

Excel 2016 for Windows - Quick Start Guide

The Interface

1. **Quick Access Toolbar** - Keep shortcuts to your favorite tools.
2. **File Tab (Backstage View)** - The backstage view is where you manage your files and the information about them (e.g. open, save, print, protect document, etc.).
3. **Ribbon** - Where you can access the tools for formatting your workbook.
4. **Contextual Tools** - A ribbon that appears by selecting relevant objects in your workbook.
5. **Tell Me** - Look up *Excel* tools, get help, or search the web.
6. **Ribbon Display Options** - You can collapse, auto hide, or show the whole ribbon.
7. **Name Box** - Displays the name of the current cell, or range of cells.
8. **Formula Bar** - Displays the contents of a cell and can be used to write formulas for calculation.
9. **Workbook** - This is where you type, edit, insert content in your workbook.
10. **Mini Toolbar** - Select or right-click text or objects to get a mini formatting toolbar.
11. **Sheet Tabs** - Displays all active sheets in the current workbook.
12. **Workbook Views** - Select between different views or change the zoom level of the spreadsheet.

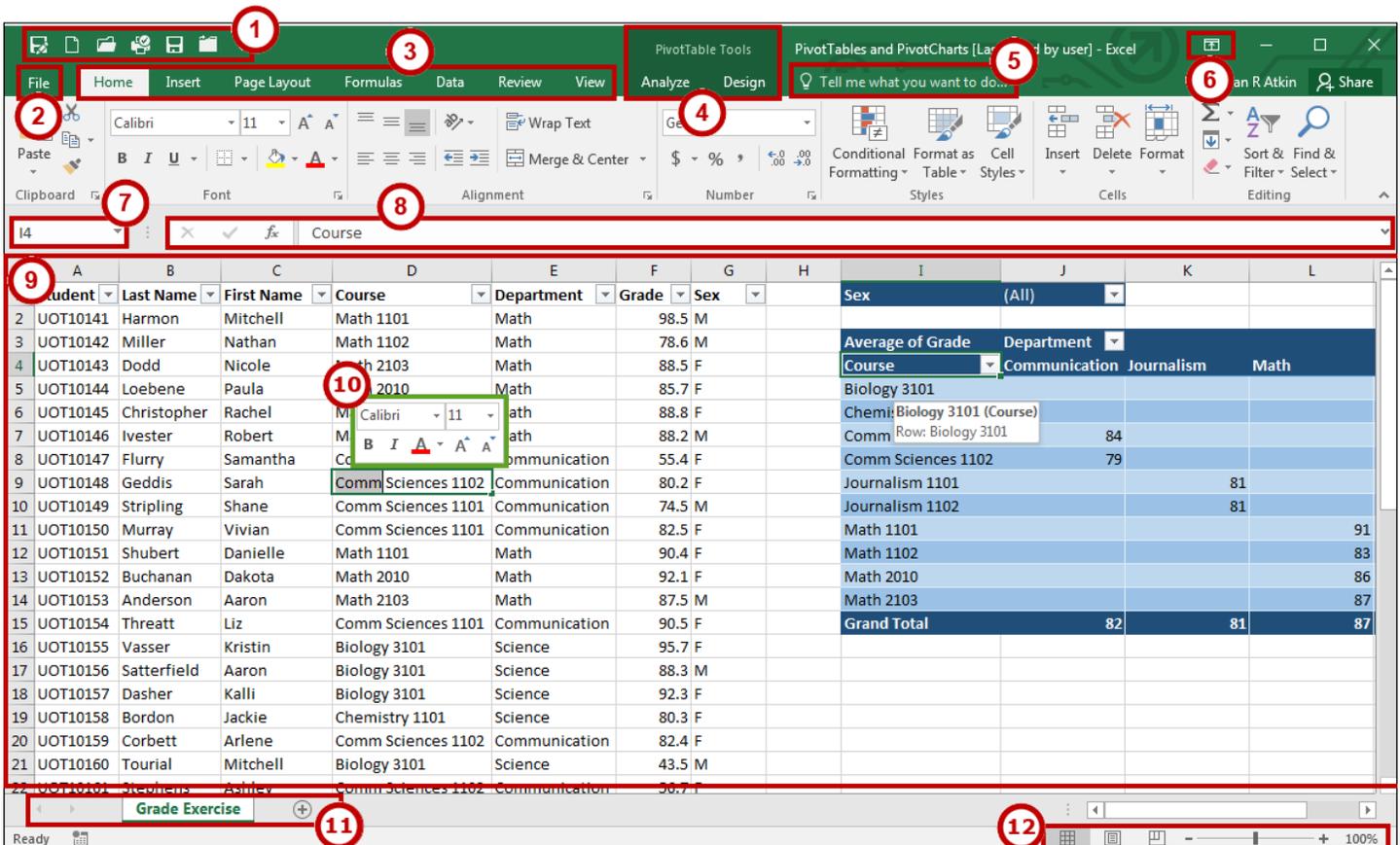


Figure 1 - Excel Interface

Getting Started

When first opening *Excel 2016*, you'll be presented with several choices to get started; 1) selecting a **recent workbook**, 2) **opening files** located on your computer, 3) selecting a **blank workbook**, or 4) selecting a **workbook template**.

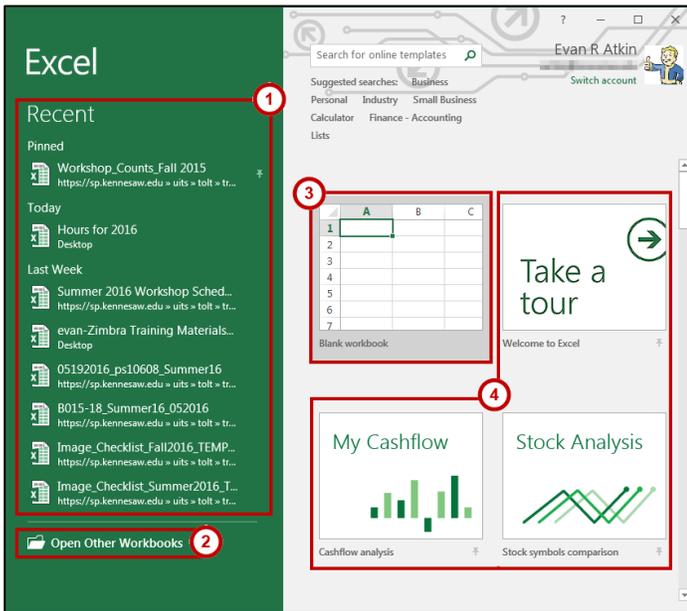


Figure 2 - Getting Started

Tell Me

The **Tell Me** dialog box allows users to enter words and phrases related to what you want to do next to quickly access features or actions. It can also be used to look up helpful information related to the topic. It is located on the *Menu bar*, above the *Ribbon*.

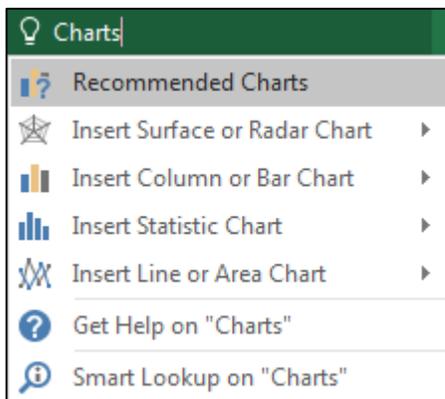


Figure 3 - Tell Me

File Tab (Backstage View)

1. **Back** - Takes you back to edit your workbook.
2. **New** - Create a new workbook from a blank or pre-formatted template.
3. **Open** - Open a workbook.
4. **Save** - Save the workbook to keep your edits.
5. **Save As** - Resave a saved workbook as a different filename or file type.
6. **Print** - Configure how you want to print.
7. **Close** - Close the workbook.

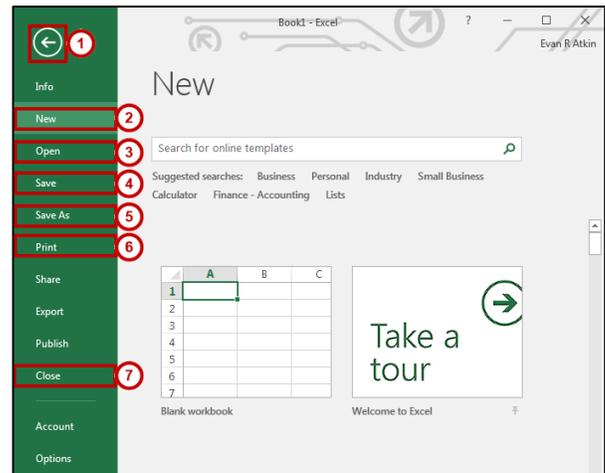


Figure 4 - Backstage View

Pivot Tables and Charts

Located on the *Insert* tab, Pivot Tables and Charts are powerful tools to help you organize and visualize data:

1. **Pivot Table** - Can organize your data into a table to sort, count, sum, find the average, and cross-tabulate.
2. **Recommended Charts** - Produces a gallery of pre-configured charts from selected data that best matches the selected data.
3. **Pivot Chart** - A visual representation of a Pivot Table.



Figure 5 - Pivot Tables and Charts

For additional support, please contact the KSU Service Desk

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