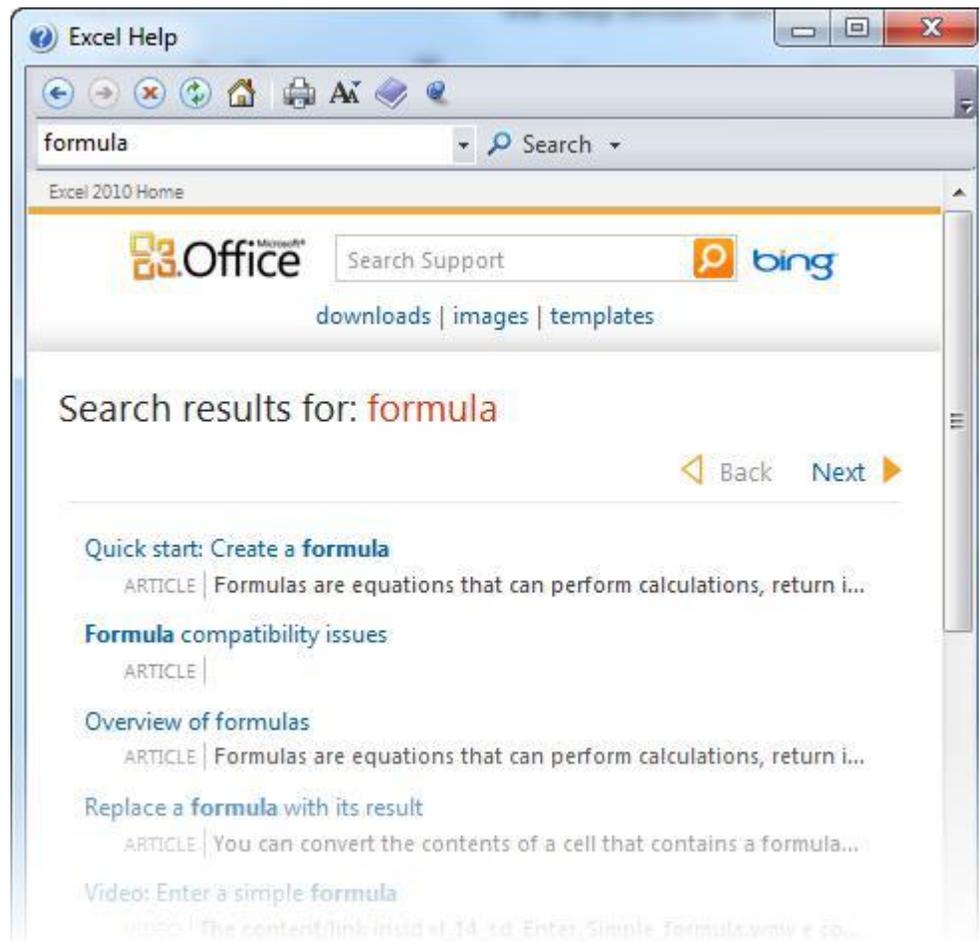


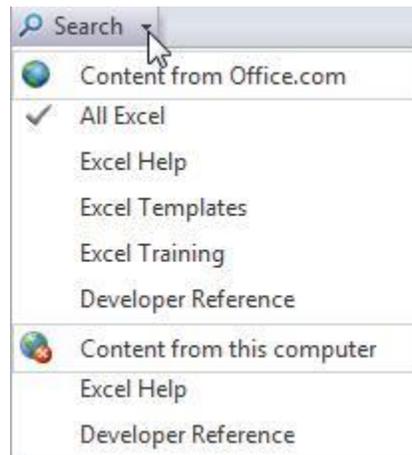
Searching for Help

Searching for help is easy – just type something into the search bar you are looking for and press Enter. After a moment, any results Excel thinks are relevant will appear in a list. Click one of the topics in that list to view information on the topic.

For example, if you search for “formula” (while connected to Office.com) you should get search results that look something like this:



Click the pull-down arrow beside the Search command for more search options:



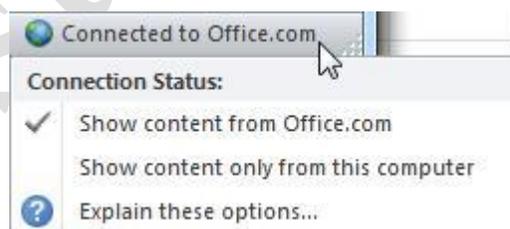
Online Help vs. Offline Help

There are two versions of the Help file: online and offline.

Online Help requires an active Internet connection. When available, all searches for Help are directed to Office.com, the online portal for all Office programs. The Help topics retrieved via Online help are considered the most up-to-date should there be a program change to any of the Office programs.

Offline Help refers to help content on your computer (called “local” content). It may not be completely up to date, but it will always be available.

To switch between the two modes, click the connection icon in the status bar and make your choice:



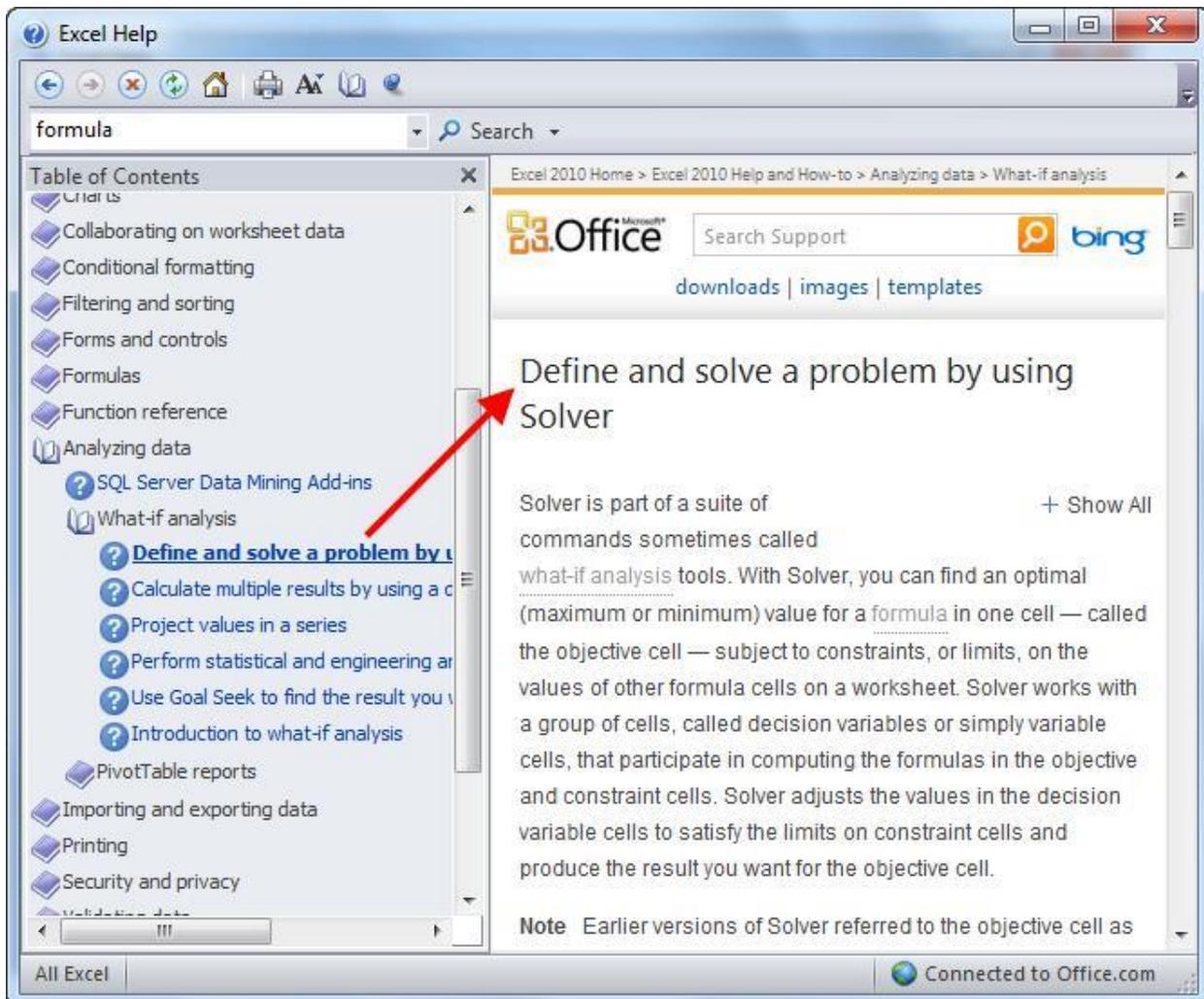
Using the Table of Contents

If you would prefer to navigate through the Help file using a more traditional method, click the Table of Contents (TOC) button (📖) on the Help toolbar. Your Help screen will then look like this:



From here, you can do one of two things.

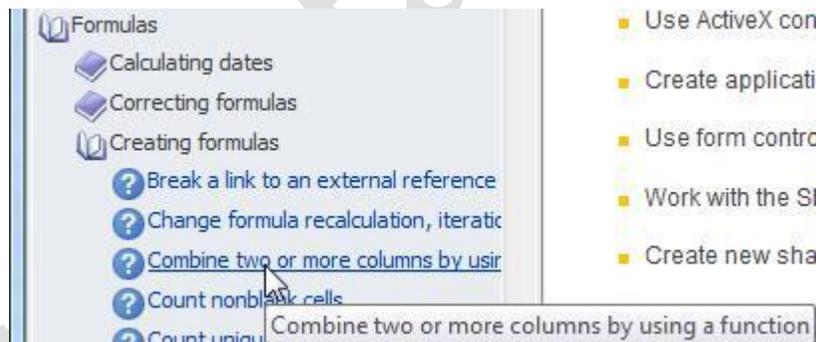
One thing you can do is to click items in the TOC to see the articles on the right side of the window:



When browsing the Help file, click items on the right side to see their relation in the tree structure of the TOC:



To navigate through the table itself, simply click on topics to expand them, and then click the link to view the topic.



Here is what the different icons mean.

- Closed Book**  Click the book to expand the list of topics.
- Open Book**  Click the book to collapse the list of topics.
- Help Topic**  Click the title to view the help topic.

Getting Help in a Dialog Box

Some of Excel's features are accessed via dialog boxes, which we haven't really discussed yet. However, you should know that in some dialog boxes, you will see a help icon in the top left hand corner. Click this question mark to see specific help on that to

