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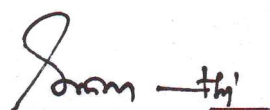
Forward

This book is self-supporting and are written in easy to follow language and have been blended with large number of examples. The material is provided in a pleasing-to-eye format so as to retain and enhance the interest of the learners. We are sure the learners would find these texts by useful.

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1. Getting Started with Excel 2016

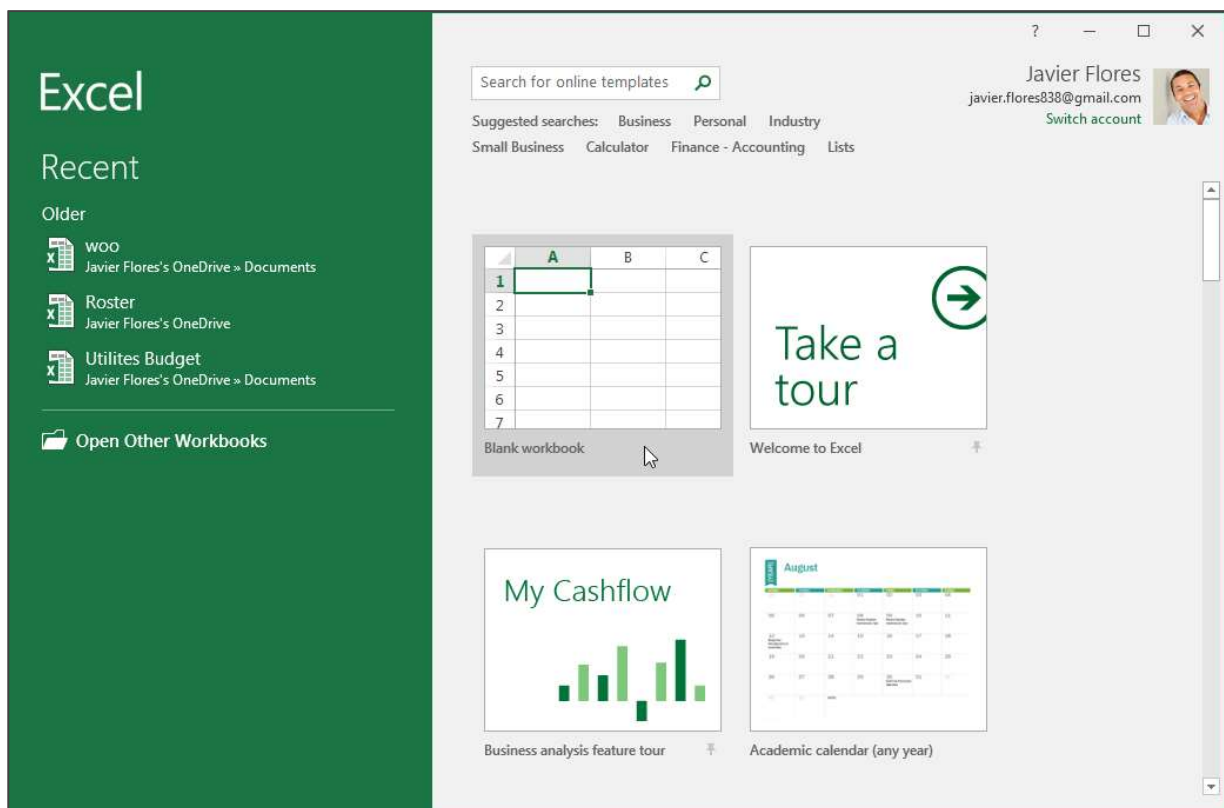
Learn your way around the Excel 2016 environment.

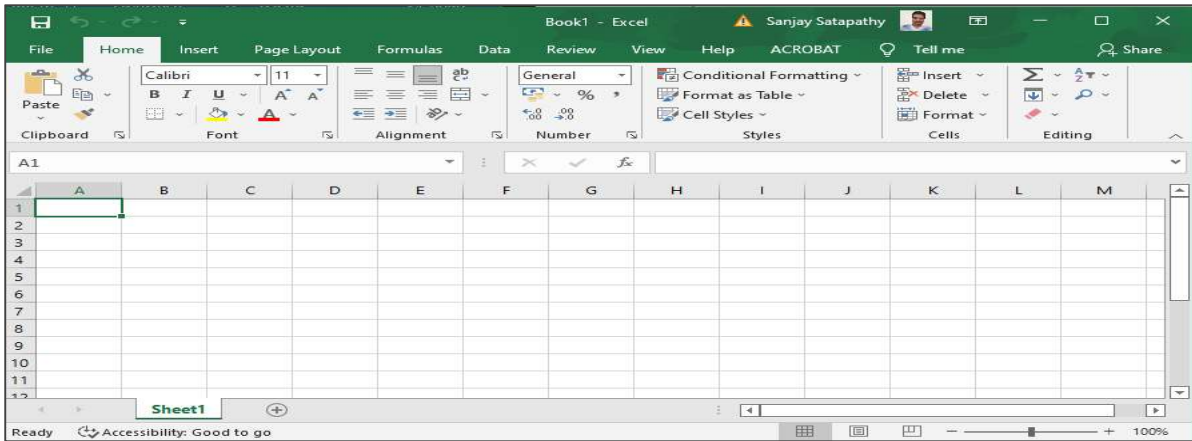
Excel is a **spreadsheet program** that allows you to **store, organize, and analyze information**. While you may believe Excel is only used by certain people to process complicated data, anyone can learn how to take advantage of the program's **powerful features**. Whether you're keeping a budget, organizing a training log, or creating an invoice, Excel makes it easy to work with different types of data.

1.1. The Excel interface

When you open Excel 2016 for the first time, the **Excel Start Screen** will appear. From here, you'll be able to create a **new workbook**, choose a **template**, and access your **recently edited workbooks**.

- From the **Excel Start Screen**, locate and select **Blank workbook** to access the Excel interface.

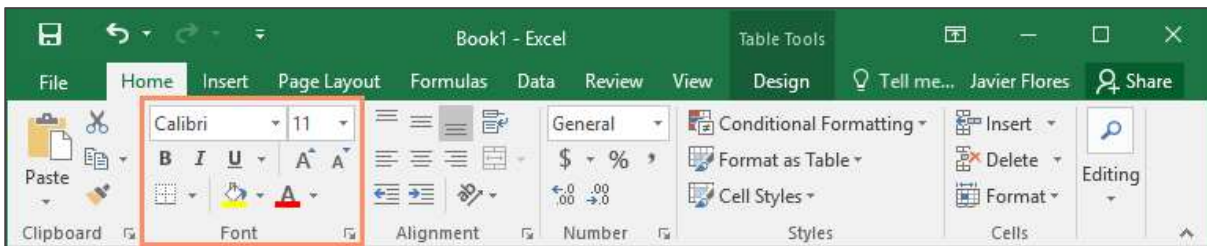




1.2. The Ribbon

Excel 2016 uses a **tabbed Ribbon system** instead of traditional menus. **The Ribbon contains multiple tabs**, each with several **groups of commands**. You will use these tabs to perform the most **common tasks** in Excel.

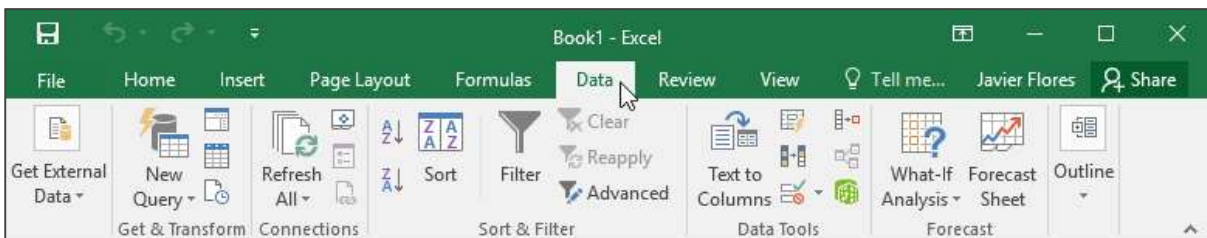
- Each tab will have one or more groups.



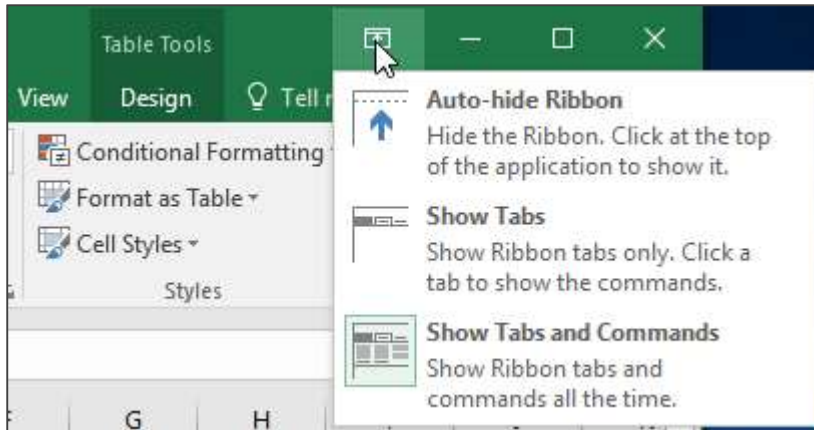
- Some groups will have an arrow you can click for more options.



- Click a tab to see more commands.



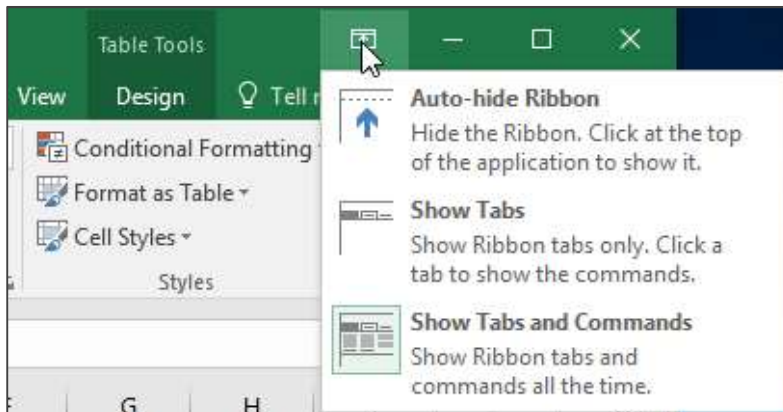
- You can adjust how the Ribbon is displayed with the Ribbon Display Options.



Certain programs, such as **Adobe Acrobat Reader**, may install additional tabs to the Ribbon. These tabs are called **add-ins**.

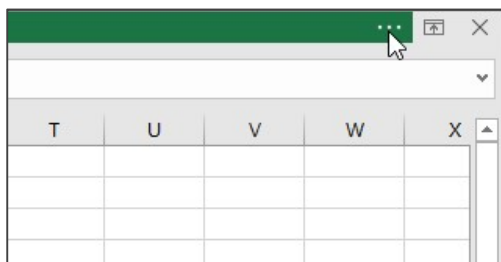
1.2.1. To change the Ribbon Display Options:

The Ribbon is designed to respond to your current task, but you can choose to **minimize** it if you find that it takes up too much screen space. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon to display the drop-down menu.

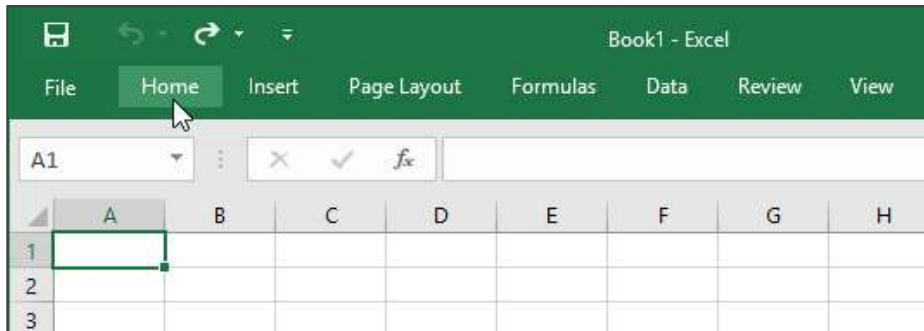


There are three modes in the Ribbon Display Options menu:

- **Auto-hide Ribbon:** Auto-hide displays your workbook in full-screen mode and completely hides the Ribbon. To **show the Ribbon**, click the **Expand Ribbon** command at the top of screen.



- **Show Tabs:** This option hides all command groups when they're not in use, but **tabs** will remain visible. To **show the Ribbon**, simply click a tab.



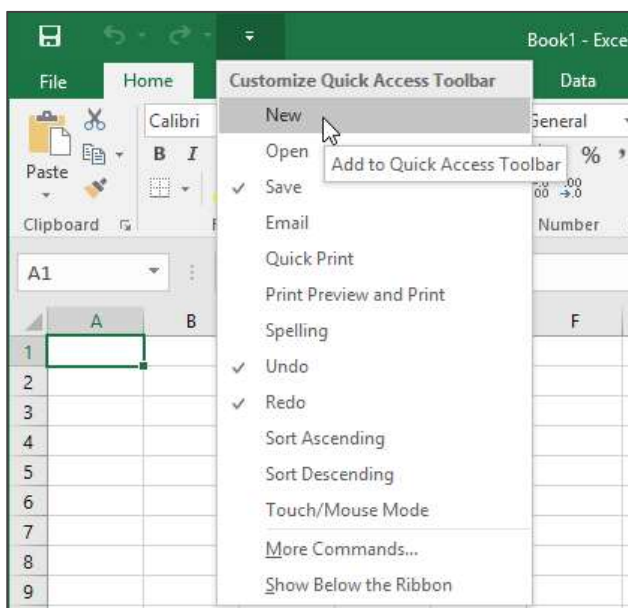
- **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Excel for the first time.

1.3. The Quick Access Toolbar

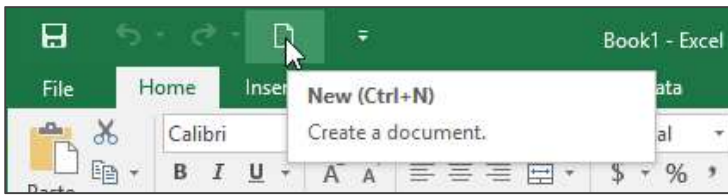
Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it includes the **Save**, **Undo**, and **Repeat** commands. You can add other commands depending on your preference.

1.3.1. To add commands to the Quick Access Toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.
2. Select the **command** you want to add from the drop-down menu. To choose from more commands, select **More Commands**.

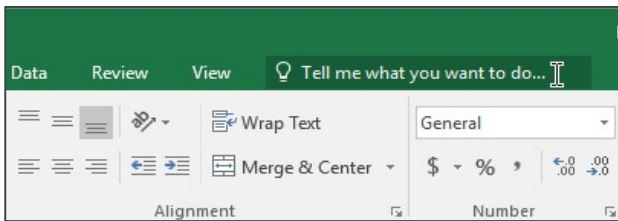


3. The command will be **added** to the Quick Access Toolbar.

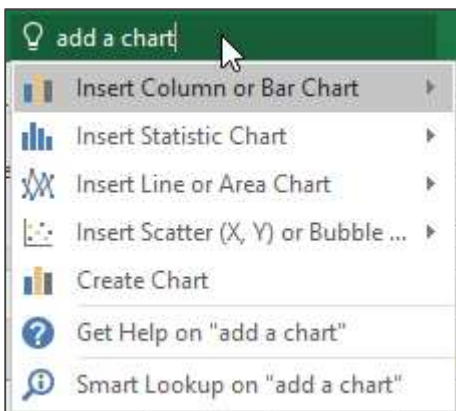


1.3.2. How to use Tell me:

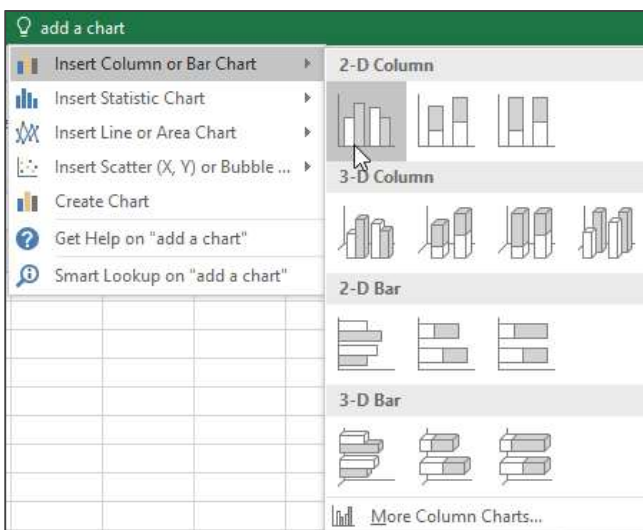
The **Tell me** box works like a search bar to help you quickly find tools or commands you want to use.



1. Type in your own words what you want to do.



2. The results will give you a few relevant options. To use one, click it like you would a command on the Ribbon.

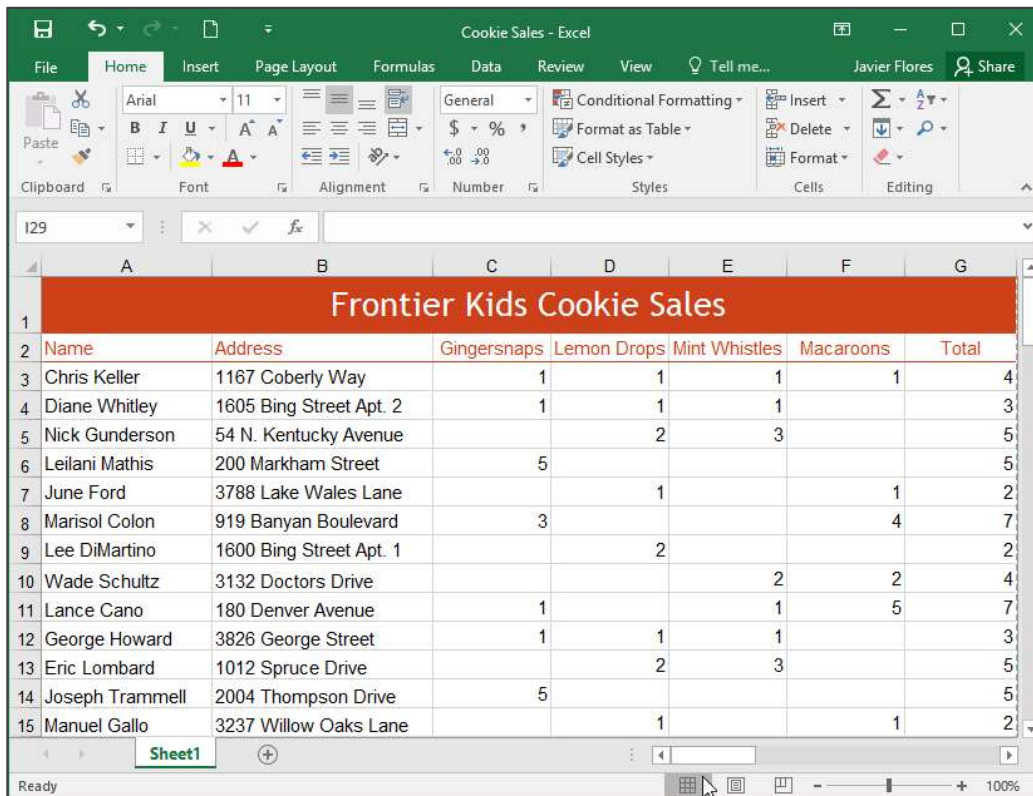


1.4. Worksheet views

Excel 2016 has a variety of viewing options that change how your workbook is displayed. These views can be useful for various tasks, especially if you're planning to **print** the spreadsheet. To **change worksheet views**, locate the commands in the bottom-right corner of the Excel window and select **Normal view**, **Page Layout view**, or **Page Break view**.

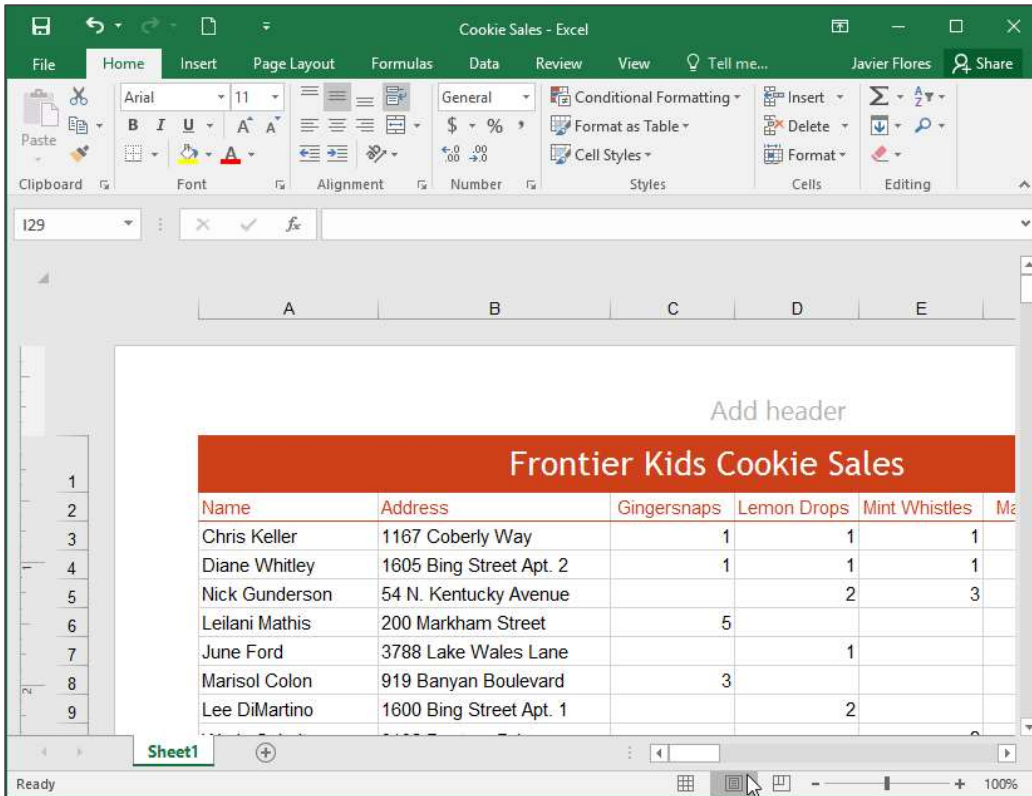


- **Normal view** is the default view for all worksheets in Excel.

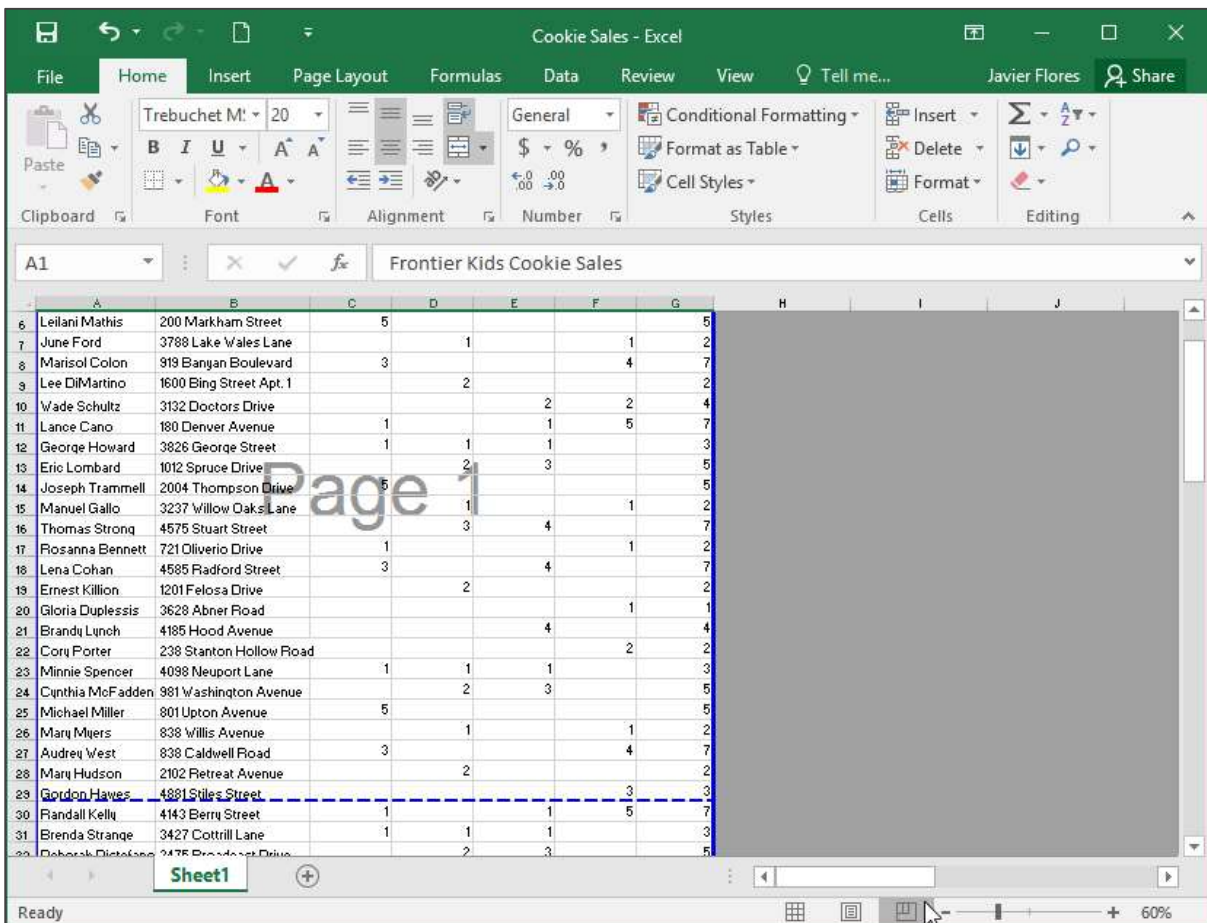


- **Page Layout view** displays how your worksheets will appear when printed. You can also add headers and footers in this view.

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- **Page Break view** allows you to change the location of page breaks, which is especially helpful when printing a lot of data from Excel.



1.5. Backstage view

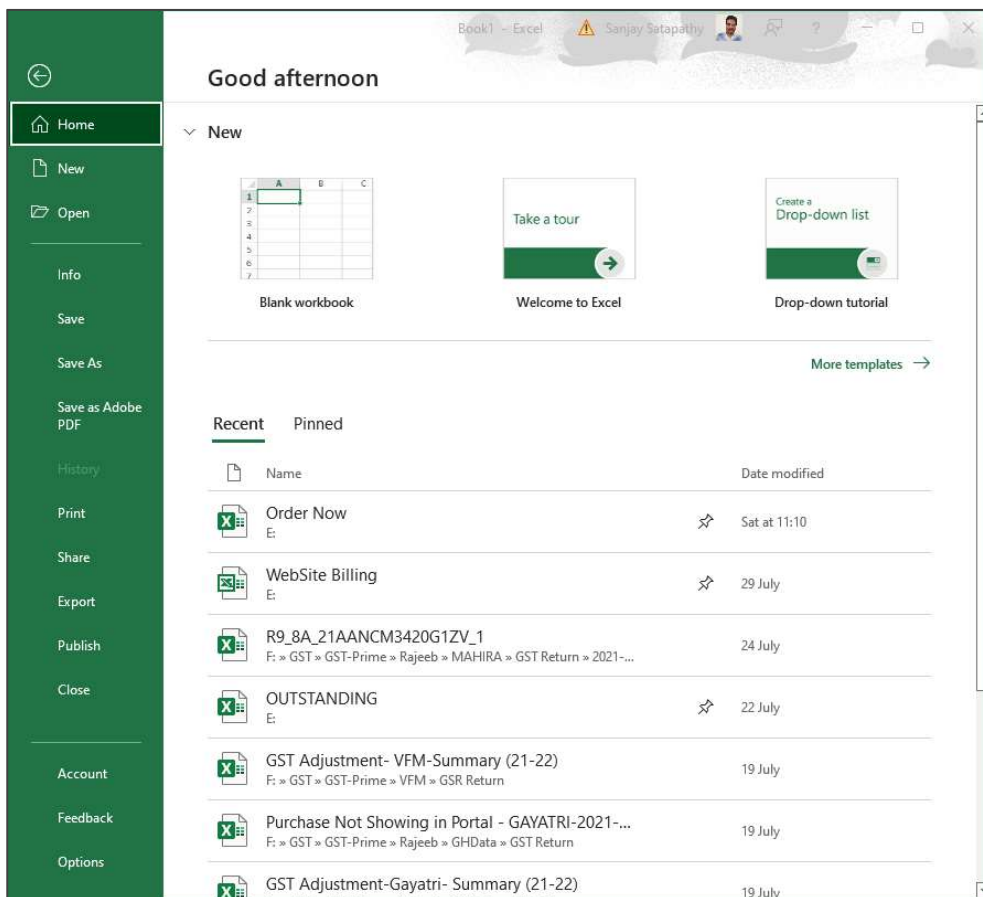
Backstage view gives you various options for saving, opening a file, printing, and sharing your workbooks.

1.5.1. To access Backstage view:

1. Click the **File** tab on the **Ribbon**.



2. Backstage view will appear.



2. Creating and Opening Workbooks

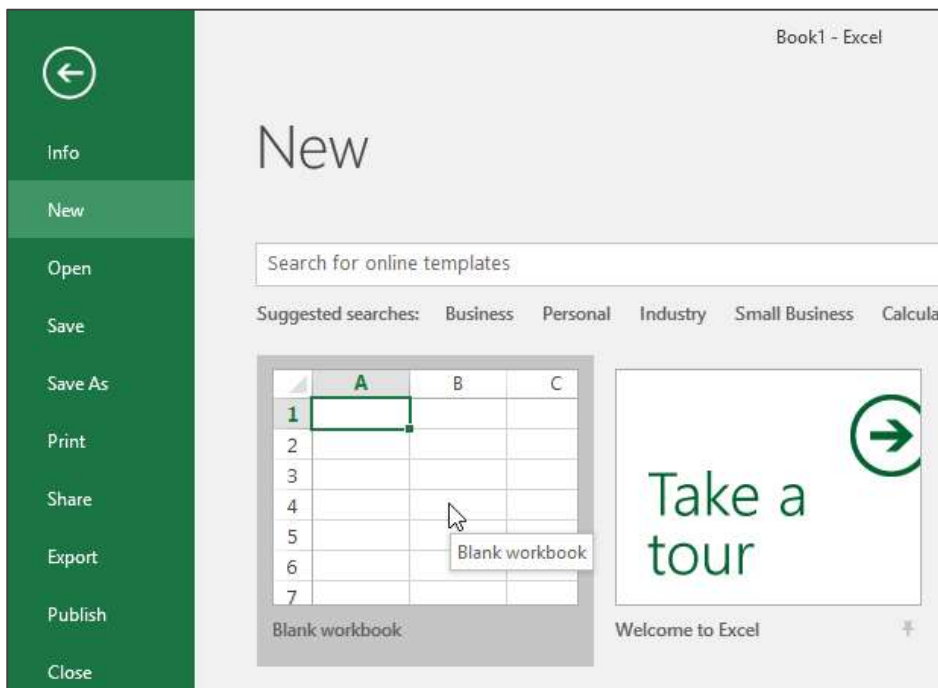
Excel files are called **workbooks**. Whenever you start a new project in Excel, you'll need to **create a new workbook**. There are several ways to start working with a workbook in Excel. You can choose to **create a new workbook**—either with a **blank workbook** or a predesigned **template**—or **open an existing** workbook.

2.1. To create a new blank workbook:

1. Select the **File** tab. **Backstage view** will appear.



2. Select **New**, then click **Blank workbook**.

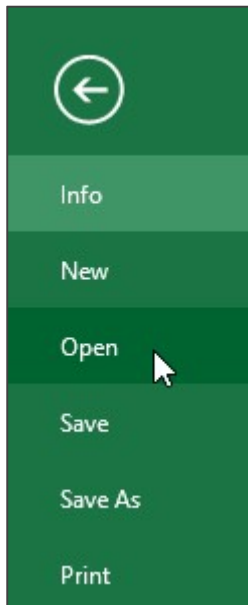


3. A new blank workbook will appear.

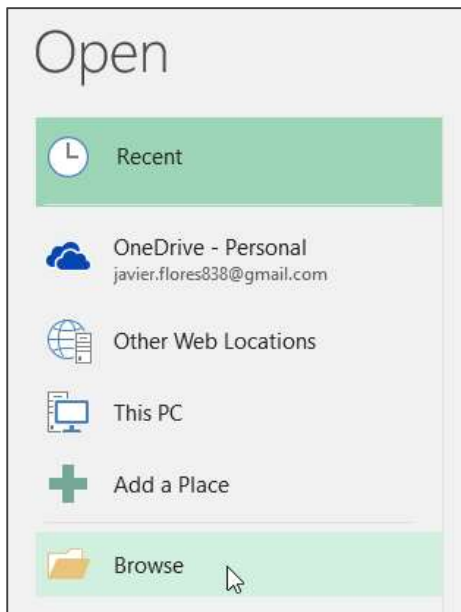
2.2. To open an existing workbook:

In addition to creating new workbooks, you'll often need to open a workbook that was previously saved. To learn more about saving workbooks, visit our lesson on [Saving and Sharing Workbooks](#).

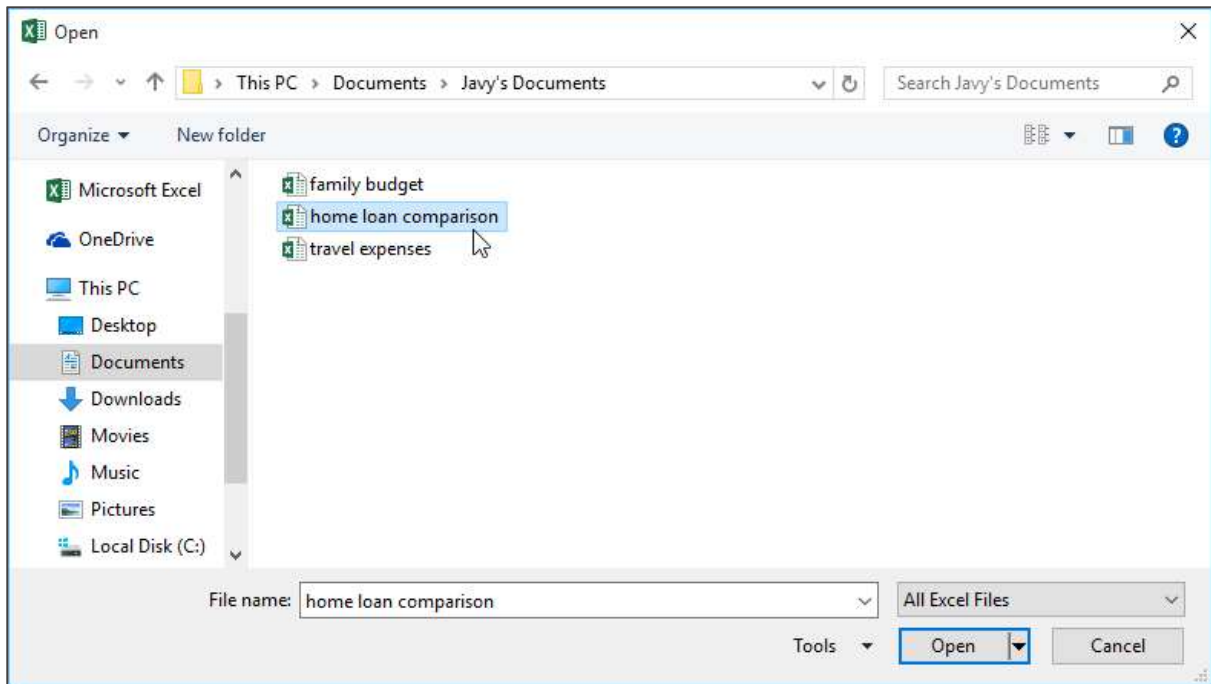
1. Navigate to **Backstage view**, then click **Open**.



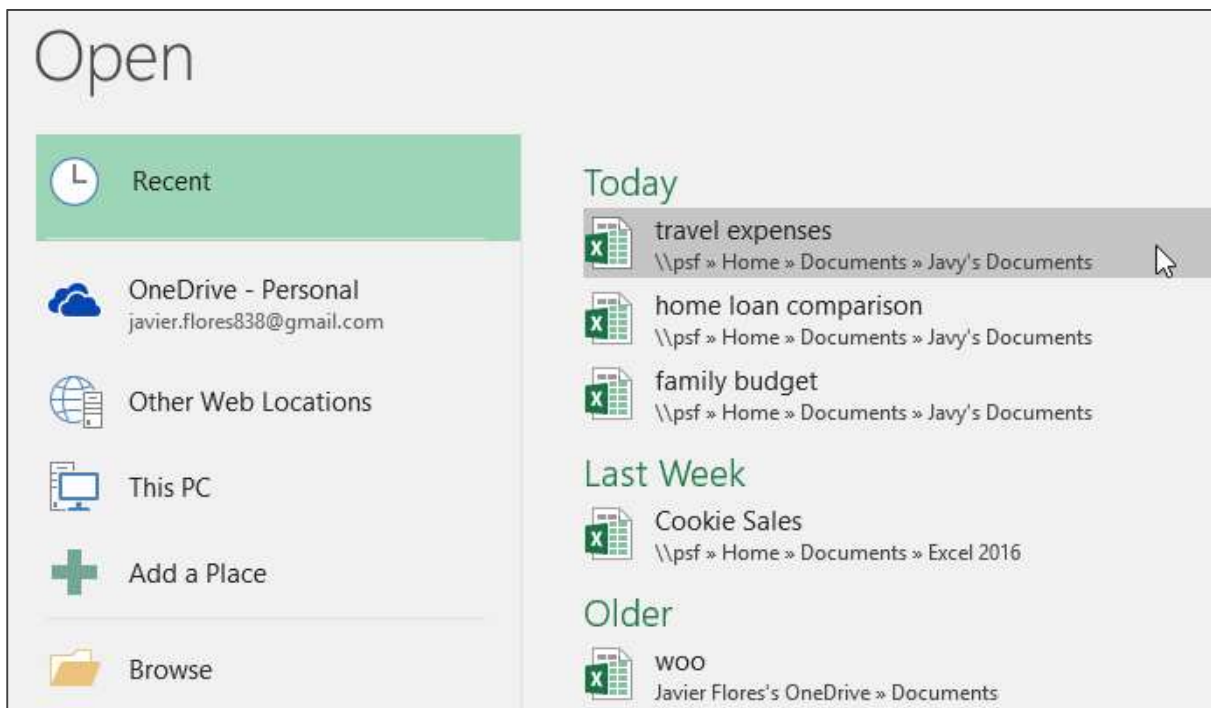
2. Select **Computer**, then click **Browse**. Alternatively, you can choose **OneDrive** to open files stored on your **OneDrive**.



3. The **Open** dialog box will appear. Locate and select your **workbook**, then click **Open**.



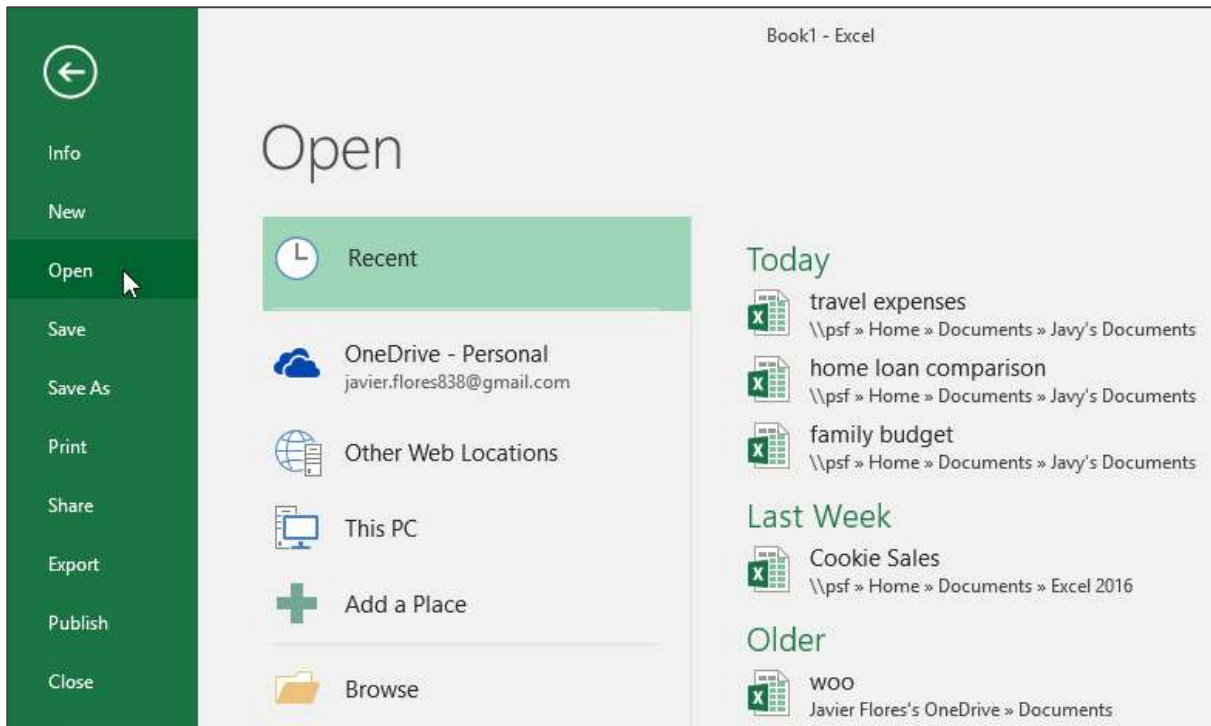
If you've opened the desired workbook recently, you can browse your **Recent Workbooks** rather than search for the file.



2.3. To pin a workbook:

If you frequently work with the **same workbook**, you can **pin it** to Backstage view for faster access.

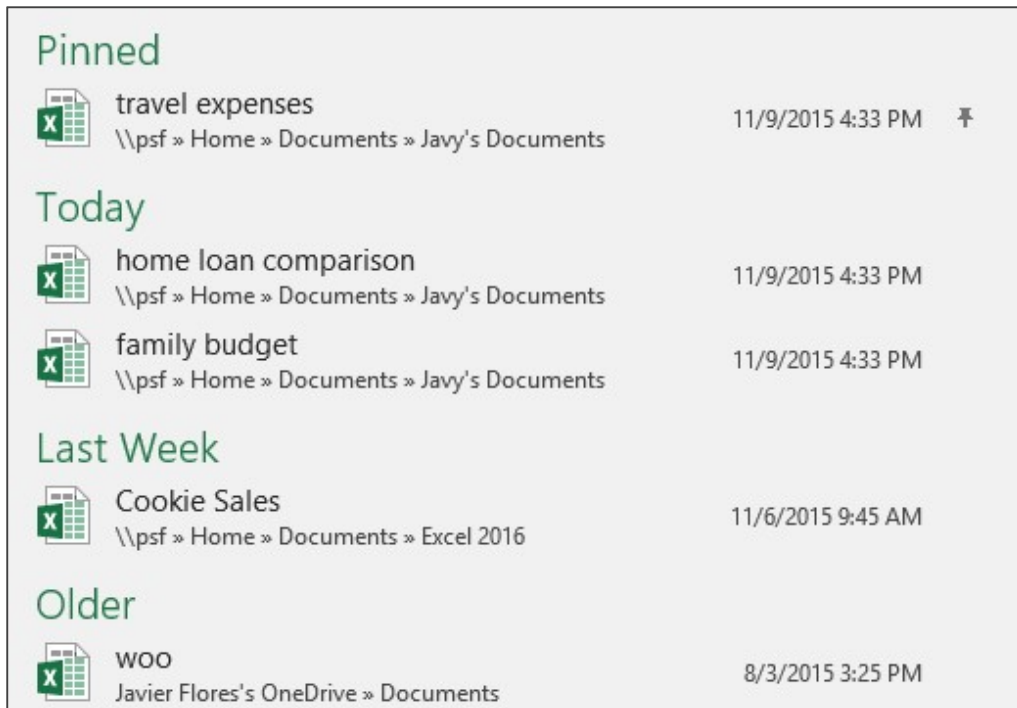
1. Navigate to **Backstage view**, then click **Open**. Your **recently edited workbooks** will appear.



2. Hover the mouse over the **workbook** you want to pin. A **pushpin icon** will appear next to the workbook. Click the **pushpin icon**.



3. The workbook will stay in Recent Workbooks. To **unpin** a workbook, simply click the pushpin icon again.



3. Saving and Sharing Workbooks

Whenever you create a new workbook in Excel, you'll need to know how to **save** it in order to access and edit it later.

3.1. Save and Save As

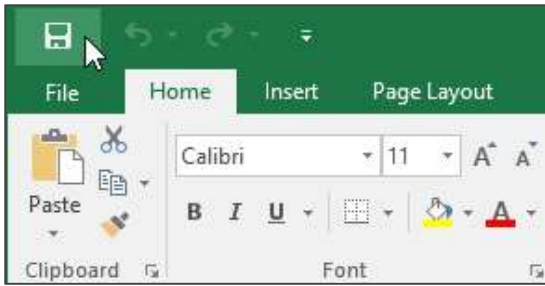
Excel offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences:

- **Save:** When you create or edit a workbook, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can just click the Save command to save it with the same name and location.
- **Save As:** You'll use this command to create a **copy** of a workbook while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

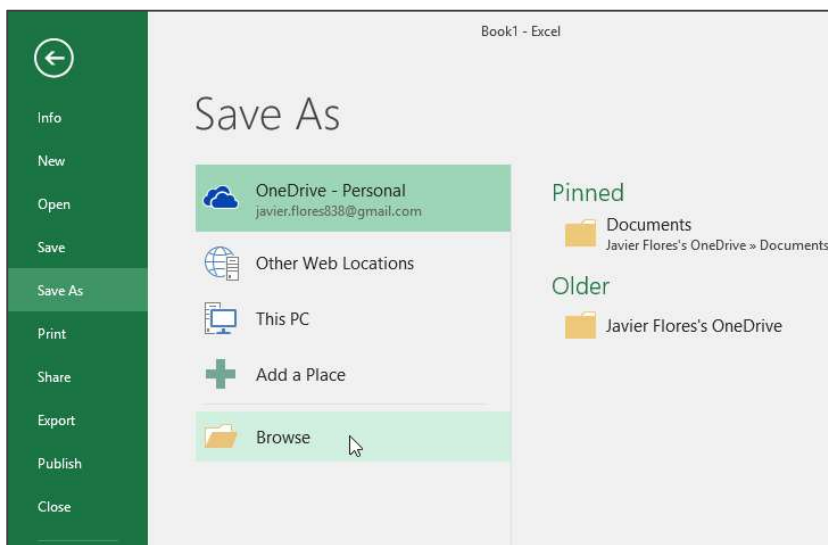
3.2. To save a workbook:

It's important to **save your workbook** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save** the workbook so it will be easy to find later.

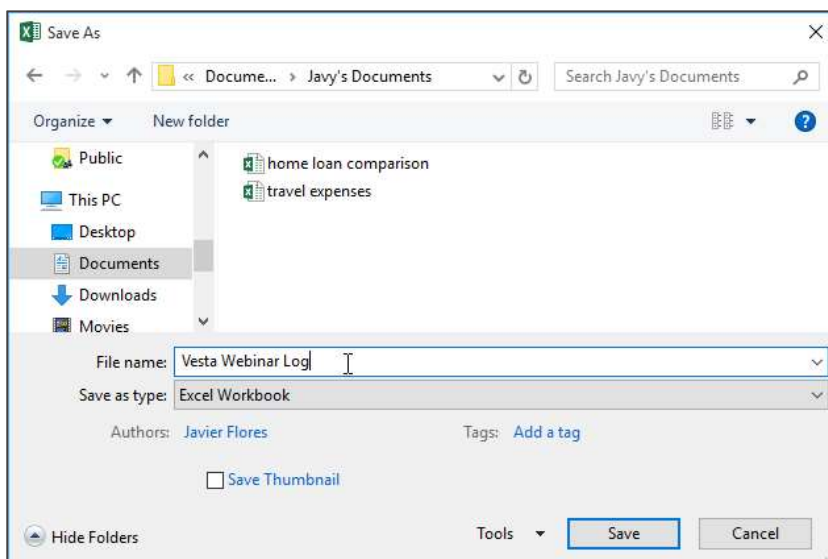
1. Locate and select the **Save** command on the **Quick Access Toolbar**.



2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
3. You'll then need to choose **where to save** the file and give it a **file name**. To save the workbook to your computer, select **Computer**, then click **Browse**. Alternatively, you can click **OneDrive** to save the file to your OneDrive.



4. The **Save As** dialog box will appear. Select the **location** where you want to save the workbook.
5. Enter a **file name** for the workbook, then click **Save**.



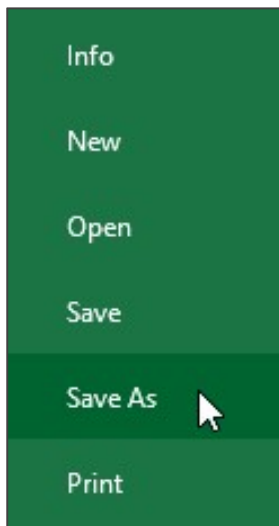
6. The workbook will be **saved**. You can click the **Save** command again to save your changes as you modify the workbook.

You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

3.3. Using Save As to make a copy

If you want to save a **different version** of a workbook while keeping the original, you can create a **copy**. For example, if you have a file named **Sales Data**, you could save it as **Sales Data 2** so you'll be able to edit the new file and still refer back to the original version.

To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.



The image shows the cover of the e-book 'Microsoft Excel Expert' by Sanjay Satapathy. The cover features the Microsoft Excel logo, the author's name, and a price tag of ₹.150. It also includes the TallyPrimeBook.Com logo and the text 'A Div. of SWAYAM EDUCATION'.	<p style="text-align: center;">Enjoying the Sample!</p> <p style="text-align: center;">Buy the e-Book Online to continue the Full E-Book.</p> <p style="text-align: center;">www.TallyPrimeBook.Com</p>
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