

note

The screen grabs shown in this lesson may differ from those you see on your screen

The Excel 2016 help system is delivered online. This means that Microsoft can constantly correct and update help topics.

For this reason, the information you see on your screen may differ from the screen grabs shown in this lesson

Lesson 1-19: Use other help features

Tell Me help (discussed in: *Lesson 1-18: Use the Tell Me help system*) is a fantastic brand-new feature for Excel 2016. You'll probably use this most of the time as your help system of first choice.

Even though *Tell Me* help is so useful, Excel also allows you to see the same help topics presented in a more traditional book style (with help topics arranged into chapters). This is the way that help topics were presented in earlier versions of Excel.

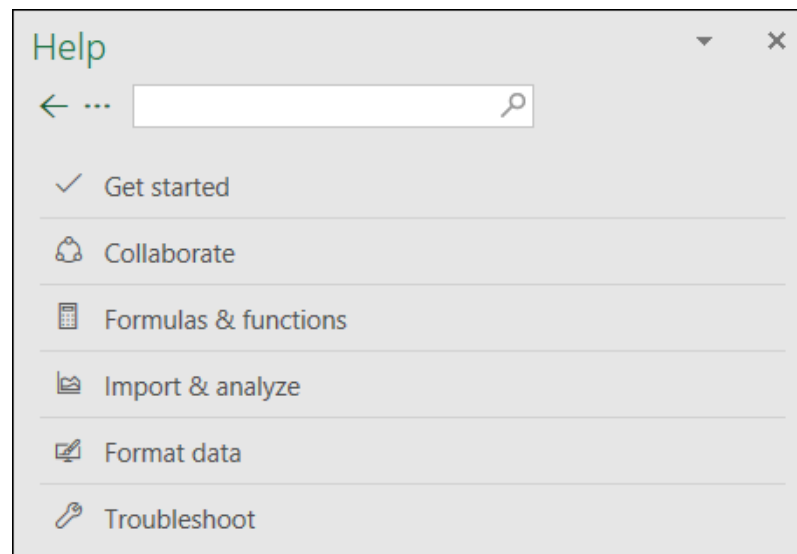
You can also access many of the same help topics directly from their associated Ribbon commands. This can be useful when exploring new and unfamiliar features you may discover on Excel's many Ribbon tabs.

There's also another way to access help when you work with functions. You'll learn about this feature later, in: *Lesson 2-13: Create functions using Formula AutoComplete*.


1 Access traditional book-style help.

Press the <F1> key. You'll see all Excel help topics arranged in book form.

There's also a search box that you can use to find topics within the book style help system.



2 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.

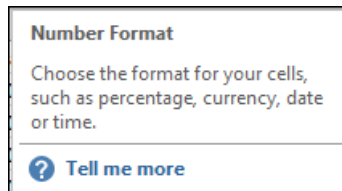
If you keep the mouse still, after a short delay a screen tip pops up providing a short description of what the drop-down list is for:

note

You need an Internet connection to use Excel 2016's help features

In previous versions of Excel, it was possible to access offline help when no Internet connection was available.

Support for offline help has been dropped from Excel 2016. If you have no Internet connection, you will not be able to access Excel's help features.



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

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.

