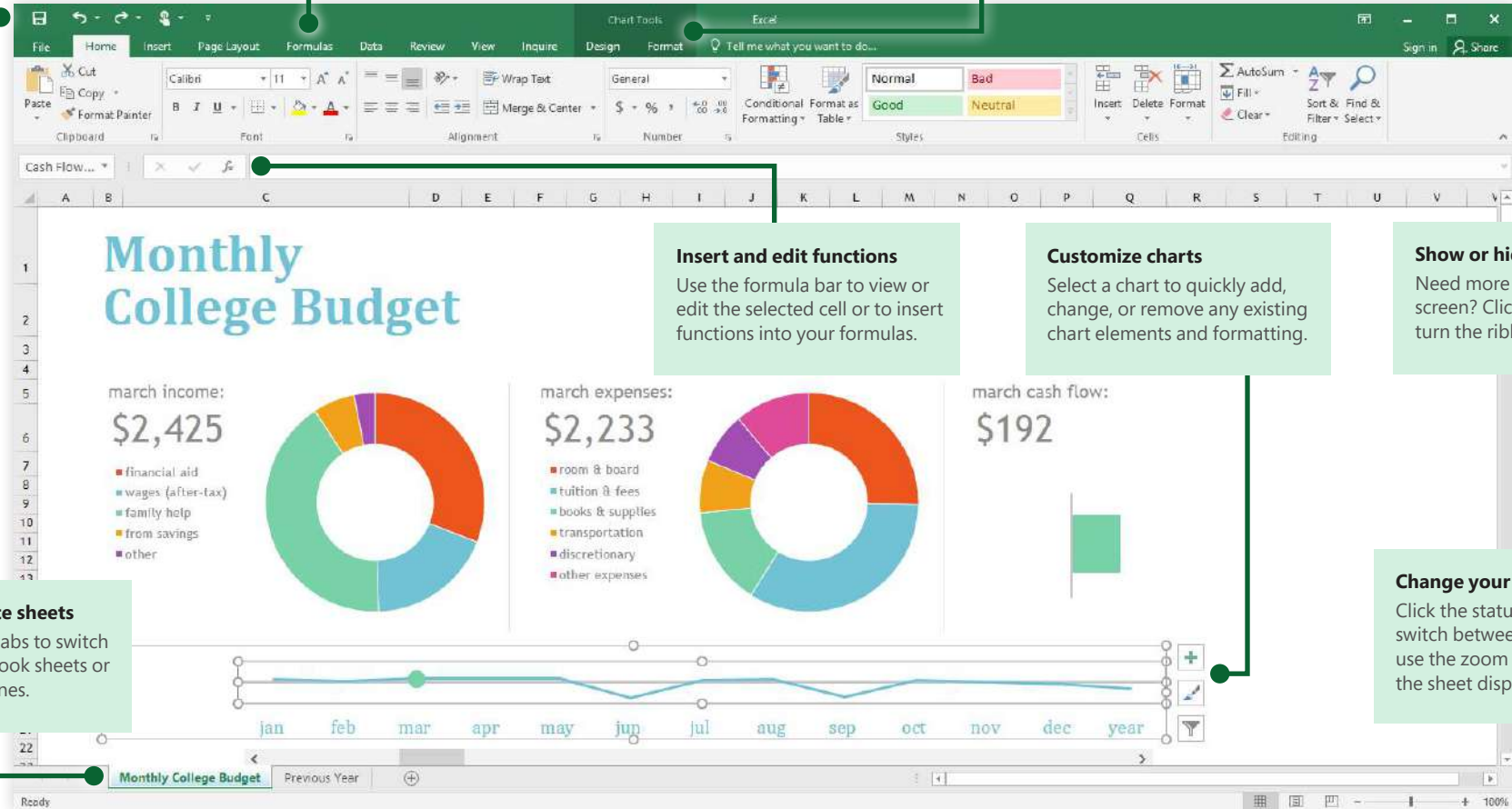
See what Excel 2016 can do by clicking the ribbon tabs and exploring new and familiar tools.

### 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.



### Switch or create sheets

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

### 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

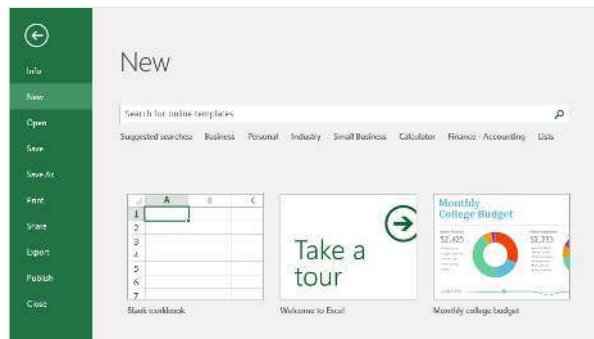
Need more room on your screen? Click the arrow to turn the ribbon on or off.

### 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.

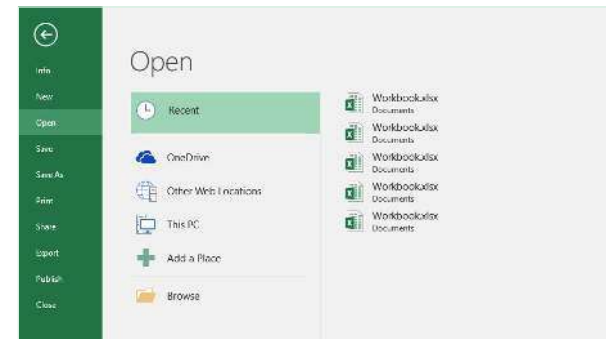
## Create something

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.



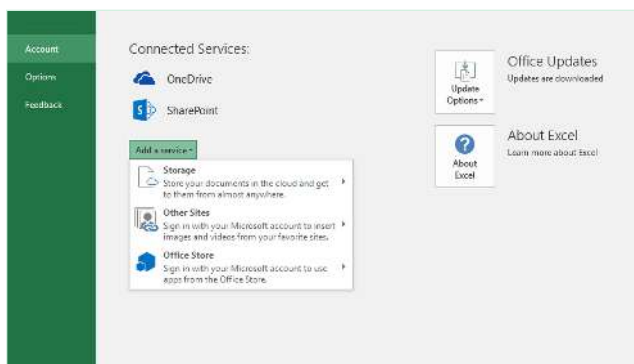
## Find recent files

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.



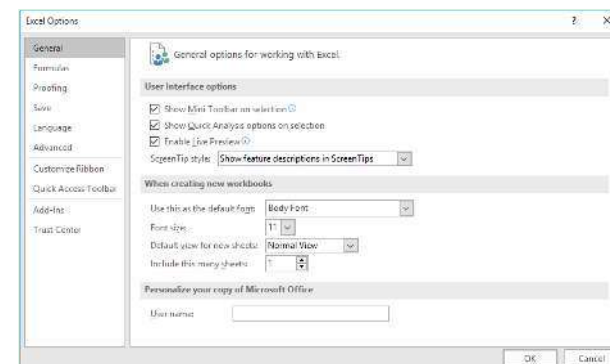
## Stay connected

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.



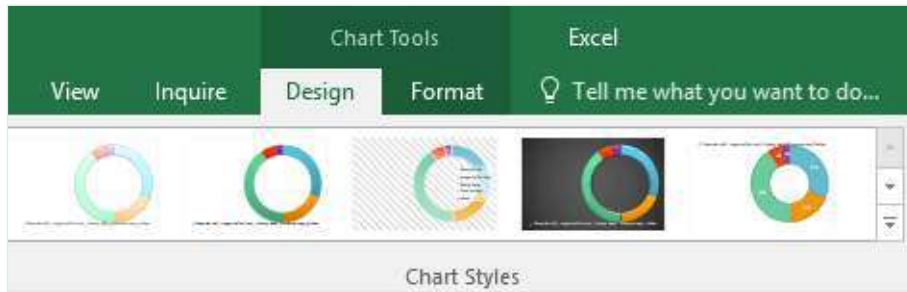
## Set your preferences

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.



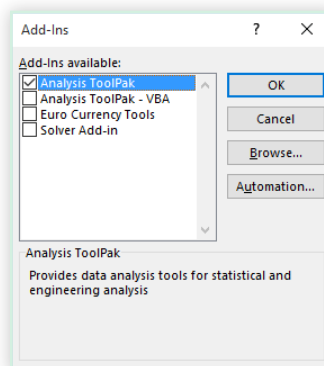
## Discover contextual tools

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.



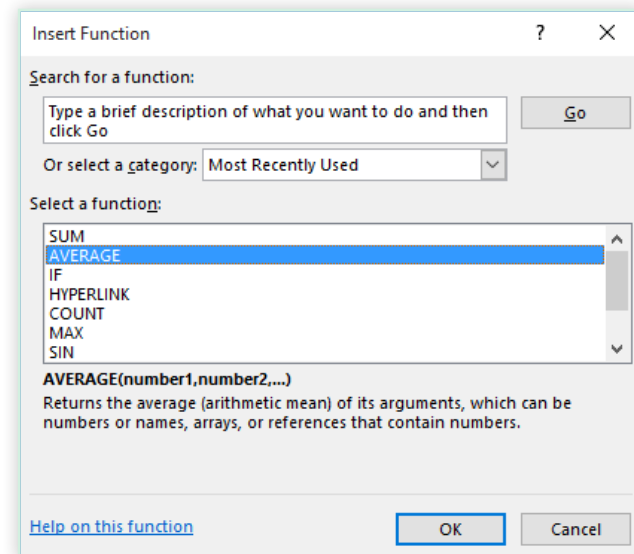
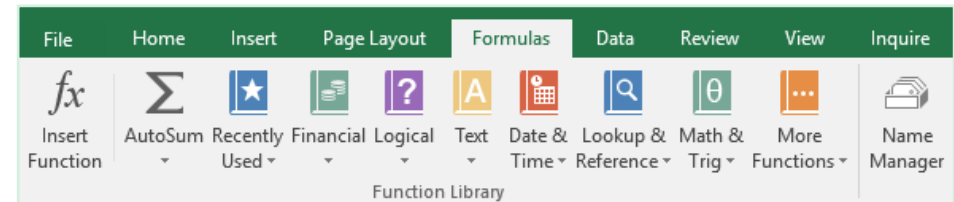
## Enable optional add-ins

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**.



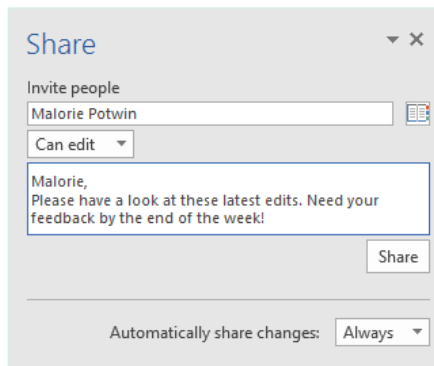
## Insert functions, build formulas

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.



## 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 other Quick Start Guides

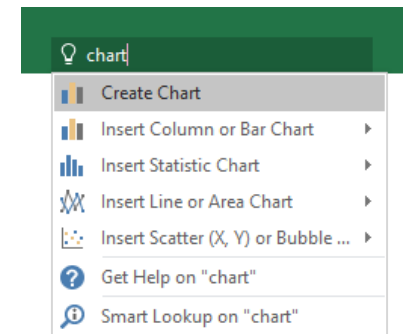
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If you have any feedback about our guides, please submit your comments at the bottom of the download page. Thank you!



## 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.



## 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.

