# Get Started

## What is Excel?

With Excel on your PC, Mac, or mobile device, you can:

* Streamline data entry with AutoFill.
* Spot trends and patterns with data bars, spark lines, color coding, and icons.
* Get chart and PivotTable recommendations based on your data, and create them with one click.
* Share your work from within Excel, using OneDrive.
* Edit spreadsheets with others, wherever they are

## Create a workbook

A workbook is a file that contains one or more worksheets, to help you organize your data. You can create a workbook from a blank workbook or a template.

**Create a workbook**

1. Open Word.
2. Select **Blank workbook**.

Or, press Ctrl + N.

1. Start typing.

**Create a workbook from a template**

1. Select **File** > **New**.
2. Double-click a template.
3. Click and start typing.



## Insert or delete a worksheet

In Excel, you can easily add, rename, and delete worksheets in your workbook.

**Insert a worksheet**

* Select the   plus icon.



Or, select **Home** > **Insert** > **Insert Sheet**.

**Rename a worksheet**

* Right-click the sheet, select **Rename**, and type a new name.

Or, double-click the sheet name on the **Sheet** tab to quickly rename it.

**Delete a worksheet**

* Right-click the sheet and select  **Delete**.

Or, select the sheet, and then select **Home** > **Delete** > **Delete Sheet**.

## Move or copy worksheets

You can move or copy a worksheet in the same workbook to organize your workbook exactly how you want.

Move a worksheet within a workbook

* Select the worksheet tab, and drag it to where you want it.



**Note:** Be aware that calculations or charts that are based on worksheet data might become inaccurate if you move the worksheet.

Copy a worksheet in the same workbook

1. Press CTRL and drag the worksheet tab to the tab location you want, or right-click the worksheet tab and select **Move or Copy**.
2. Select the **Create a copy** checkbox.
3. Under **Before sheet**, select where you want to place the copy.
4. Select **OK**.

