# What is Excel?

Excel is a spreadsheet application used for different types of analyses via functions, charts, graphs, and tables. It is available in two modes: an online version available through "http://www.office.com">www.office.com, which allows you to collaborate with others in real-time and complete basic data analysis in a web browser; and the Excel 2016 and Excel 365 desktop versions, which provide a wider selection of features. Excel files saved on SharePoint Online or OneDrive can also be used to collaborate with others in real-time through the Excel 365 desktop application.

# How can I access Microsoft Excel?

You can access Excel Online, Excel 2016 and Excel 365 in any of the following ways:

Accessing Excel Online

Via the official Microsoft 365 website

Visit office.com, select the App launcher waffle in the top left-hand corner, and select the Excel icon.

You may be required to sign in using your ESDC credentials if this is your first-time accessing Microsoft 365.

Via Microsoft Teams

Open Teams Desktop Application

Open the Microsoft Teams application by selecting the Teams icon on your desktop.

Alternative: Select the Start / Windows icon located at the bottom left of your screen. Scroll to the "M" section and select "Microsoft Teams".

Open Teams in a Web Browser

Visit www.office.com

Select the Teams icon on the left side pane.

Files:

Select the "Files" icon found at the bottom of the left side pane.

Select and open the Excel file that you want from the available lists.

Once the Excel file has opened in Teams, select the ellipses (three dots) at the top right of the window.

From the dropdown menu, select Open in Browser.

Open Excel 2016 (Desktop) or Excel 365 (Desktop) from Excel Online

From Excel Online, navigate to the Editing drop-down menu located at the top center of the window.

From the drop-down menu, select Open in Desktop App.

# How Do I open Excel 2016?

Select the Microsoft Windows icon visible on the bottom left corner of the desktop toolbar.

Apps will be arranged alphabetically in a scroll bar menu. Scroll down to the "M" section and select the Microsoft Office 2016 folder.

Then select the Excel 2016 application from the folder.

# How do I open Excel 365?

Select the Microsoft Windows icon visible on the bottom left corner of the desktop toolbar.

Apps will be arranged alphabetically in a scroll bar menu. Scroll down to the E section and select the Excel application to open Excel 365.

# What are some Restrictions for Microsoft Excel?

You can only access Excel Online and M365 in the following ways:

On a managed government furnished laptop or tablet

On a managed government furnished mobile phone that can access work email

On a personal laptop connected to AppGate

On a personal laptop connected to the Secure Access Virtual Environment-Desktop (SAVE-D)

 Visit the Restricted Devices page for more information.

# What are the Differences between Excel Online, Excel 2016 and Excel 365?

The key differences between Excel Online, Excel 2016 and Excel 365 include:

# What are differences in Microsoft Excel Online?

Excel Online is best suited when only basic analysis functionalities are required, and network connectivity is not preferred or available.

For more advanced features, use Excel Online's Open in Desktop App option.

Excel Online does not have the full features available to the Excel desktop application, and some functions work differently between the two versions.

# What are Features of Microsoft Excel Online?

Collaborating live on a document (e.g., simple edits).

Adding or viewing comments quickly.

Mentioning a colleague in a comment to get their attention or to assign them a task.

Catching up on changes made to a document.

Save your work in real-time to the cloud.

Communicate with Chat or Comments.

Automate function to script actions easily.

Supported File formats: Excel workbook files (.xlsx), Excel 97-2003 workbook files (.xls), Excel binary workbook file (.xlsb), OpenDocument Spreadsheet file (.ods) and Excel macro-enabled workbook (.xlsm).

# What is Microsoft Excel 2016 (Desktop) Differences?

Excel 2016 is a standalone desktop application and can be used for data analysis, data visualization, data cleaning and data sorting. However, Excel 2016 is outdated and not receiving mainstream support, as such, ESDC will be decommissioning it.

# What are Features of Microsoft Excel?

The Desktop version offers the full advanced capabilities of Microsoft Excel.

Viewing and editing shapes, images, tables, or complex formatting.

Advanced charting selection to better visualize your data.

Import and configure external data sources from applications such as Microsoft Access.

Notifications when you open a changed file.

Utilize add-ons for complex analysis.

Better querying to parse information.

Tracking changes: Revisions by others are highlighted.

See previous versions of the file.

File formats that are supported in Excel

# What is Microsoft Excel 365 (Desktop) Differences?

Excel 365 is a standalone desktop application that provides the latest accessibility and data analysis features to elevate your work. It also enables peer collaboration when users interact with files saved on OneDrive or SharePoint Online. Additionally, Excel 365 is part of the Microsoft 365 Apps for Enterprise (MAFE) desktop suite, which is subscription-based, making it a Software as a Service (SaaS), providing regular feature updates.

# What are Features of Microsoft Excel 365 (Desktop)?

New advanced look up/dynamic array functions

New Chart Types

Smart Data Types

Ideas

Default Pivot Table Layout

Add-Ins

Insert Icons

Real-time collaboration

# What are New Features in Microsoft Excel Online?

Microsoft is continuously improving the features in Excel Online to bring the power of the Excel desktop application to the web-browser.

A list of current features available to Excel Online can be found on Excel for the web.

What are ESDC Microsoft Excel Online Training Video Resources?

Office Online Training Series

Office Online Training-Episode 3: Excel Online

# What do I do if Excel Date and Time Picker is no longer working?

Existing 32-bit ActiveX controls (such as Date and Time Picker Control 6.0) are not compatible with the modern Microsoft 64-bit versions of Office. A suggested workaround would be to manually enter the dates and update/remediate the file templates/macros to remove such controls. Such file modifications are the responsibility of the owner or creator of the file.

# Do Excel Macros work?

Macros have not been disabled, and many will likely continue to work without issue. Selecting a banner notification to acknowledge their usage may be necessary. However, it is recommended that employees test any complex macros with MAFE in order to make any necessary modifications that might be required. Such file modifications to macros are the responsibility of the owner or creator of the file.

# Can I use Excel Maps?

At this time, the Maps feature in Excel has not been enabled for security purposes. If you have an inserted map or insert a map, it will be blank.

# Is there Microsoft Excel Training?

Disclaimer: The guidance and resources below are hosted by Microsoft and will include additional learning paths or hyperlinks. Once you have reviewed the guidance offered below, please return to this page to ensure you consult approved ESDC learning resources.

For short video tutorials on key features in Excel Online, visit Microsoft's Get to know Excel for the web video training page. You will find tutorials on everything in Excel, including the basics, collaborating, formulas, and formatting data.

Below you will find a reading list to help you get started using Excel Online and Excel 365 (Desktop).

Basics

Get to know Excel for the web

Basic tasks in Excel for the web

See tips for Excel for the web

Work in Excel for the web

Change regional format settings in Excel for the web

Save your workbook to OneDrive in Excel

Share and collaborate with Excel on the web

Analyze data with Excel for the web

Edit a workbook that contains features unsupported by Excel for the web

Collaborate on Excel workbooks at the same time with co-authoring

Switch between Online and Desktop apps

Feature Availability (Online vs Desktop)

What's new in Excel for the Web

Excel for the web

Differences between using a workbook in the browser and in Excel

Work seamlessly between Office for the web and Office desktop applications page

Learn more about Excel for the web

Print a worksheet or workbook

Creating Workbooks

Create a workbook in Excel for the web

Move or copy worksheets or worksheet data

Rows and Columns

Change column width or row height

Insert or delete rows and columns

Hide or show rows or columns

Filter for unique values or remove duplicate values

Select specific cells or ranges

Split text into different columns with the Convert Text to Columns Wizard

Freeze panes to lock rows and columns

Create a list of sequential dates

Cells

Move or copy cells and cell contents

Find or replace text and numbers on a worksheet

Merge and unmerge cells

Create a drop-down list

Formatting

Available number formats in Excel

Align or rotate text in a cell

Change the format of a cell

Copy cell formatting

Create a custom number format

Formulas and Functions

Create Formulas

Conditional Formatting

Excel functions (by category)

Delete or remove a formula

Flash Fill

Tables

Create and format tables

Sort data in a range or table

Filter data in a range or table

Total the data in an Excel table

Use slicers to filter data

Charts

Create a chart from start to finish

Add or remove titles in a chart

Analyze data with Excel for the web

Choose your chart using Quick Analysis

Pivot Tables

Create a PivotTable to analyze worksheet data

Insert a PivotTable

Use the Field List to arrange fields in a PivotTable

Filter data in a PivotTable

Create a PivotChart

Get insights with Analyze Data

Set PivotTable default layout options

# What's new in Excel 2021 for Windows?

Available chart types in Office

Introduction to data types and field properties

Start with an idea in Excel

Add or remove add-ins in Excel

Insert images, icons, and more in Microsoft 365

# What are Information Management Best Practices for Microsoft Excel?

For advice and guidance on managing information, please reference the Information Management page.

# What Technical Support is offered for Microsoft Excel?

All requests for Microsoft 365 technical support should be submitted to the National Service Desk (NSD).

This includes, but is not limited to issues related to: Login or access

Applications not working properly

File syncing

Audio and video

# Where can I access Non-Technical Support for Microsoft Excel?

The Microsoft 365 Community of Practice is a group of more than 500 employees at ESDC. It includes a sub-community of volunteer Super Users that can help you and your colleagues learn to use Excel and other applications.

This includes, but is not limited to:

Training and learning

Demonstrations

Non-technical assistance with M365 features

Connect with them by asking a question about Excel in the community of practice