Lesson 1-2: Check that your Excel version is up to date

Updates

When a new product like Excel 2013 is first released it often has many bugs (as do all computer programs of any size).

Microsoft is very pro-active at fixing bugs that are found and regularly releases updates.

Updates normally only fix bugs found in the original program, but Microsoft sometimes take things a little further by including new, or at least enhanced, features with their updates.

I had many emails from readers of my earlier Excel 2010 books suggesting that some Excel features were missing, or that some of the examples didn't work. In almost every case the reader had switched automatic updates off and was using an out-of-date Excel version.

Automatic Updates

Normally Microsoft Office (including Excel) will look after updates without you having to do anything. By default, Automatic Updates are enabled. This means that updates are downloaded from the Internet and installed automatically.

It is possible that Automatic Updates have been switched off on your computer. In this case there is a danger that you may have an old, buggy, out of date version of Excel installed.

This lesson will show you how to make sure that you are using the latest (most complete, and most reliable) version of Excel 2013.

1   Start Excel and open a new blank workbook (if you have not already done this).

You learned how to do this in: *Lesson 1-1: Start Excel and open a new blank workbook.*

2   Make sure that Automatic Updates are enabled.

1.   Click the *File* button at the top-left of the screen.

This takes you to *Backstage View*. Backstage View allows you to complete an enormous range of common tasks from a single window.
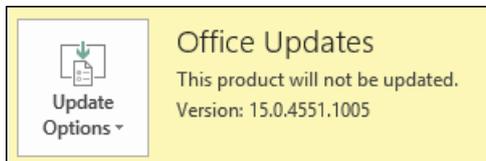
2.   Click: *Account* in the left-hand list.

Your account details are displayed on screen. Notice the *Office Updates* button displayed in the right-hand pane.

If all is well, and automatic updates are switched on, you will see a button similar to this:
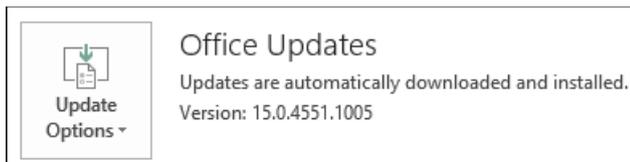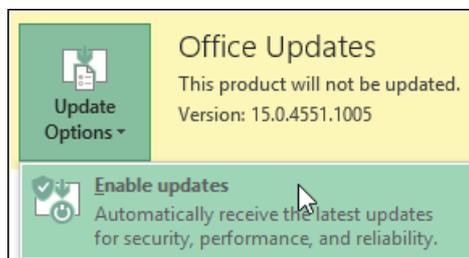
If *Automatic Updates* have been switched off, you will see a button similar to this.

In this case you will need to switch *Automatic Updates* on (see next step).

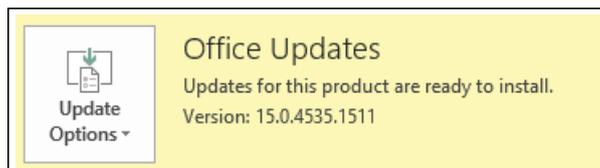3   Switch on *Automatic Updates* if necessary.

Click: Update Options→Enable Updates.

4   If there are updates waiting to install, apply them.

Sometimes Excel will download updates but will not install them automatically.

In this case you will see an update button similar to the following:

If you see this type of button you should apply the update.

Click: Update Options→Apply Updates.

You may be asked to confirm that you want to apply the update, and to close any open programs in order to apply the update.

5   Click the *Back Button* to leave *Backstage View* and return to the worksheet.

6   Click the *Close Button* on the top-right corner of the Excel screen to close Excel.