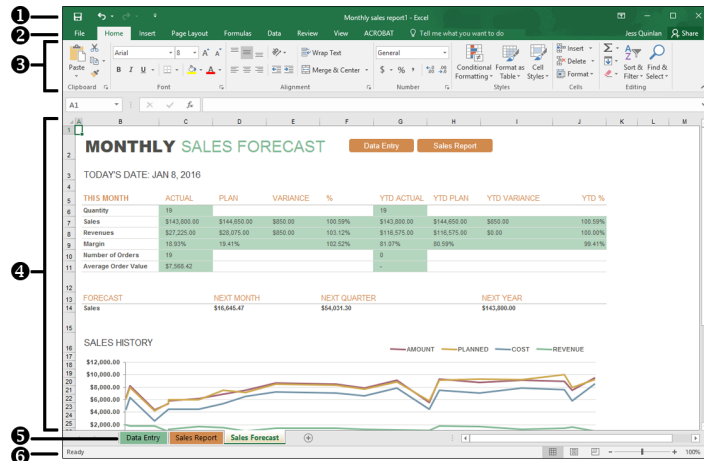


## Getting Started



### The Excel Window

- 1 **Quick Access Toolbar** – contains shortcuts for the most commonly used tools.
- 2 **Tab Bar** – contains tabs that display tools and commands in the ribbon.
- 3 **Ribbon** – contains groups of tools for use with Excel 2016.
- 4 **Worksheet Area** – displays the current worksheet.
- 5 **Sheet Tabs** – displays tabs for the sheets in the current workbook.
- 6 **Status Bar** – contains worksheet information and shortcuts.

### Using the Backstage View

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.

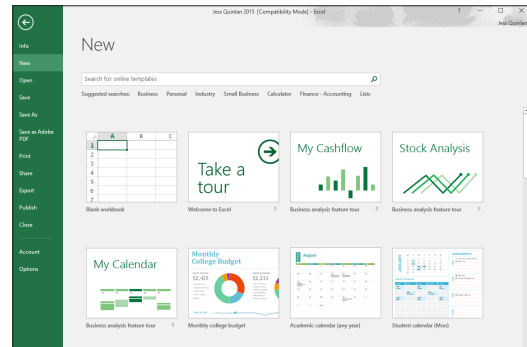
### Customizing the Ribbon

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**, **Page Layout**, or **Page Break View**, or adjust the **Zoom** settings on the **Status bar**.

### Creating a New Workbook

1. Click on the **File** tab.
2. Select **New** in the left pane.
3. Click **Blank workbook**.



### Creating a New Workbook from a Template NEW!

1. Click on the **File** tab.
2. Select **New** in the left pane. From here, you can do one of the following from the **New** pane:
  - To *use a default template*, scroll through listed templates. Click on the desired template and click **Create**.
  - To *look through commonly searched templates*, click the options in the **Suggested searches** space. Select **Business**, **Personal**, **Industry**, **Small Business**, **Calculator**, **Finance-Accounting**, or **Lists**.
  - To *search the web for a template*, click in the **Search for online templates** bar. Enter your search query and click the **Search** button.
  - To *take a tour about Excel features*, click **Welcome to Excel** or **Business analysis feature tour** shortcuts.

### 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**, **OneDrive**, or **This PC**.
4. *Optional:* To add a frequent location to open workbooks from the **Open** list, click the **Add a place** shortcut. Select the workbook file.
5. *Optional:* To browse your computer for a location to use, click the **Browse** shortcut.
6. Click **Open**.

### Saving a Workbook

1. With the workbook open, click on the **File** tab.
2. Do one of the following:
  - To *save the document as an Excel 2016 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 default location you would like to save the file to or click **Browse** to choose another location. Click the arrow on the **Save as type** box and select a format from the resulting menu.
3. Select the folder where you want to save the workbook.
4. Enter a file name in the **File name** box.
5. Click the **Save** button.