



Microsoft® Excel 2016



Excel is a spreadsheet program that enables you to perform both simple and complex calculations with an extensive array of statistical and mathematical tools, and to use filtering and sorting to organize, emphasize and contrast data. Excel 2016 introduces powerful new tools for visualizing your data and amalgamating

different data sources. The 3D Maps feature allows you to produce stunning visual narratives for your information, PivotTable enhancements give you even greater control over your data, and with non-linear forecasting you can project your information trends into the future.

The Formula Bar

Quick Access Toolbar

Column headers with filter buttons. See *Sorting & Filtering Table Data*, page 4.

Excel 2016's Automatic Time-Grouping. See *Pivot-Table Enhancements*, page 5.

Worksheet navigation area. See *Viewing, Adding, and Deleting Worksheets*, page 2.

The 3D Maps feature. See *3D Maps*, page 6.

Ask questions or type keywords into the Tell me... field for context-sensitive help and more information.

Insert Slicer button. See *Slicers*, page 6.

The new Share button lets you save directly to the cloud and set file permissions. See *Sharing Documents*, page 7.

Column chart. See *Working with Charts*, page 5.

Drill-down Chart Navigation buttons. See *Pivot-Table Enhancements*, page 5.

The Quick Calculate Area provides on the fly breakdowns of your data. Right-click for more options.

Zoom and Display Tools.

The Launch Screen

When you open Excel 2016, the launch screen displays a series of creative template styles to choose from for new documents, with a list of recently-opened files shown in the left panel. Click **Switch account** on the right-hand side to log in to Excel with a different Microsoft account.

Templates

Excel 2016's wide range of custom templates can serve as excellent starting points for your workbooks. Scroll through the list or use the **Search** field to locate additional templates online. Click the pin icon to pin your favorite templates at the top of the list.

★ Browsing Files Made Easier

Click **Open Other Workbooks** to open files in Excel 2016's new time-stamped file listing. Click a location (e.g., OneDrive) to browse files in a familiar Windows-style directory structure.

★ "Tell me..." and Smart Lookup

Excel 2016 puts help and research at your fingertips with the Tell me... text field and the intelligent Smart Lookup features. The Tell me... field lets you access Excel functions directly, and Smart Lookup executes online searches (powered by Microsoft Bing) based on your input.

To search using the "Tell me..." field: click the Tell me what you want to do... text field and type a keyword or natural language question (e.g., "How do I add a line chart?"). As you type, Excel functions relevant to your query will populate a drop-down menu. When you have finished typing, select an option to access the appropriate Excel comment, or click **Get Help** for the related Excel Help topic.

To search using Smart Lookup: type your keyword or question in the Tell me... field and click **Smart Lookup**. The **Insights** panel will open on the right-hand side of the screen with a listing of relevant web-based answers or information (Wikipedia results are listed first). Click an item to open the webpage in your favorite browser. Scroll to the bottom of the list and click **More** for more results. To close the **Insights** panel, simply click **Close** in the right-hand corner.

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