## Microsoft Excel 2016 (Office 365) Introduction

Welcome to the 'Microsoft Excel 2016 (Office 365) Introduction', which is simply referred to as 'Excel'.

In this Guide I will highlight the various screens/ tabs available in Excel, as well as some of the most commonly utilized options (along with screenshots).

* A one-page PDF 'Quick Guide' can be downloaded from my site, here.

The first screen that you will see upon launching Excel will allow you to create a 'blank document'. You also have the option to choose a variety of templates.
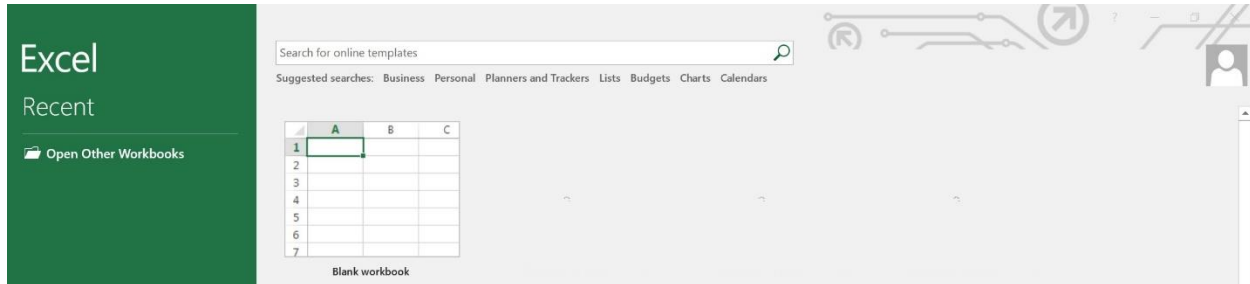

For this example, I chose 'Blank Document', which will launch Excel and display the 'Ribbon' at the top of the page. (The 'Ribbon' and 'File Menu' will be available/ appear even if you choose a 'template'.

* If the Ribbon is 'missing', click one of the menu options, (except 'File') and click the 'pushpin' icon at the bottom-right corner of the Ribbon, to keep the Ribbon in constant view, as pictured below.
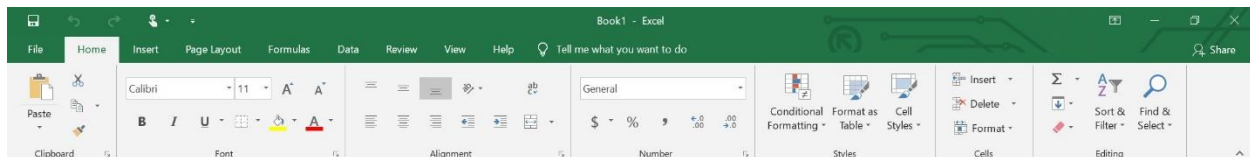

The first 'Menu' option is the 'File' menu, which allows you to create a new Excel document, open an existing document, save the file you're currently working with, print, export to PDF and modify some of the options. I won't elaborate on the 'options' portion, as it is acceptable to leave those settings as they are, but feel free to modify as many as you want.
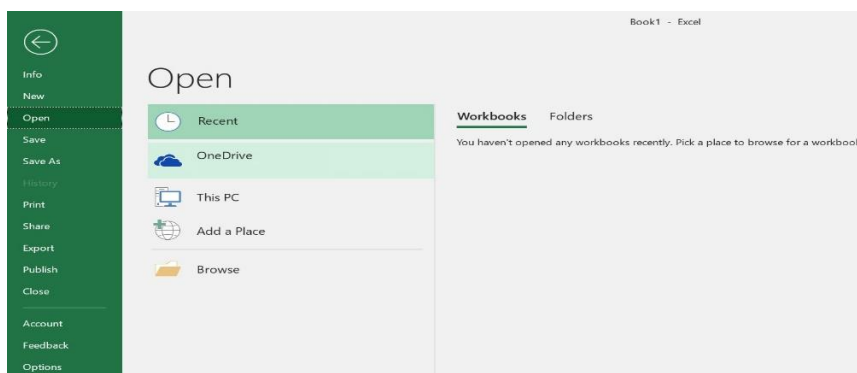
The 'Home' menu option allows you to adjust settings such as the font style, size and color. It also allows you to adjust the position of the content in the cells. Plus, you can 'sort' and 'filter', as well.
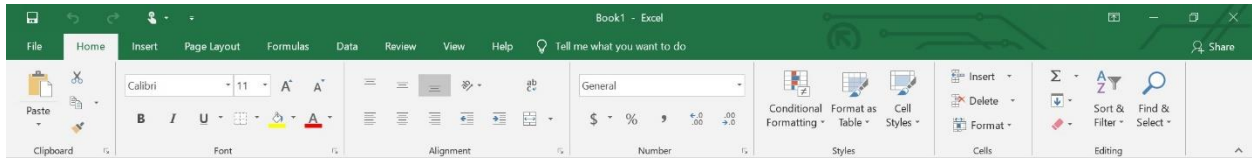

The next menu option is 'Insert'. As you might have guessed, this menu allows you to insert various 'objects', such Tables, Illustrations, (as I have done with the screenshots in this Intro guide), charts, hyperlinks, and a variety of symbols.
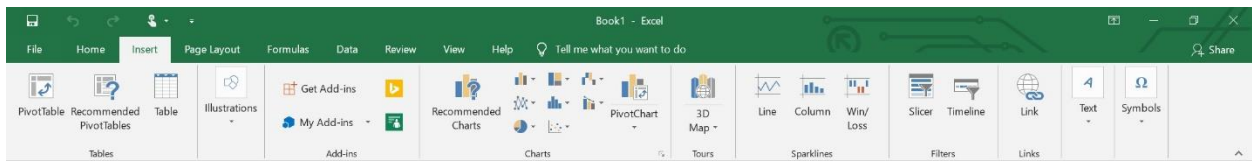

The 'Page Layout' menu allows you to choose a specified theme. Additionally, you can adjust the margin sizes, alter the orientation of the page (between portrait and landscape), insert a background picture, which you can place in front of or behind the information in the cells.
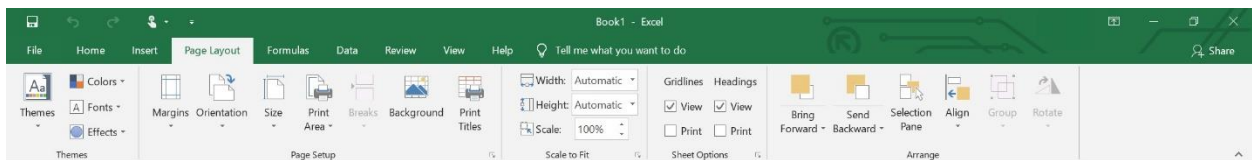

The 'Formulas' option provides the ability to insert a variety of formulas, such as to automatically calculate multiple cells. This is especially helpful if using Excel to help manage finances.
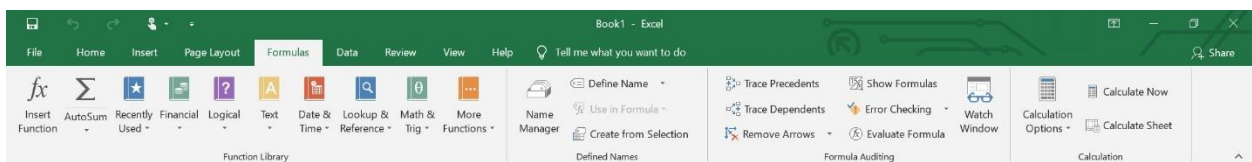

The 'Data' option allows you to Sort and Filter and even remove duplicate entries.
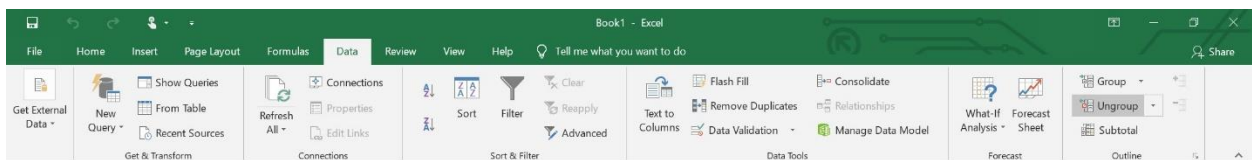
The 'Review' menu provides a built-in spellchecker and thesaurus. You can even have Excel translate your information into a different language. On occasion, I even add comments to a cell, with more details, so I don't have to enlarge the size of the applicable cell. One of the features under Review, is the ability to protect (Lock) a specific Sheet or the entire Workbook. This can help protect someone from accidentally changing data in specific cells.
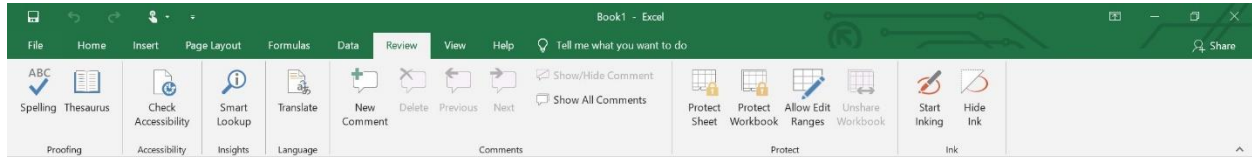
The 'View' menu has a beneficial option to 'freeze' panes, such as the top row. This will always keep the top row in view, even if scrolling down. Macros can be added from this screen, also. They can greatly reduce the amount of time you might spend completing repetitive tasks, such as typing the same thing over and over again.
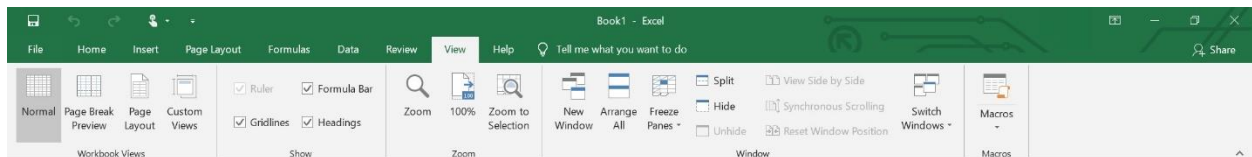
This concludes the Microsoft Excel 2016 (Office 365) Introduction. I hope this information was helpful.

For more guides and tips & tricks that are designed to increase productivity, as well as information regarding backing up (and restoring) your documents, please see my website.