

Excel 2007 to Office 365 for business



Make the switch

Microsoft Excel 2013 desktop looks different from previous versions, so here's a brief overview of new features and important changes.

Add commands to the Quick Access Toolbar

Keep favorite commands and buttons visible, even when you hide the ribbon.

Explore commands on the ribbon

Each ribbon tab has groups, and each group has a set of related commands.

Show or hide the ribbon

Choose Ribbon Display Options or press Ctrl+F1 to hide or show the ribbon.

Manage files

Open, save, print and share your files. Also change options and account settings in this view.

Get visual cues

Watch for action buttons that appear in the sheet and animations that show data changes. For example, select a chart and you'll see **Chart Tools** with two extra tabs – **Design** and **Format**.

Create sheets

Start with one sheet, and add more sheets as needed.

Show shortcut menus

Get in the habit of right-clicking your sheet, chart, or PivotTable data. Excel will show you commands that are relevant for your data.

Open a dialog box

Click the launcher icon to show more options for a group.

Show Key Tips

If you'd rather use the keyboard, press Alt to show keys that let you access commands on the ribbon.

And yes — the keyboard shortcuts you've used before will still work.

Access other tabs

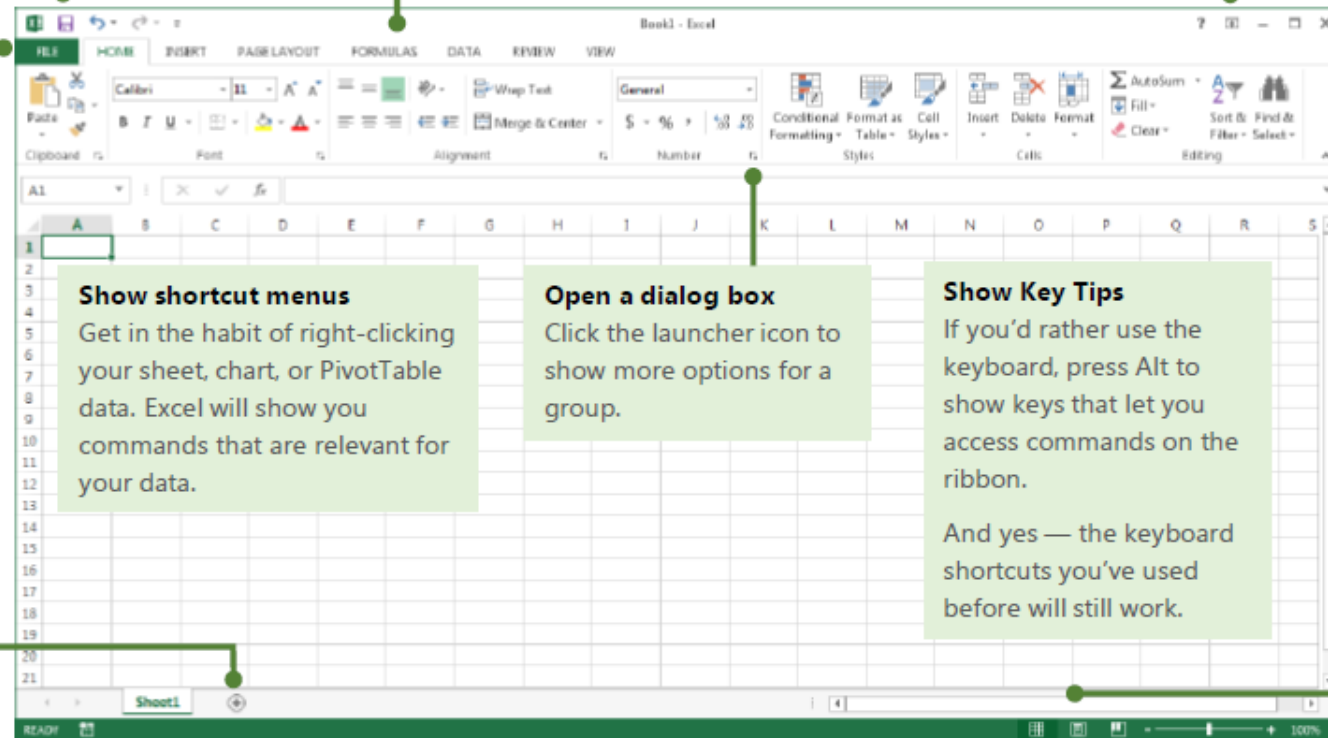
More tabs appear on the ribbon when you need them, like chart or PivotTable tabs.

Change views

Work faster in the view of your choice: Normal, Page Layout, or Page Break Preview.

Zoom in or out

Drag the zoom slider to change the zoom level.

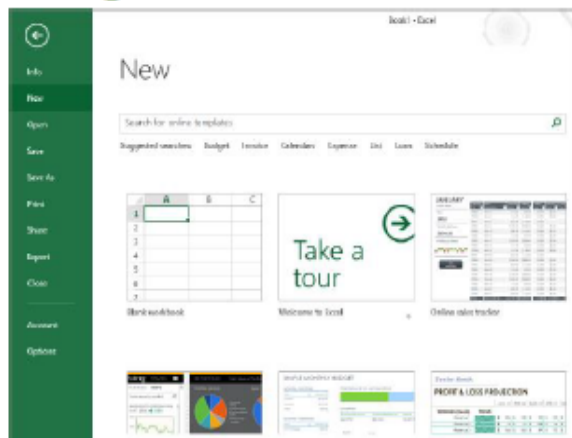


Creating and saving workbooks

No matter if you start from your Excel desktop app or from Office 365, you can create a workbook and then store it in your OneDrive for Business or SharePoint document library.

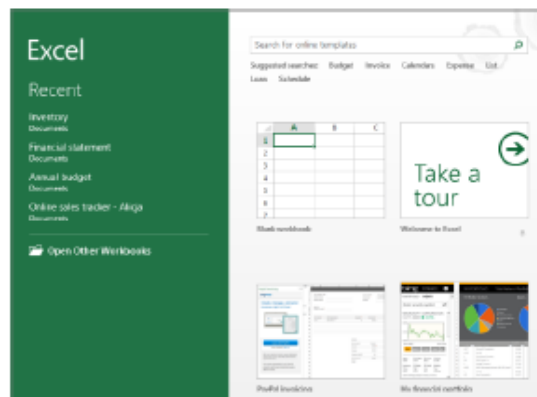
Create a workbook using Excel 2013

Excel 2013 provides templates you can use to create new workbooks or you can start with a blank workbook. You can also learn more from the [Excel 2013 Quick Start Guide](http://go.microsoft.com/fwlink/p/?LinkId=272044) (<http://go.microsoft.com/fwlink/p/?LinkId=272044>).



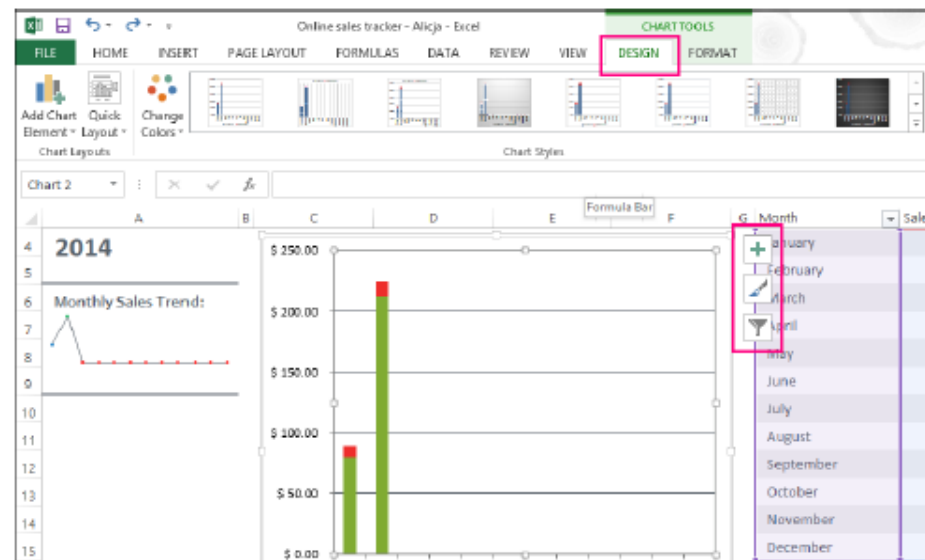
Opening and deleting workbooks

You'll notice differences when you first open Excel 2013. You can choose from a blank workbook, a list of available templates, your **Recent** workbooks with their location, or **Open Other Workbooks** to get to your OneDrive for Business and a team site document libraries.

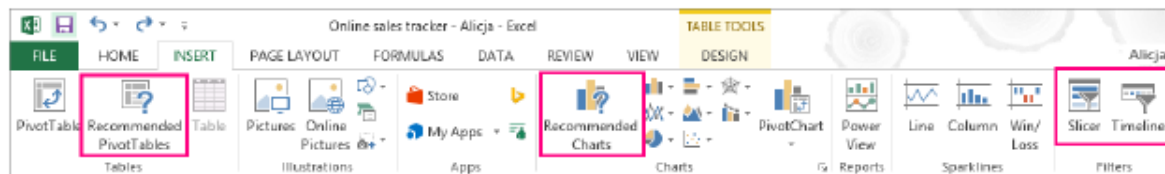


What's new on the Excel 2013 ribbon?

Select a chart and options appear next to the chart along with the conditional **Design** tab for **Chart Tools** on the ribbon. Choose the buttons to fine-tune your chart.





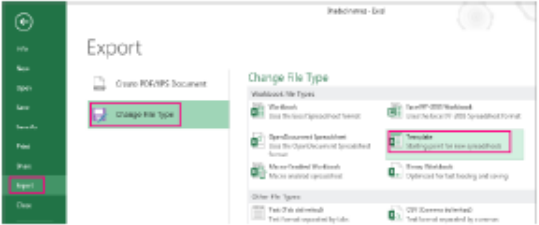
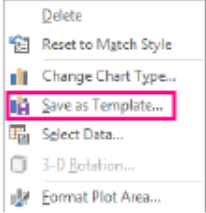



The **Insert** tab has new buttons that help you choose the best charts and PivotTables. And now you can easily create timelines and slicers with the **Filters** group.



Things you might be looking for in Excel 2013

Use the list below to find some of the more common tools and commands in Excel 2013. See also [Changed functionality in Excel 2013](http://go.microsoft.com/fwlink/p/?LinkId=396711) (<http://go.microsoft.com/fwlink/p/?LinkId=396711>).

Task	Excel 2007	Excel 2013
Open, save, or print a workbook	Choose the Office button, then the option. 	Choose the File tab, then the option. 
Set up options (such as default font, colors, auto-save)	Choose Office , then Excel Options , and set your options. 	Choose File , then Options , and set your options.
Compare workbooks side by side	Open each workbook, then choose View > Arrange All . All workbooks were in the same window.	Open each workbook. Each one has in its own window to move independently or you can choose View > View Side by Side . 
Fill out a column with patterned data	Click each cell and enter the data.	Flash Fill recognizes the pattern and automatically fills the remaining cells.
Save an open workbook as a template	<ol style="list-style-type: none"> 1. Choose Office > Save As. 2. Type the name for the template in the File name box. 3. Choose Excel Template or Excel Macro-Enabled Template in the Save as type box. 4. Choose Save. 	First create a folder to store your templates. Then choose File > Export > Change File Type > Template . See Save a workbook as a template (http://go.microsoft.com/fwlink/p/?LinkId=396712). 
Save a chart as a template	Select the chart, and then Select Chart Tools > Design > Save as Template .	Right-click the chart, and then choose Save as Template . 
Split the workbook	Use the Split box controls. 	Select the cell where you want to place the split, and then choose View > Split . 