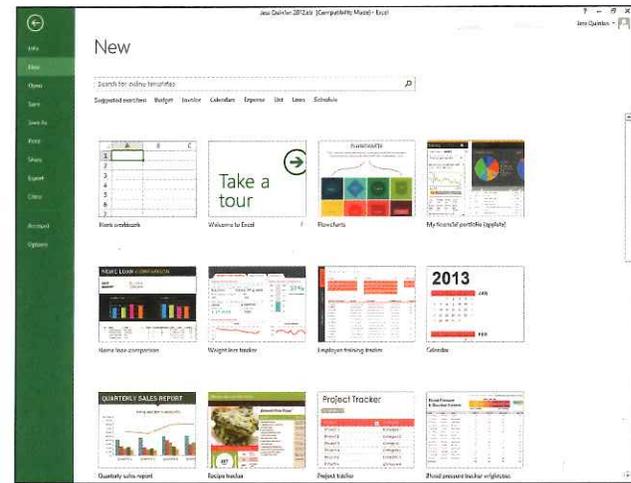
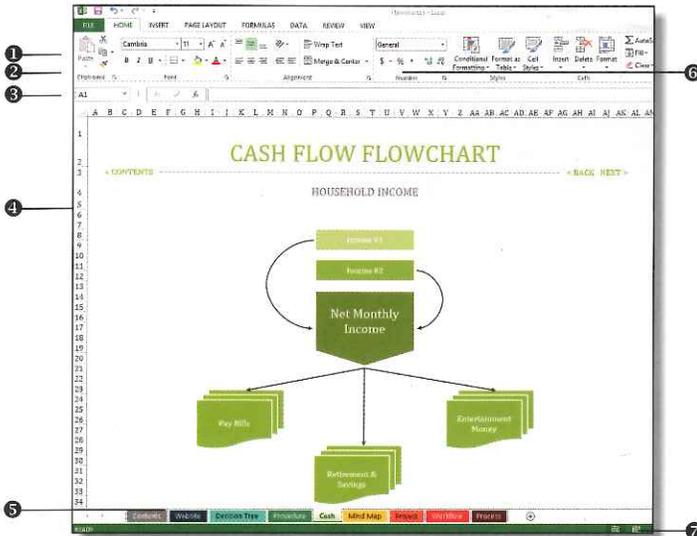


## Getting Started



### 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 as, 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**, **OneDrive**, or your **Computer**.
4. Click the **Browse** button. Select the workbook file.
5. Click **Open**.

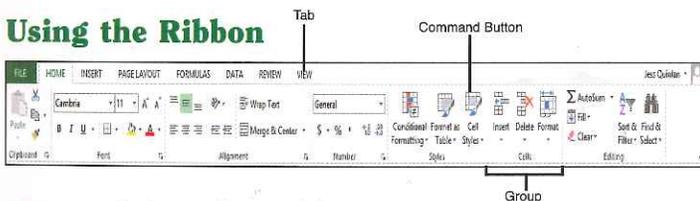
### Saving a Workbook

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.

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



## Page Layout

### Selecting the Paper Size

1. Click on the **Page Layout** tab.
2. Click the **Size** button in the **Page Setup** group.
3. Do one of the following:
  - To select a standard paper size, select a paper size from the resulting menu.
  - To specify a custom paper size, select **More Paper Sizes** from the resulting menu.

### Changing the Page Orientation

1. Click on the **Page Layout** tab.
2. Click the **Orientation** button in the **Page Setup** group.
3. Select **Portrait** or **Landscape** from the resulting menu.

### Setting Page Margins

1. Click on the **Page Layout** tab.
  2. Click the **Margins** button in the **Page Setup** group.
  3. Select a margin type from the resulting menu.
- Note: To set custom margin values, click the **Margins** button and select **Custom Margins** from the resulting menu. Enter values in the **Top**, **Left**, **Bottom**, and **Right** boxes and click the **OK** button.*

## Worksheets

### Inserting a Worksheet

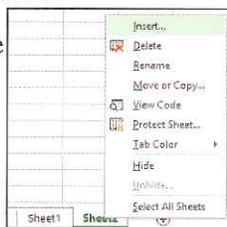
- To insert a new worksheet at the end of existing worksheets, click the **Insert Worksheet** button on the right side of the row of worksheet tabs.
- To insert a new worksheet before an existing worksheet, select the worksheet and click on the **Home** tab. Click the arrow on the **Insert Cells** button in the **Cells** group and select **Insert Sheet** from the resulting menu.
- To insert a new worksheet based on a template, right-click a worksheet tab and select **Insert** from the shortcut menu. Select the template you want to use and click the **OK** button.

### Renaming a Worksheet

1. Right-click the tab for the worksheet you want to rename.
  2. Select **Rename** from the shortcut menu.
  3. Enter a name for the worksheet and press the **Enter** key.
- Note: You can also double-click the worksheet tab and enter a name.*

### Moving or Copying a Worksheet

1. Right-click the tab for the worksheet you want to move or copy.
2. Select **Move or Copy** from the shortcut menu.
3. *Optional:* To move or copy the sheet to another workbook, click the arrow on the **To book** box and select a workbook from the resulting menu.
4. Select the worksheet you want to move or copy.
5. Do one of the following:
  - To copy the selected worksheet, check the **Create a copy** box.
  - To move the selected worksheet, clear the **Create a copy** box.
6. Click the **OK** button.



*Note: To quickly move a worksheet, click and drag the tab to a new location along the row of sheet tabs. To quickly copy a worksheet, hold the **Ctrl** key and click and drag the tab to a new location along the row of sheet tabs.*

### Deleting a Worksheet

1. Select the worksheet you want to delete.
  2. Click on the **Home** tab.
  3. Click the arrow on the **Delete** button in the **Cells** group.
  4. Select **Delete Sheet** from the resulting menu. *(If the worksheet contains data, click the **Delete** button to confirm deletion.)*
- Note: To quickly delete a worksheet, right-click the worksheet tab and select **Delete** from the shortcut menu.*

### Color Coding a Worksheet Tab

1. Select the worksheet.
2. Click on the **Home** tab.
3. Click the **Format** button in the **Cells** group.
4. Select **Tab Color** and select a color from the resulting color palette.

## Rows & Columns

### Selecting Rows or Columns

- To select an entire row or column, click the row heading **1** or column heading **A**.
- To select a range of rows or columns, click and drag the mouse pointer over the row or column headings.
- To select nonadjacent rows or columns, hold the **Ctrl** key and click on each row or column heading.

### Inserting a Row or Column

1. Select the row heading below or the column heading to the right of where you want to insert the row or column. *(To insert multiple rows or columns, select the same number of columns or rows that you want to insert.)*
2. Click on the **Home** tab.
3. Click the arrow on the **Insert Cells** button in the **Cells** group.
4. Select **Insert Sheet Rows** or **Insert Sheet Columns** from the resulting menu.

*Note: To delete a row or column, select the row or column and click on the **Home** tab. Click the arrow on the **Delete Cells** button in the **Cells** group and select **Delete Sheet Rows** or **Delete Sheet Columns** from the resulting menu.*

### Adjusting Row Height or Column Width

1. Select the row or column you want to adjust. *(To adjust multiple rows or columns, select the rows or columns.)*
2. Click on the **Home** tab and do any of the following:
  - To adjust height or width with the mouse, place the mouse pointer over the boundary line of the row or column heading until it turns into a double-sided arrow. Click and drag the boundary to adjust the row or column.
  - To adjust the height or width to fit cell data, click the **Format** button in the **Cells** group and select **AutoFit Row Height** or **AutoFit Column Width** from the resulting menu.
  - To set a precise width or height, click the **Format** button in the **Cells** group and select **Row Height** or **Column Width** from the resulting menu. Enter a value in the **Row height** or **Column width** box and click the **OK** button.
  - To change the default column width for a worksheet, click on the sheet tab for the worksheet. Click the **Format** button in the **Cells** group and select **Default Width** from the resulting menu. Enter a value in the **Standard column width** box and click the **OK** button.



## Cells

### Selecting Cells

- To select a single cell, click on the cell.
- To select a range of cells, click on the first cell in the range, hold the **Shift** key, and click on the last cell in the range, or click and drag the mouse pointer over the range of cells.
- To select multiple nonadjacent cells, hold the **Ctrl** key and click on each cell you want to select.
- To select all the cells in a worksheet, click the **Select All** button in the upper-left corner of the worksheet.

### Inserting Cells

1. Select the cell or range of cells where you want to insert the new blank cells.
2. Click on the **Home** tab.
3. Click the arrow on the **Insert Cells** button in the **Cells** group.
4. Select **Insert Cells** from the resulting menu.
5. Select how you want to shift the cells and click the **OK** button.

*Note: To delete selected cells, click the arrow on the **Delete Cells** button in the **Cells** group and select **Delete Cells** from the resulting menu. Select how you want to shift the cells and click the **OK** button.*

### Working with Cell Borders

1. Select the cells you want to apply borders to.
2. Click on the **Home** tab.
3. Click the arrow on the **Borders** button in the **Font** group.
4. Do one of the following:
  - To apply a preset format, select a border from the resulting menu.
  - To select borders and apply formatting, select **More Borders** from the resulting menu. Select a line style and color. Click the buttons in the **Border** section to select the borders you want to apply. Click the **OK** button when you are finished.

*Note: To remove borders from selected cells, click the arrow on the **Borders** button in the **Font** group and select **No Border** from the resulting menu.*

### Formatting Cells

1. Select the cells you want to change the formatting for.
2. Click on the **Home** tab.
3. Click the **Format** button in the **Cells** group.
4. Select **Format Cells** from the resulting menu.
5. Make formatting selections in the **Format Cells** dialog box.
6. Click the **OK** button when you are finished.

*Note: To quickly format selected cells, click the buttons in the **Font**, **Alignment**, **Number**, and **Styles** groups on the **Home** tab.*

### Merging Cells

Merge cells to spread the contents of one cell over several cells.

1. Copy the data into the upper-left cell of the range.
2. Select the cells you want to merge.
3. Click on the **Home** tab.
4. Click the arrow on the **Merge & Center** button in the **Alignment** group and do one of the following:
  - To merge the cells and center the text, select **Merge & Center** from the resulting menu.
  - To merge without centering, select **Merge Across** or **Merge Cells** from the resulting menu.

*Note: To split merged cells, select the cells, click the arrow on the **Merge & Center** button, and select **Unmerge Cells**.*

## Data

Enter data into cells by double-clicking until the flashing text cursor appears. You can also use the Copy and Paste functions to input large amounts of data.

### Using AutoFill NEW!

Excel can automatically fill in a series of numbers, dates, or other sequential items.

1. Select the first cell in the range you want to fill.
2. Enter the starting value.
3. Enter a value in the next cell to establish a pattern.
4. Select the cell or cells that contain the starting values.
5. Drag the fill handle over the range you want to fill. To fill in a numerically increasing order, drag down or to the right. To fill in a numerically decreasing order, drag up or to the left.

*Note: To fill the selected cell with the contents of an adjacent cell, click on the **Home** tab. Click the **Fill** button in the **Editing** group and select **Down**, **Right**, **Up**, or **Left** from the resulting menu.*

### Using FlashFill NEW!

The FlashFill feature will automatically detect patterns in entered data and offer suggestions. Excel can also automatically fill in a series of numbers, dates, or other sequential items.

1. Enter the data in the cells you wish to fill to establish a pattern.
2. When Excel recognizes the pattern, it will offer greyed-out suggestions to complete the pattern.
3. If the pattern is correct, press the **Enter** key or select the **Flash Fill** button from the **Data Tools** group on the **Data** tab.

Column1	Column2
David Parke	David
Jess Quinlan	Jess
Ally Neal	Ally
Tom Watt	Tom
Elsa McGee	Elsa

### Clearing Cell Format or Contents

1. Select the cells you want to clear of formatting or contents.
2. Click on the **Home** tab.
3. Click the **Clear** button in the **Editing** group.
4. Select one of the following from the resulting menu:
  - To clear everything in the cells, select **Clear All**.
  - To clear the formatting of the cell, select **Clear Formats**.
  - To clear the contents of the cell, select **Clear Contents**.

### Cutting, Copying, and Pasting Data

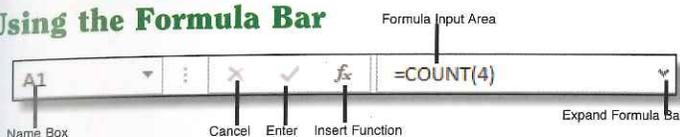
1. Select the data you want to cut or copy.
2. Click on the **Home** tab and do one of the following in the **Clipboard** group:
  - To cut the text, click the **Cut** button.
  - To copy the text, click the **Copy** button.
3. Click where you want to paste the selection.
4. Click the top section of the **Paste** button.
5. *Optional:* Click the **Paste Options** smart tag button that appears and select a paste option from the resulting menu.

*Note: To preview data before pasting it in, click the bottom section of the **Paste** button in the **Clipboard** group. Rest your mouse pointer on the **Paste** formatting buttons to preview the data before you paste it.*



## Formulas

### Using the Formula Bar



### Creating a Formula

1. Select the cell that will contain the formula.
2. Enter an equal sign (=) in the **Formula Input Area**.
3. Enter the formula in the **Formula Input Area** using the following guidelines:
  - The four main types of operators are Add (+), Subtract (-), Multiply (\*), and Divide (/).
  - Reference cells by their cell number (i.e. A1, B8).
  - Constants can also be used in formulas (i.e. 3, 8.5, 16).
  - Enter parentheses around calculations that are to be performed first.
4. *Optional:* To see more, click the **Expand Formula Bar** ▾ button.
5. Click the **Enter** ✓ button or press the **Enter** key when you are finished.

*Note: When the wrong type of argument or operand is used, Excel displays an error message such as #VALUE! error.*

### Inserting a Function

1. Select the cell that will contain the formula.
2. Click the **Insert Function**  $\Sigma$  button on the **Formula Bar**. (You can also click on the **Formulas** tab and click the **Insert Function** button in the **Function Library** group.)
3. Do one of the following:
  - To search for a function, enter a description of the function in the **Search for a function** box and click the **Go** button.
  - To select a category, click the arrow on the **Or select a category** box and select a category from the resulting menu.
4. Select the function you want to use and click the **OK** button.
5. Enter the arguments for the function in the **Function Arguments** dialog box. (Arguments are the values that a function uses to perform a calculation or operation.)
6. Click the **OK** button when you are finished.

### Using the Sum Button

1. Click a cell below the column or to the right of the row of numbers you want to evaluate.
2. Click on the **Home** tab.
3. Click the arrow on the **Sum**  $\Sigma$  AutoSum button in the **Editing** group.
4. Select a function from the resulting menu.
5. Do one of the following:
  - To use the highlighted cells, press the **Enter** key.
  - To change the highlighted cells, select other cells and press the **Enter** key.

### Understanding Cell References

- A **reference** identifies a cell or range of cells on a worksheet and tells the formula where to look for data.
- A **relative cell reference** is relative to the position of the formula. If the position of the cell that contains the formula changes, the reference is changed.
- An **absolute cell reference** always refers to a specific location, regardless of where the formula is located. To indicate an absolute reference, place a dollar sign (\$) before the letter and number of the cell reference, such as \$B\$2.

## Sparklines

Sparklines are tiny charts in a cell that allow you to show trends in a small amount of space.

### Inserting a Sparkline

1. Select an empty cell to insert the sparkline.
2. Click on the **Insert** tab.
3. Click the **Line**  $\Sigma$  button, **Column**  $\Sigma$  button, or **Win/Loss**  $\Sigma$  button in the **Sparklines** group.
4. Enter or select the range of cells that contains the data you want to display in the sparkline in the **Data Range** box.
5. Click the **OK** button.

	A	B	C	D
1	1	2	3	

### Adding Data Markers to a Line Sparkline

1. Select the cell that contains the sparkline you want to add data markers to.
2. Click on the **Design** tab. Do any of the following in the **Show** group:
  - To show the highest or lowest values, check the **High Point** or **Low Point** box.
  - To show the first or last values, check the **First Point** or **Last Point** box.
  - To show negative values, check the **Negative Points** box.
  - To show all values, check the **Markers** box.

### Formatting a Sparkline

1. Select the cell that contains the sparkline you want to format.
2. Click on the **Design** tab.
3. Do any of the following in the **Style** group:
  - To change the style of the sparkline, select a style in the **Style** box.
  - To change the color of the sparkline, click the **Sparkline Color**  $\Sigma$  button and select a color from the resulting color palette.
  - To change the color of the markers, click the **Marker Color**  $\Sigma$  button, select a marker type, and select a color from the resulting color palette.
  - To change the directional axis of the sparkline, click the arrow on the **Axis**  $\Sigma$  button in the **Group** group. Select a **Horizontal Axis Options**, **Vertical Axis Minimum Value Options**, or **Vertical Axis Maximum Value Options**.

*Note: To clear formatting from a sparkline, select the sparkline or group of sparklines that you wish to clear and click the **Clear**  $\Sigma$  button in the **Group** group.*



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## Illustrations

### NEW! Inserting an Illustration

1. Click in the workbook where you want to place the illustration.
2. Click on the **Insert** tab.
3. In the **Illustrations** group, do one of the following:
  - To insert a picture from a file, click the **Picture** button. Locate and select the graphic file you want to insert and click the **Insert** button.
  - To insert a graphic or clip art from the Internet, click the **Online Pictures** button. Enter a keyword for the clip art you want to insert in the **Search for** box in the **Clip Art** task pane. Click the **Go** button. Click once on the graphic you want to insert in the results pane. You can also choose insert images from **Bing Image Search** or your **OneDrive**.
  - To insert a shape, click the **Shapes** button and select a shape from the resulting menu. Click and drag in the worksheet to create the shape.
  - To insert a **SmartArt** graphic, click the **SmartArt** button. Select a category in the left pane and select the **SmartArt** graphic you want to insert. Click the **OK** button.
  - To insert a screenshot, click the **Screenshot** button. Select an active window to screenshot from the **Available Windows** section or click the **Screen Clipping** button to select a specific area of the screen. Click the **OK** button.
4. *Optional:* Make selections on the **Format** tab to format the illustration.

### Inserting a Chart

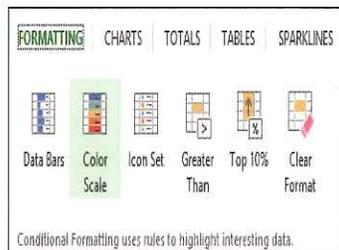
1. Click in the workbook where you want to place the chart.
2. Click on the **Insert** tab.
3. In the **Charts** group, select one of the following options to best represent your data:
  - **Column Chart** visually compares numerical values.
  - **Line Chart** displays time or categorical trends.
  - **Pie or Doughnut Chart** displays proportional data.
  - **Bar Chart** visually compares data on a horizontal scale.
  - **Area Chart** displays large scale changes over time or categories.
  - **Scatter or Bubble Chart** displays relationships between values.
  - **Stock, Surface or Radar Chart** displays a graphical representation of varied types of data.
  - **Combo Chart** displays mixed data.

*Note:* To have **Excel** recommend a chart, select the data and click **Recommended Chart** button. Click **OK** to apply the suggestion.

### NEW! Using Quick Analysis

The Quick Analysis feature provides instant links to powerful tools to analyze your data through a chart, formula, sparkline, or other graphical representation.

1. Click and drag to select the table you wish to work with.
2. When the **Quick Analysis** button appears, click it to open the **Quick Analysis** menu.
3. *Optional:* Click the **Formatting**, **Charts**, **Totals**, **Tables**, or **Sparklines** tabs to browse categories of tools. Hover your cursor over the buttons to preview their effects.
4. Click on a button to apply that feature to your worksheet.



## Views

### Changing the Workbook View

1. Click on the **View** tab.
2. In the **Workbook Views** group, do one of the following:
  - To view the workbook in **Normal** view, click the **Normal View** button. (*Normal is the default view.*)
  - To view and adjust page breaks, click the **Page Break Preview** button. (*Click the Normal View button to return to the default view.*)
  - To view the workbook as it will look when it is printed, click the **Page Layout View** button.
  - To add a custom view, click the **Custom Views** button. (*Press the Esc key to return to the default view.*)
3. *Optional:* To open a new window with the current view, click the **New Window** button in the **Window** group.

### Viewing Multiple Workbooks

1. Open the workbooks you want to view.
2. Click on the **View** tab.
3. Click the **Arrange All** button in the **Window** group.
4. Make a selection in the **Arrange** section.
5. Click the **OK** button.

### Splitting Panes

Split panes to view two parts of a worksheet at once.

1. Click on the **View** tab.
2. Click the **Split** button in the **Window** group.
3. Click and drag the split bars into the positions you want.
4. To remove the split, click the **Split** button in the **Window** group.

### Comparing Workbooks Side by Side

You can use workbooks side by side to avoid having to switch between windows.

1. Open the workbooks you want to view.
2. Click on the **View** tab.
3. Click the **View Side by Side** button in the **Window** group.
4. *Optional:* To enable synchronous scrolling between the two windows, click the **Synchronous Scrolling** button.
5. Click the **OK** button.

### Freezing a Row or Column

You can “freeze” horizontal or vertical panes to keep row and column labels or other data visible as you scroll through the worksheet.

1. Click on the **View** tab.
2. Do one of the following:
  - To freeze rows, select the row below where you want the split to appear.
  - To freeze columns, select the column to the right of where you want the split to appear.
  - To freeze both rows and columns, select the cell below and to the right of where you want the split to appear.
3. Click the **Freeze Panes** button in the **Window** group.
4. Select **Freeze Panes** from the resulting menu.
5. To unfreeze, click the **Freeze Panes** button in the **Window** group and select **Unfreeze Panes** from the resulting menu.

*Note:* To freeze the top row or the first column, click the **Freeze Panes** button in the **Window** group and select **Freeze Top Row** or **Freeze First Column** from the resulting menu.



## Output

### NEW! Previewing and Printing a Workbook

1. Click on the **File** tab.
2. Select **Print** in the left pane. (*The Print Preview is automatically displayed in the right pane.*)
3. Select print options in the middle pane.
4. *Optional:* To change the printer, click the arrow under the **Printer** section and select a different printer or fax machine from the list.
5. *Optional:* To set which part of the workbook you would like to print, click the arrow under the **Settings** section and select an option from the drop-down menu.
6. *Optional:* For additional print options, click the **Page Setup** shortcut. Make selections and click the **OK** button.
7. Click the **Print** button to print the document.

### NEW! Exporting a Workbook as a Different File Type

1. Click on the **File** tab.
2. Select **Export** in the left pane.
3. From here, you can do one of the following:
  - To change your workbook into a PDF/XPS document, click **Create PDF/XPS Document**. Click the **Create PDF/XPS** button.
  - To change your workbook into a different file type, click **Change File Type**. Select the desired file type from **Workbook File Types** or **Other File Types**. Click the **Save As** button.
4. Enter recipient information in the **To** box.
5. *Optional:* Enter additional information.
6. Click the **Send** button.

*Note: You can also send a PDF or XPS copy of the workbook as an attachment or a link to the workbook in an email.*

### NEW! Sharing a Workbook

1. Click on the **File** tab.
2. Click **Share** in the left panel. From here, do one of the following:
  - To email the workbook as an attachment, select the **Email** button. Click **Send as Attachment** and enter the email address of the recipient in the **To:** space. Enter additional information in the message space. Click the **Send** button when you are finished.
  - To share the workbook directly to certain people through **OneDrive**, click **Invite People** button and enter the names or email addresses of the people you would like to invite to view the document. Click **Share**.
  - To share the workbook through creating an online link, click the **Get a Sharing Link** button. Select whether you would like the shared document to be editable and click **Create Link**.
  - To post the workbook onto a social network, click **Post to Social Networks** button. If you have not connected your Microsoft account to a social network, you will be prompted to do so.



*Note: To invite people, get a sharing link, or post through a social network, your workbook must be saved through **OneDrive**.*

## Shortcuts

Paste .....	Ctrl + V
Cut .....	Ctrl + X
Copy .....	Ctrl + C
Format Painter .....	Ctrl + Shift + C
Font .....	Ctrl + Shift + F
Font Size .....	Ctrl + Shift + P
Grow Font .....	Ctrl + Shift + .
Shrink Font .....	Ctrl + Shift + ,
Bold .....	Ctrl + B
Italic .....	Ctrl + I
Underline .....	Ctrl + U
Align Text Left .....	Ctrl + L
Center .....	Ctrl + E
Align Text Right .....	Ctrl + R
Percent Style .....	Ctrl + Shift + %
Sum .....	Alt + =
Save .....	Ctrl + S
Undo .....	Ctrl + Z
Redo .....	Ctrl + Y
Next Cell .....	Tab
Insert Line Break .....	Alt
Repeat Data into Several Cells .....	Ctrl + Enter
Enter Current Time .....	Ctrl + Shift + ;
Enter Current Date .....	Ctrl + ;
Create Table.....	Ctrl + T
Create New Workbook.....	Ctrl + N
Print .....	Ctrl + P

## Getting Help

### Using Excel Help

1. Click the **Microsoft Excel Help** button on the **Tab Bar** or press **F1**.
2. Do one of the following:
  - To browse common **Excel Help** topics, select a topic heading in the **Popular searches** section.
  - To browse tips for exploring new items in **Excel 2013**, select a topic heading in the **Getting started** section.
  - To browse basic **Excel** articles, select a topic heading in the **Basics and beyond** section.
  - To search for a new **Help** topic, enter what you want to search for in the **Search online help** box and click the **Search** button.

*Note: Click the **Home** button on the **Standard** toolbar to return to the **Home** page. Click the **Print** button to print the current **Help** article. Click the **Back** and **Forward** buttons to navigate through **Excel Help**.*

