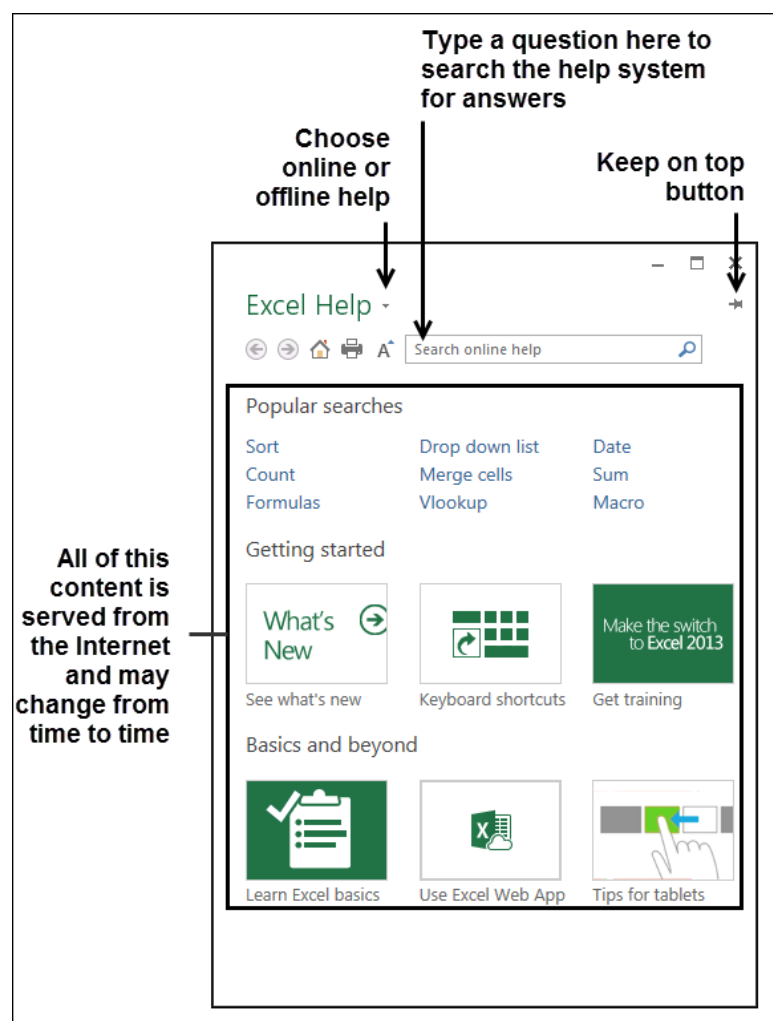# Lesson 1-18: Use the help system

Microsoft have completely re-designed the help system for Excel 2013.

The entire help system is now delivered as a simple search box that works in a similar way to a search engine such as Google.

If you are connected to the Internet, the help system also includes a web page delivered from Microsoft's *Office.com* website. This page adds links to material on the Internet.

1   Click the Help button ? at the top right of your screen.

The *Excel Help* dialog is displayed:

If you are not connected to the Internet you will not see the information shown below the search box. You can also switch off the lower part of the dialog with the *Choose Online or Offline Help* button shown above.

2   Type **how do I save a file** into the search box followed by the **<Enter>** key.

The help system provides many potential answers to the question:

Tip

The Keep on Top button

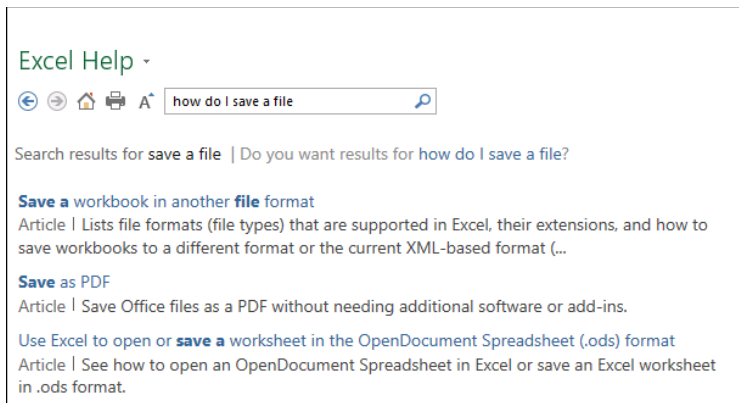When the *keep on top* button is horizontal like this: the help window will stay on top of all open Office windows.

When the button is vertical like this the window will be hidden if you move other Office windows on top of the help window.

The *keep on top* button will only remain on top of Microsoft Office windows and can still be covered by windows from other applications.

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3 Click on the most likely answer to read the help topic.

Some information is displayed about saving files.

4 Get help directly from the Ribbon.

1. Close the *Excel Help* dialog by clicking the close button in the top right corner.

2. Click the *Home tab* on the Ribbon and hover the mouse cursor over the drop down arrow to the right of the word *General* in the *Number* group.

   If you keep the mouse still, after a short delay a screen tip pops up providing a short description of what the drop-down list is for:
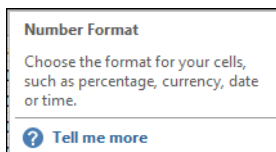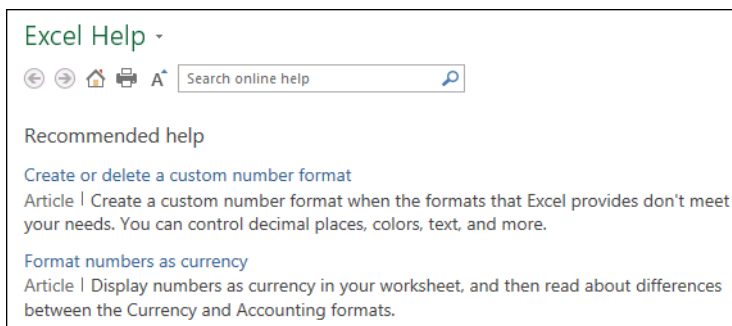

   A *Tell me more* hyperlink is also provided offering more detailed help. This will only work if you are connected to the Internet.

3. Click the *Tell me more* hyperlink.
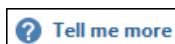
   If you are connected to the Internet, you will see links to pages on the *Office.com* website that have more information about number formats.

   The help screen you see may differ from the above screen grab as Microsoft may have updated the *Office.com* website content since this book was written.