1.1.1

# Download and Install Excel

**To** help Louise, we need to have the right tools ready to go. Let's get started by installing Excel (if you don't have it already) and checking for updates.

# Download Excel 2016 or Later

In preparation for the upcoming data work, we first need to be sure Excel is installed and ready to roll. It's best to use a recent version of Excel, namely, Excel 2016 or later.

If you are unable to purchase Excel 2016 or later, a free trial of the latest version is available. **This trial** ⮕ **(https://www.microsoft.com/en-us/microsoft-365/try)** will give you access to the latest version of the software for one month. Note: The web version of Excel will not be sufficient for this course.

> **CAUTION**
>
> It's important that you use Excel instead of Google Sheets. While Google Sheets has many capabilities similar to Excel (they even look the same!), Excel has more processing power and provides users an extended number of formulas and charts.

## First-Time Download

If you are downloading the program for the first time here, refer to the **official Microsoft documentation** ⮕ **(https://support.office.com/en-us/article/download-and-install-or-reinstall-office-365-or-office-2019-on-a-pc-or-mac-4414eaaf-0478-48be-9c42-23adc4716658)** for installation instructions.

## Update Excel 2016 or Later

If you already have Excel 2016 (or later) on your computer, open the program to check for updates to make sure you have all the latest features and capabilities. This will also update the software to address and fix any minor problems you may encounter.

Check out the macOS instructions below, or jump to the **Windows instructions**.
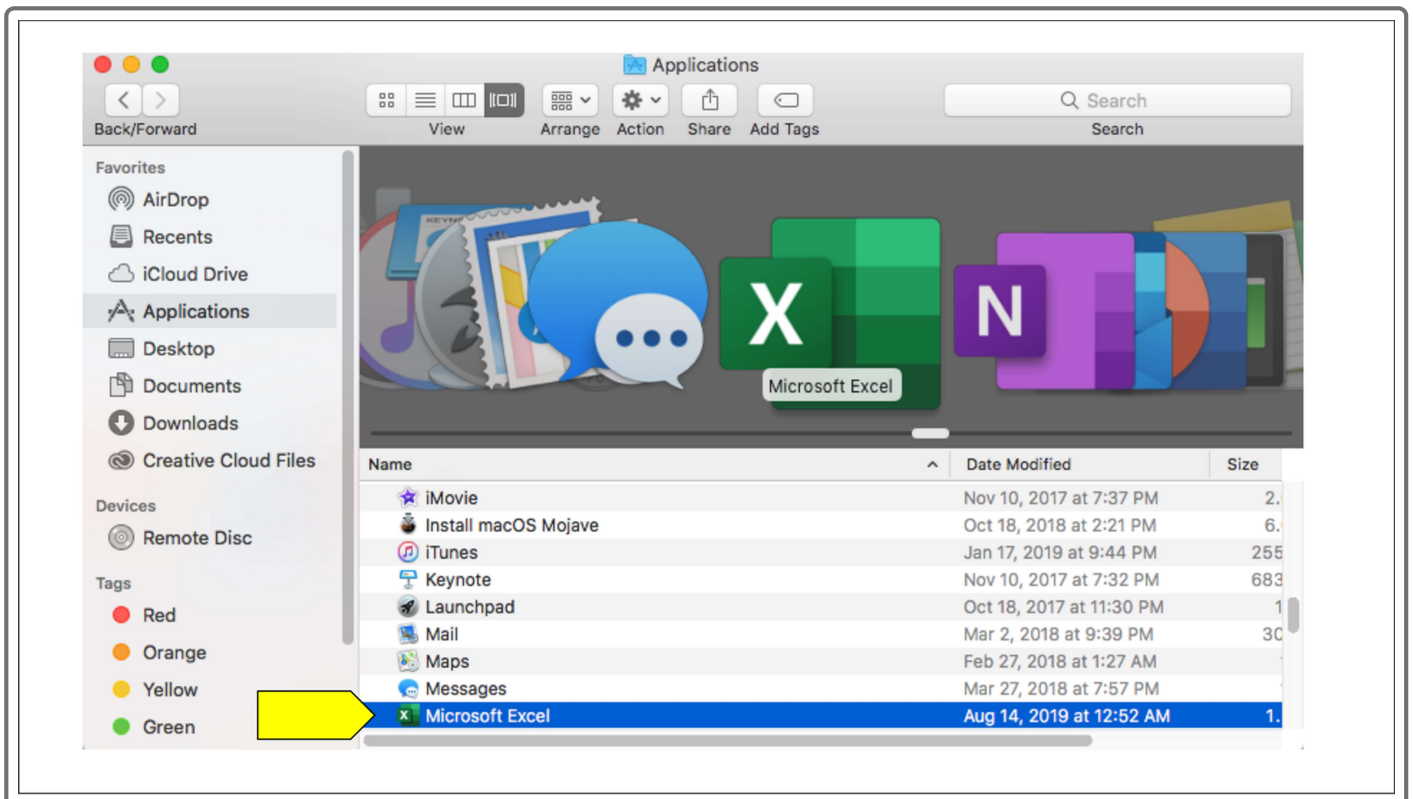
## macOS

Locate Excel by following these steps:

1. Click the Launchpad icon in your Dock.

2. Scroll through the app icons until you find Microsoft Excel, and then click the icon.

## Updating Excel on macOS

Navigate to the Help menu at the top of the screen, and then select "Check for Updates." You will be automatically directed to an installation window asking how you would like the updates to be installed.

AutoUpdate checks for update versions of your Microsoft software.
For more information about Auto Update, see Help.

**How would you like updates to be installed?**

⬤ Manually Check

⬤ Automatically Check

➡️ ⬤ Automatically Download and Install

➡️ **Check for Updates**

Select "Automatically Download and Install," and then click the "Check for Updates" button in the bottom-right corner.

The next window shows which update you'll be installing. Make sure the Excel update is checked, and then click Install.

The following updates are available for your Microsoft software.

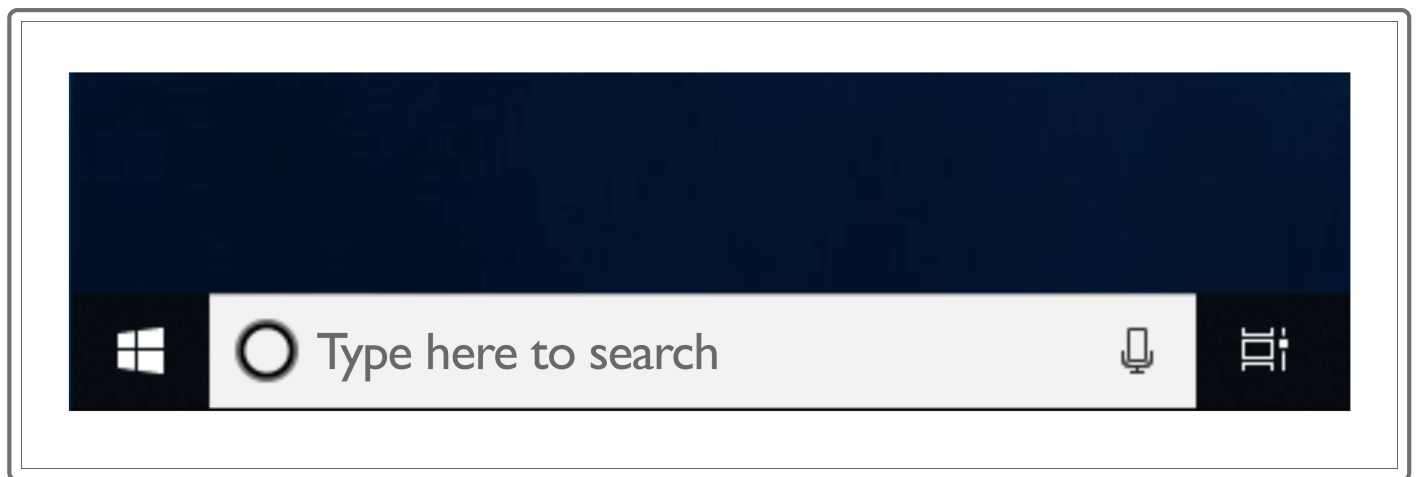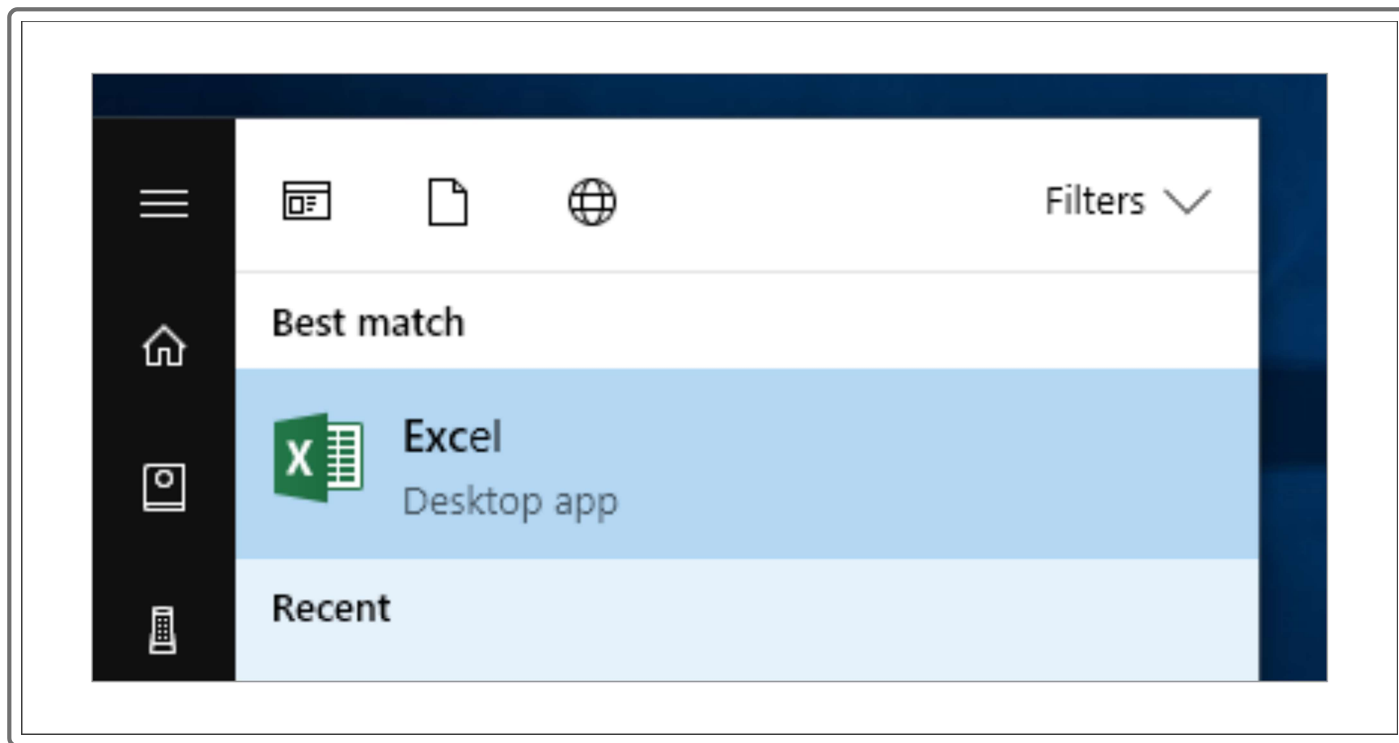| Install | Name | Type | Released | Size |
|---------|------|------|----------|------|
| ☑ | Outlook Update 16.16.9 (19041201) | Recommended | 4/12/19 | 883.5 MB |
| ☑ | Excel Update 16.16.9 (19041201) | Recommended | 4/12/19 | 785.5 MB |

Cancel    **Install** ➡️

NOTE

More than one Microsoft Office product may be available to update. There's no harm in updating everything, but the updates are usually large and can take awhile to complete. If you want to get started with Excel quickly, then update only Excel and return to update the other programs when you're ready.
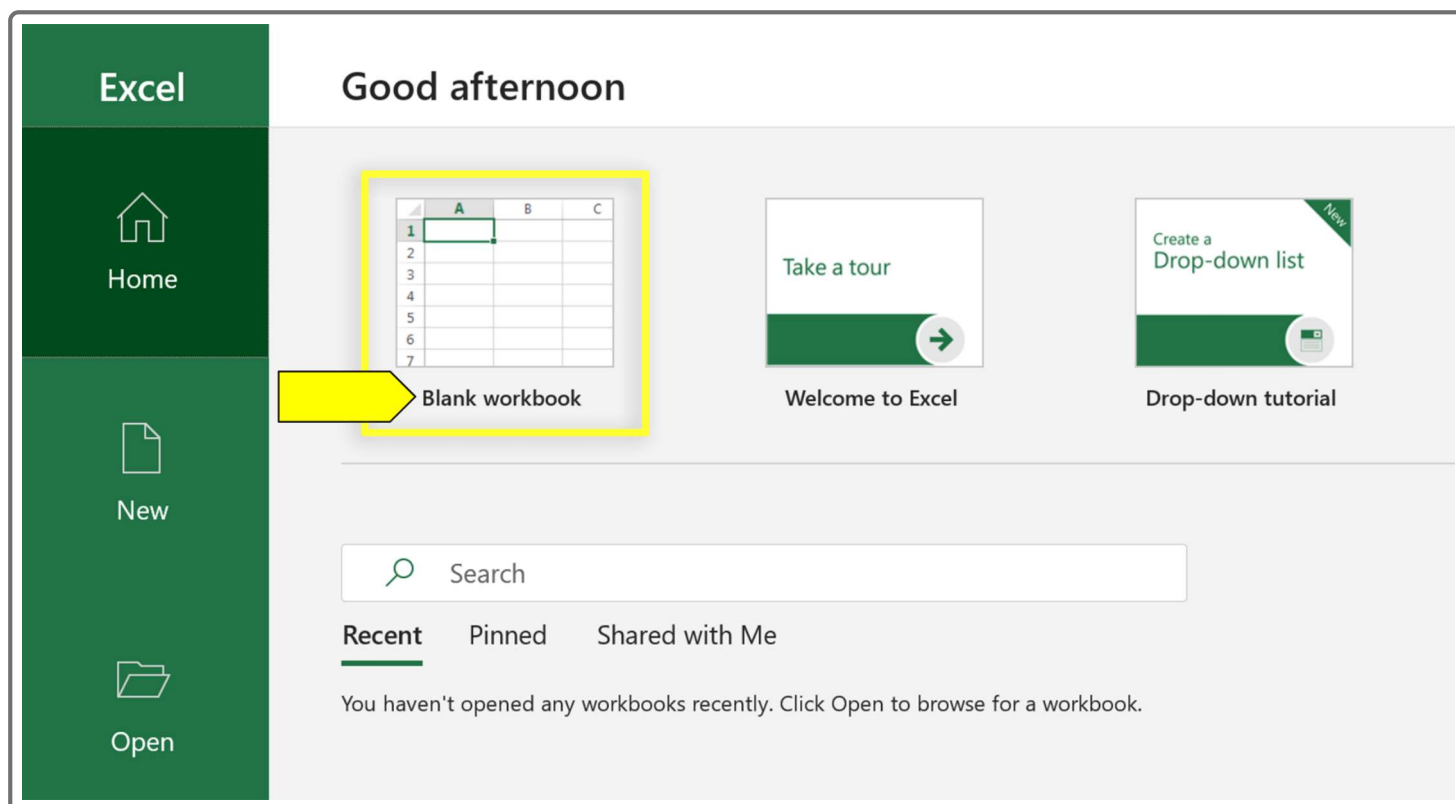
## Windows

Excel can be found by following these steps:

1. Open the Start menu by clicking the Windows icon in the lower-left corner of your screen, or by pressing the Windows key (between CTRL and ALT on the left side of your keyboard).

2. Type "Excel" in the search bar. You should see the Excel desktop app pop up as a suggestion. Click on the icon to open Excel.
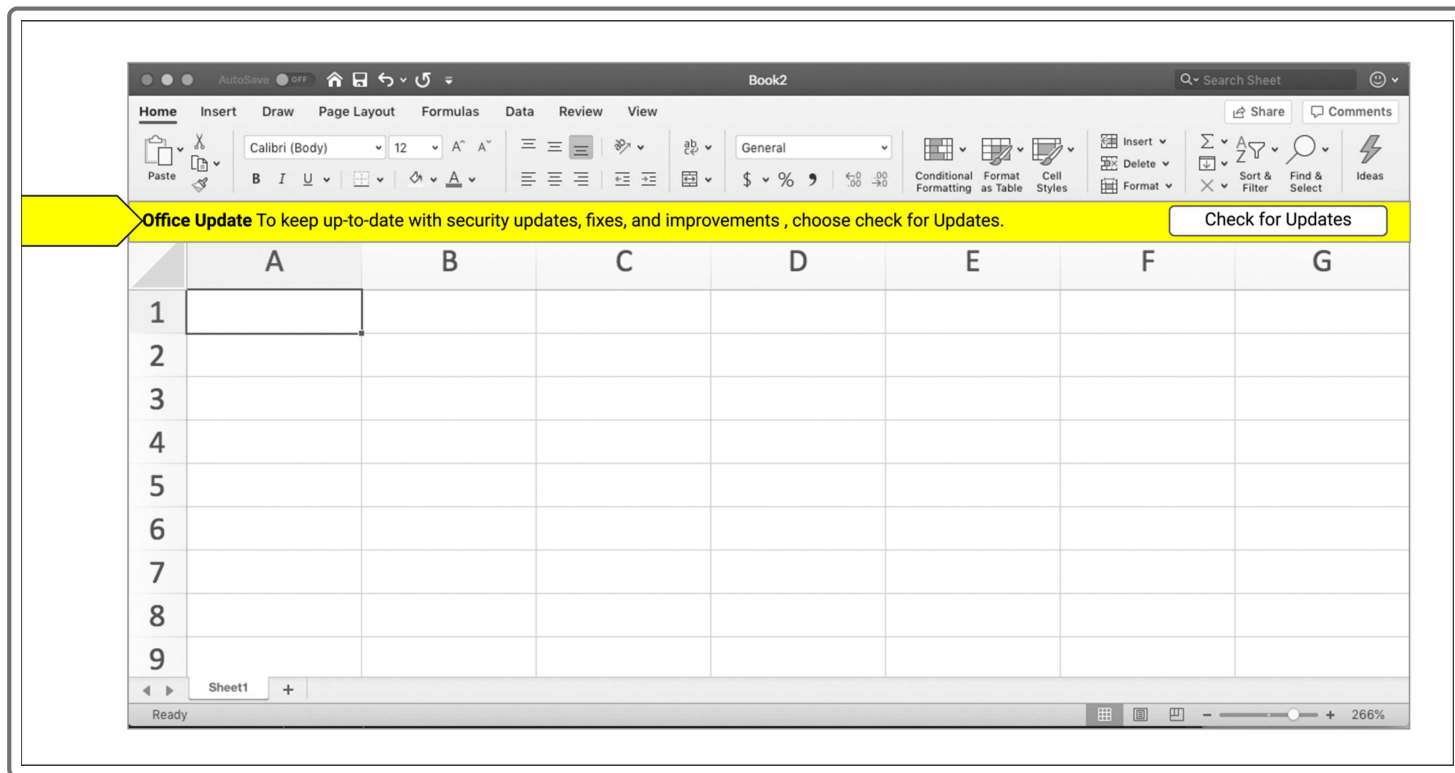
If this is your first time opening Excel in a while, there's a good chance you'll need to update the program. Let's open a blank workbook first. From the main screen of the Excel program, click the "Blank workbook" icon -- this will automatically open an empty Excel file, or workbook, and check for updates for you.

If you need to update your software, click the "Check for Updates" button at the top of the window.

When you click the "Check for Updates" button, Excel automatically connects to the internet and searches for the most recent version of the software. Depending on how much time has passed since the previous update, there may be multiple updates to install.

## Updating Excel on Windows

On Windows, Excel automatically checks for updates when you open the program. If there's an update available, you will see a yellow banner along the top of the screen prompting you to install the update. Read the **official documentation** ⤴ **(https://support.office.com/en-ie/article/update-office-with-microsoft-update-f59d3f9d-bd5d-4d3b-a08e-1dd659cf5282)** with steps to update your software.

When your Excel software is ready for use, the "Check for Updates" banner will disappear.

**Score to be Submitted**                    Based on last attempt

Score
Time spent: 0m 10s                    Review

⟳    Retake

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