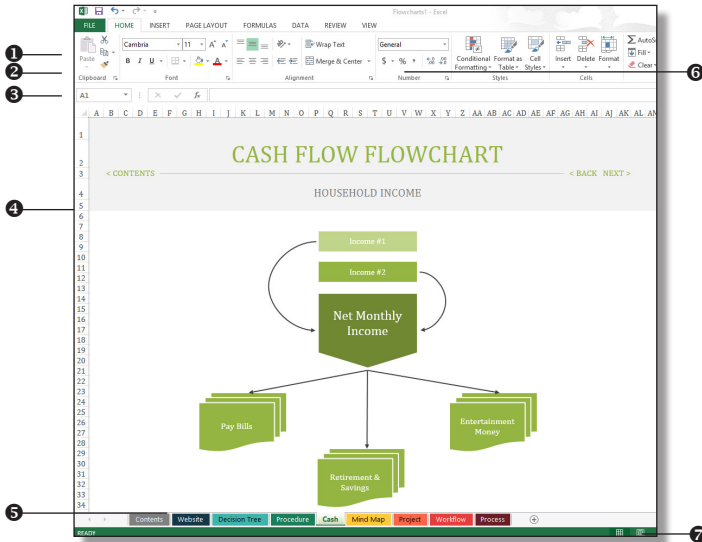


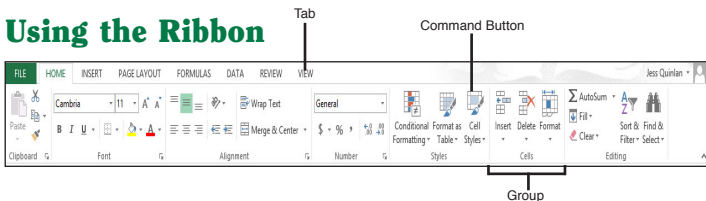
Getting Started



The Excel Window

- 1 **Quick Access Toolbar** – contains shortcuts for the most commonly used tools.
- 2 **Backstage View** – contains tools to work with workbook files and manage Excel settings.
- 3 **Ribbon** – contains groups of tools for use with Excel 2013.
- 4 **Worksheet Area** – displays the current worksheet.
- 5 **Sheet Tabs** – displays tabs for the sheets in the current workbook.
- 6 **Tab Bar** – contains tabs that display tools and commands in the ribbon.
- 7 **Status Bar** – contains worksheet information and shortcuts.

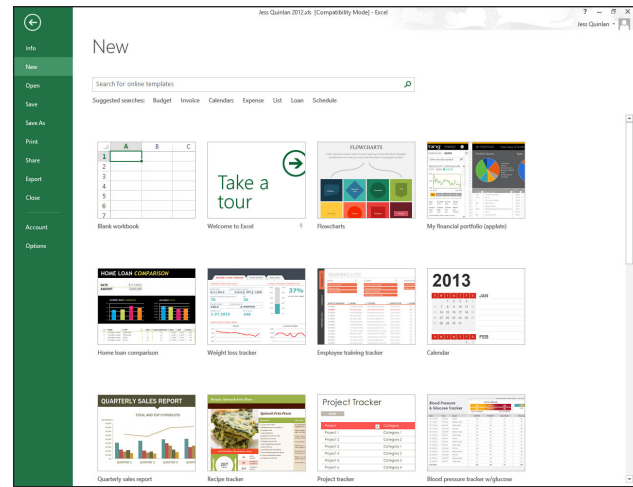
Using the Ribbon



NEW! Customizing the Ribbon

To optimize Excel for the tools and features you use most, you can customize the toolbars and ribbon.

- To customize the **Quick Access Toolbar**, click the **Customize Quick Access Toolbar** button in the top right corner of the toolbar. Check or uncheck commands from the resulting menu to add or remove shortcuts.
- To **hide the Ribbon**, click the **Customize the Ribbon** button in the top right corner of the screen. Click **Auto-Hide Ribbon** to hide the entire ribbon. Click **Show Tabs** to only show the ribbon's tab headings. Click **Show Tabs and Commands** to restore the ribbon again once you have hidden it.
- To customize the view, click the **Normal** icon, **Page Layout** icon, or **Page Break View** icon, or adjust the **Zoom** settings on the **Status bar**.



Using the Backstage View **NEW!**

The **Backstage** view replaces and expands on the **File** menu. The **Backstage** view allows you to quickly manage Excel settings, functions, and options. To access the **Backstage** view, click on the **File** tab on the **Tab Bar**. Make selections in the **Left pane**. Click the **Back** button to exit.

Creating a New Workbook

1. Click on the **File** tab.
2. Select **New** in the left pane. From here, you can do one of the following from the **Available Templates** pane:
 - To select a blank workbook, select **Blank workbook**.
 - To use a default template, scroll through listed templates.
 - To look through commonly-searched templates, click the options in the **Suggested searches** space. Select **Budget**, **Invoice**, **Calendars**, **Expense**, **List**, **Loan**, or **Schedule**.
 - To search the web for a template, click in the **Search for online templates** bar. Enter your search query and click the **Search** button.

Opening a Workbook

1. Click on the **File** tab.
2. Select **Open** in the left pane.
3. Select the location where your file is stored from **Recent Workbooks**, **SkyDrive**, or your **Computer**.
4. Click the **Browse** button. Select the workbook file.
5. Click **Open**.

Saving a Workbook

1. Click on the **File** tab.
2. Do one of the following:
 - To save the document as an Excel 2013 file (.xls), select **Save** from the left pane.
 - To save the document as another file format, select **Save As** in the left pane. Select the location you would like to save the file to and click **Browse**. Click the arrow on the **Save as type** box and select a format from the resulting menu.
3. Select the location where you want to save the workbook.
4. Enter a file name in the **File name** box.
5. Click the **Save** button.