



Get started Excel

Chapter 1

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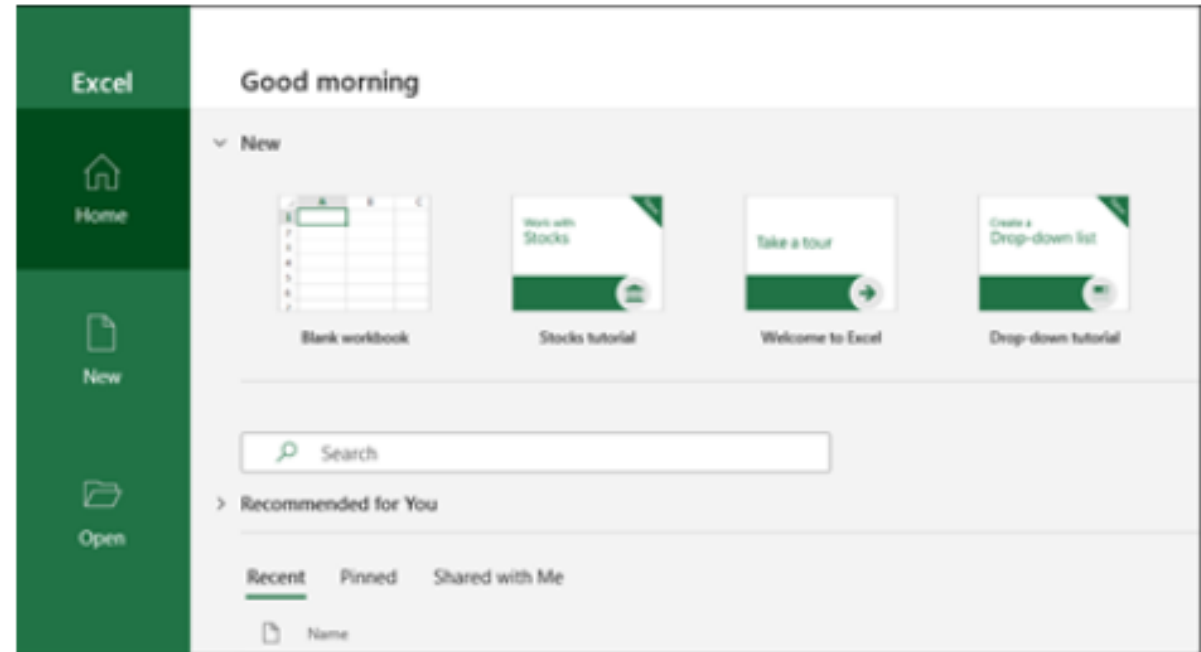
Create a workbook in Excel



Create a workbook

1. Open Excel.
2. Select **Blank workbook**.

Or press **Ctrl+N**.

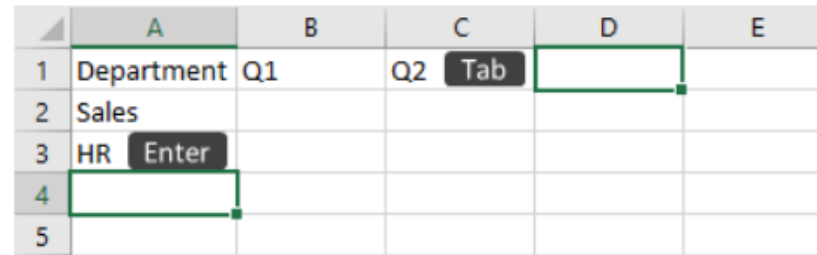


Source: <https://support.microsoft.com/en-us/excel>

Enter data

To manually enter data:


1. Select an empty cell, such as A1, and then type text or a number.
2. Press **Enter** or **Tab** to move to the next cell.

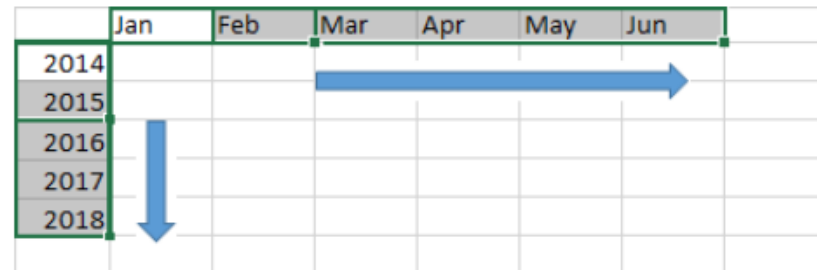


An Excel spreadsheet with columns A through E and rows 1 through 5. Cell A1 contains 'Department', B1 contains 'Q1', and C1 contains 'Q2'. Cell C2 contains 'Tab'. Cell A3 contains 'HR'. Cell A4 is empty. Cell A5 is empty. A green border highlights the cells from A1 to A4, and a black 'Enter' button is shown over cell A3.

	A	B	C	D	E
1	Department	Q1	Q2	Tab	
2	Sales				
3	HR				
4					
5					

To fill data in a series:

1. Enter the beginning of the series in two cells: such as Jan and Feb; or 2014 and 2015.
2. Select the two cells containing the series, and then drag the fill handle  across or down the cells.



An Excel spreadsheet with columns Jan through Jun and rows 2014 through 2018. The cells for Jan and Feb in the 2014 and 2015 rows are highlighted. A blue arrow points from the right edge of the 2014 row to the right edge of the 2015 row, indicating a fill operation. A blue arrow points from the bottom edge of the 2014 row to the bottom edge of the 2018 row, indicating a fill operation.

	Jan	Feb	Mar	Apr	May	Jun
2014						
2015						
2016						
2017						
2018						

Source: <https://support.microsoft.com/en-us/excel>

**Save your workbook to
OneDrive in Excel**

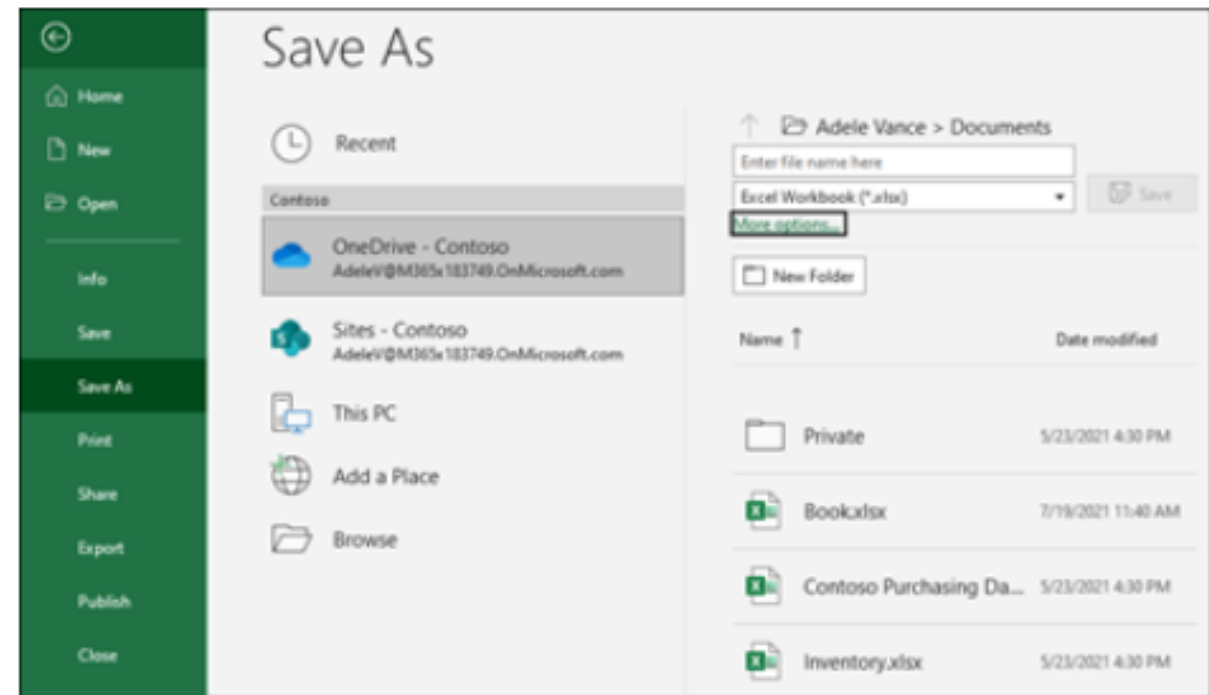


Save your workbook to OneDrive

Save a workbook to OneDrive to access it from different devices and share and collaborate with others.

1. Select **File > Save As**.

- For work or school, select **OneDrive - <Company name>**.
- For personal files, select **OneDrive - Personal**.



2. Enter a file name and select **Save**.

You may need to sign in to your account.
For more information, see [Collaborate on Excel workbooks at the same time with co-authoring](#).

Source: <https://support.microsoft.com/en-us/excel>


Analyze and format in Excel




Automatically fill a column with Flash Fill

For example, automatically fill a First Name column from a Full Name column.

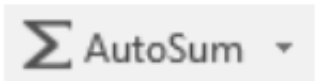
1. In the cell under First Name, type Molly and press Enter.
2. In the next cell, type the first few letters of Garret.
3. When the list of suggested values appears, press Return.

Select **Flash Fill Options**  for more options.

Try it! Select **File** > **New**, select **Take a tour**, and then select the **Fill** Tab.

	Full Name	First Name	
	Molly Dempsey	Molly	
	Garret Vargas	Garret	
	Garth Fort	Garth	
	Janet Schorr	Janet	
	Julian Isla	Julian	
	Junmin Hao	Junmin	
	Kari Furse	Kari	
	Katie Jordan	Katie	
	Fabrice Canel	Fabrice	
	Pavel Banský	Pavel	

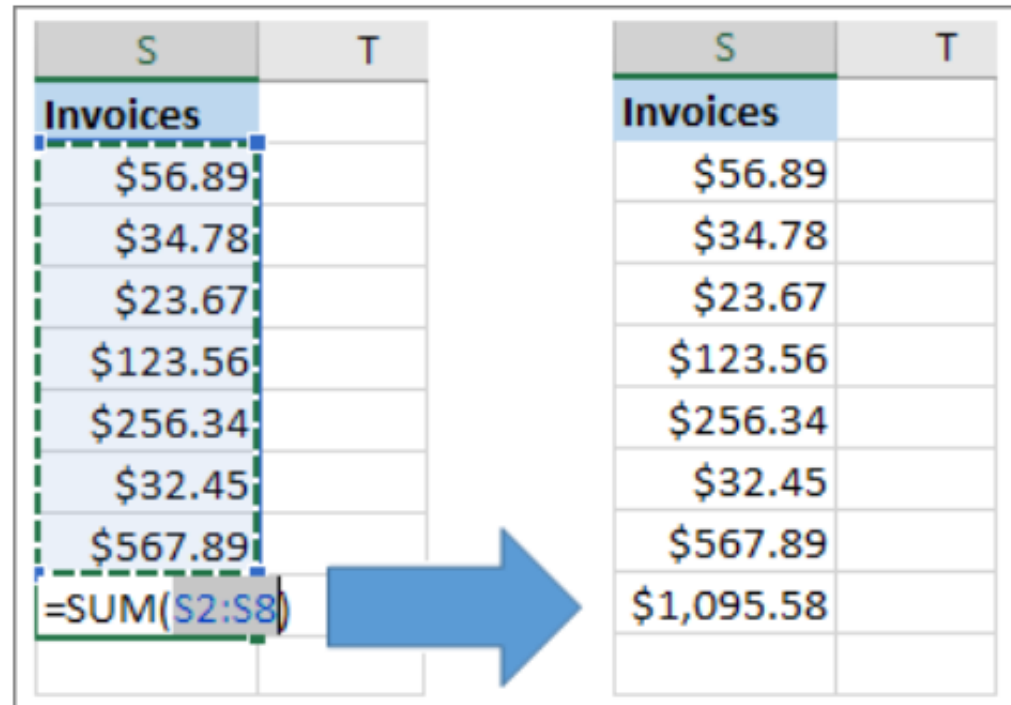
Quickly calculate with AutoSum

1. Select the cell below the numbers you want to add.
2. Select **Home** > **AutoSum**
 .
3. Press Enter.

Tip For more calculations, select the down arrow next to **AutoSum**, and select a calculation.

You can also select a range of numbers to see common calculations in the status bar.

See [View summary data on the status bar](#).




S	T
Invoices	
\$56.89	
\$34.78	
\$23.67	
\$123.56	
\$256.34	
\$32.45	
\$567.89	
=SUM(S2:S8)	

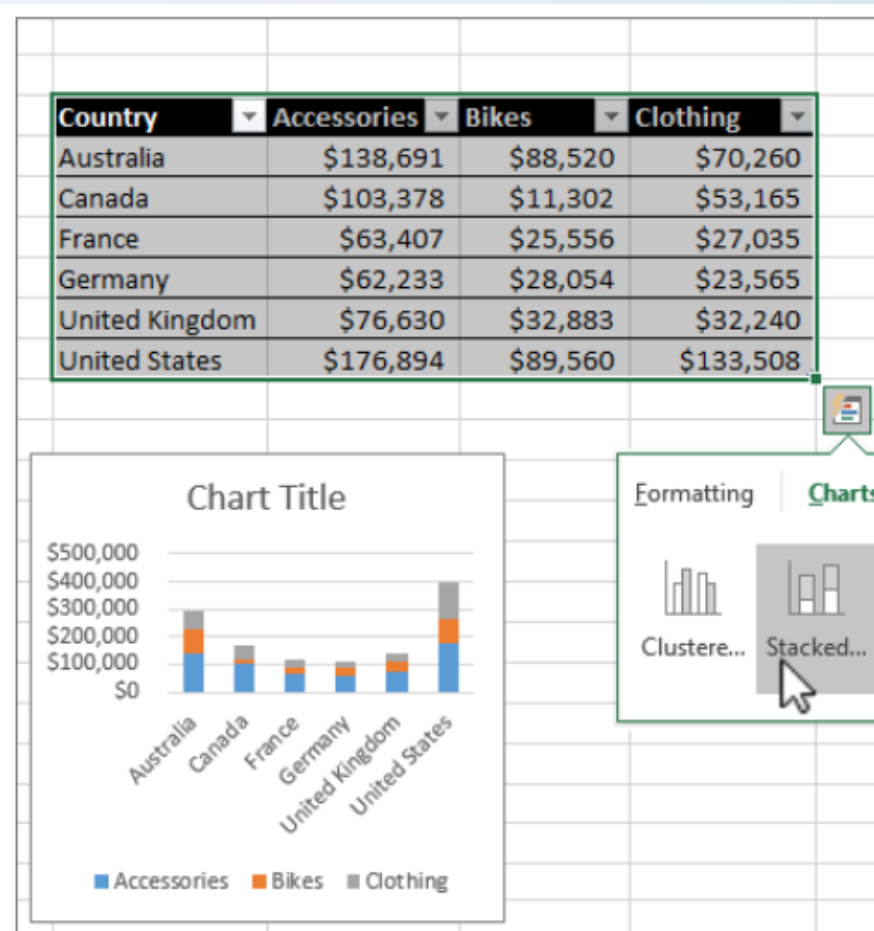
S	T
Invoices	
\$56.89	
\$34.78	
\$23.67	
\$123.56	
\$256.34	
\$32.45	
\$567.89	
\$1,095.58	

Create a chart

Use the **Quick Analysis** tool to pick the right chart for your data.


1. Select the data you want to show in a chart.
2. Select the **Quick Analysis** button  to the bottom-right of the selected cells.
3. Select **Charts**, hover over the options, and pick the chart you want.

Try it! Select **File** > **New**, select **Take a tour**, and then select the **Charts** tab. For more information, see [Create charts](#).

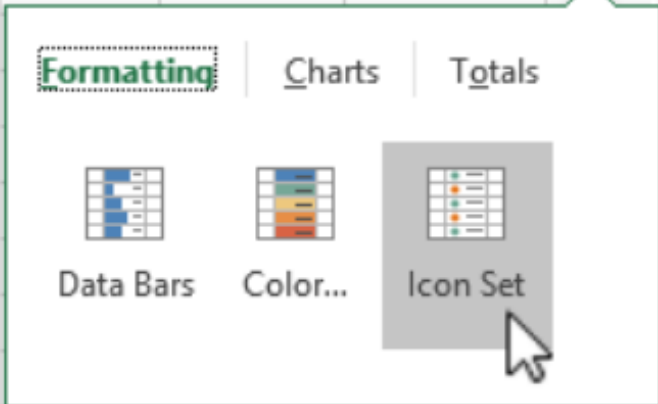


Use conditional formatting

Use **Quick Analysis** to highlight important data or show data trends.

1. Select the data to conditionally format.
2. Select the **Quick Analysis** button  to the bottom-right of the selected cells.
3. Select **Formatting**, hover over the options, and pick the one you want.

Product Name	Amount	Markup	Price	
Almonds	↓ 7	33%	\$10.00	
Apricot	↑ 82	20%	\$1.20	
Boysenberry	→ 28	33%	\$25.00	
Cajun	↓ 10	33%	\$22.00	
Cake Mix	↓ 23	52%	\$15.99	
Cherry Pie Filling	→ 37	100%	\$2.00	
Chocolate Mix	↓ 18	33%	\$9.20	
Clam Chowder	↓ 15	33%	\$9.65	



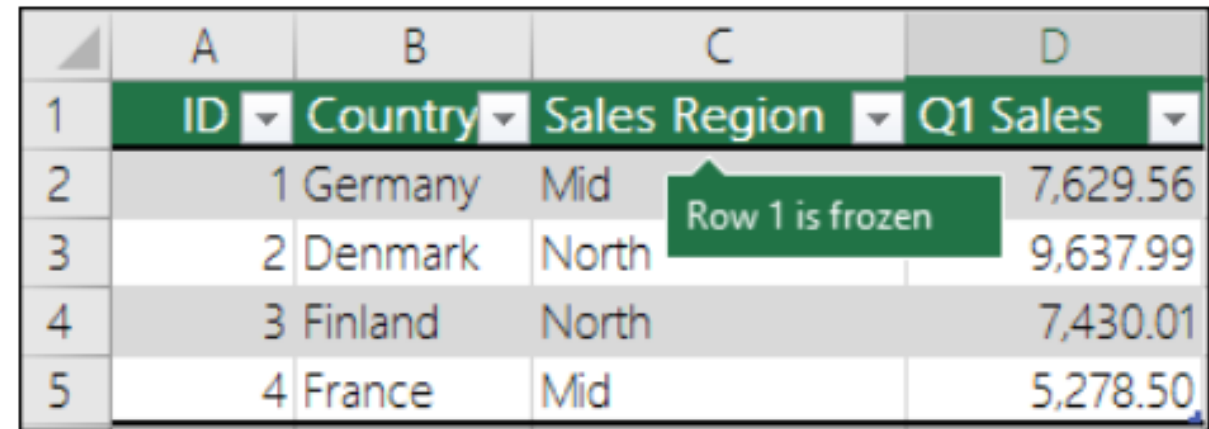
The image shows a Quick Analysis menu for the selected data. The menu has three tabs: **Formatting** (highlighted), **Charts**, and **Totals**. Under the **Formatting** tab, there are three options: **Data Bars**, **Color...**, and **Icon Set**. The **Icon Set** option is highlighted with a mouse cursor.

Try it! Select **File** > **New**, select **Take a tour**, and then select the **Analyze** Tab.

Source: <https://support.microsoft.com/en-us/excel>

Freeze the top row of headings

Freeze the top row of column headings so that only the data scrolls.



	A	B	C	D
1	ID	Country	Sales Region	Q1 Sales
2	1	Germany	Mid	7,629.56
3	2	Denmark	North	9,637.99
4	3	Finland	North	7,430.01
5	4	France	Mid	5,278.50

1. Press Enter or Esc to make sure you're done editing a cell.
2. Select **View > Freeze Panes > Freeze Top Row.**

For more information, see [Freeze panes](#).

Source: <https://support.microsoft.com/en-us/excel>

Collaborate in Excel



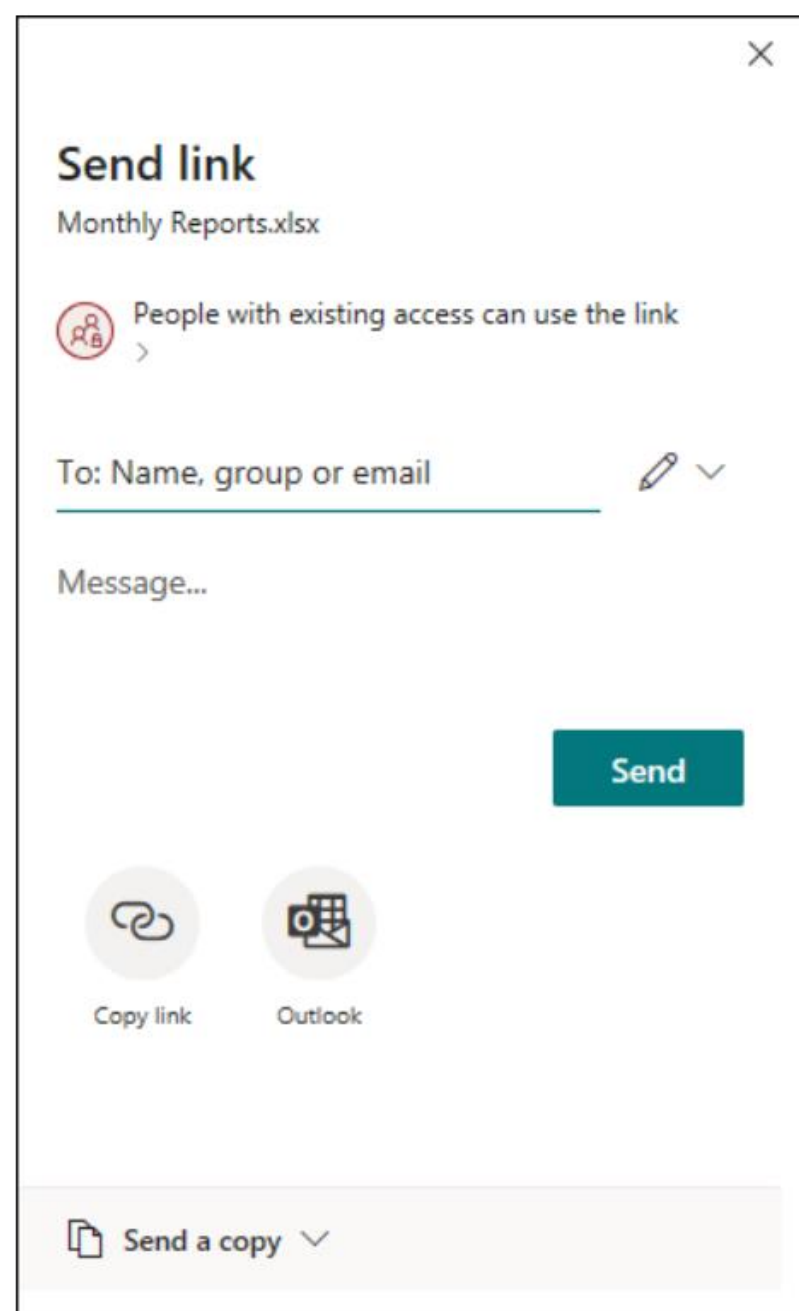
Share your workbook with others

1. Select  **Share** on the ribbon.

Or, select **File > Share**.

Note: If your file is not already saved to OneDrive, you'll be prompted to upload your file to OneDrive to share it.

2. Select who you want to share with from the drop-down, or enter a name or email address.
3. Add a message (optional) and select **Send**.



Thank you