

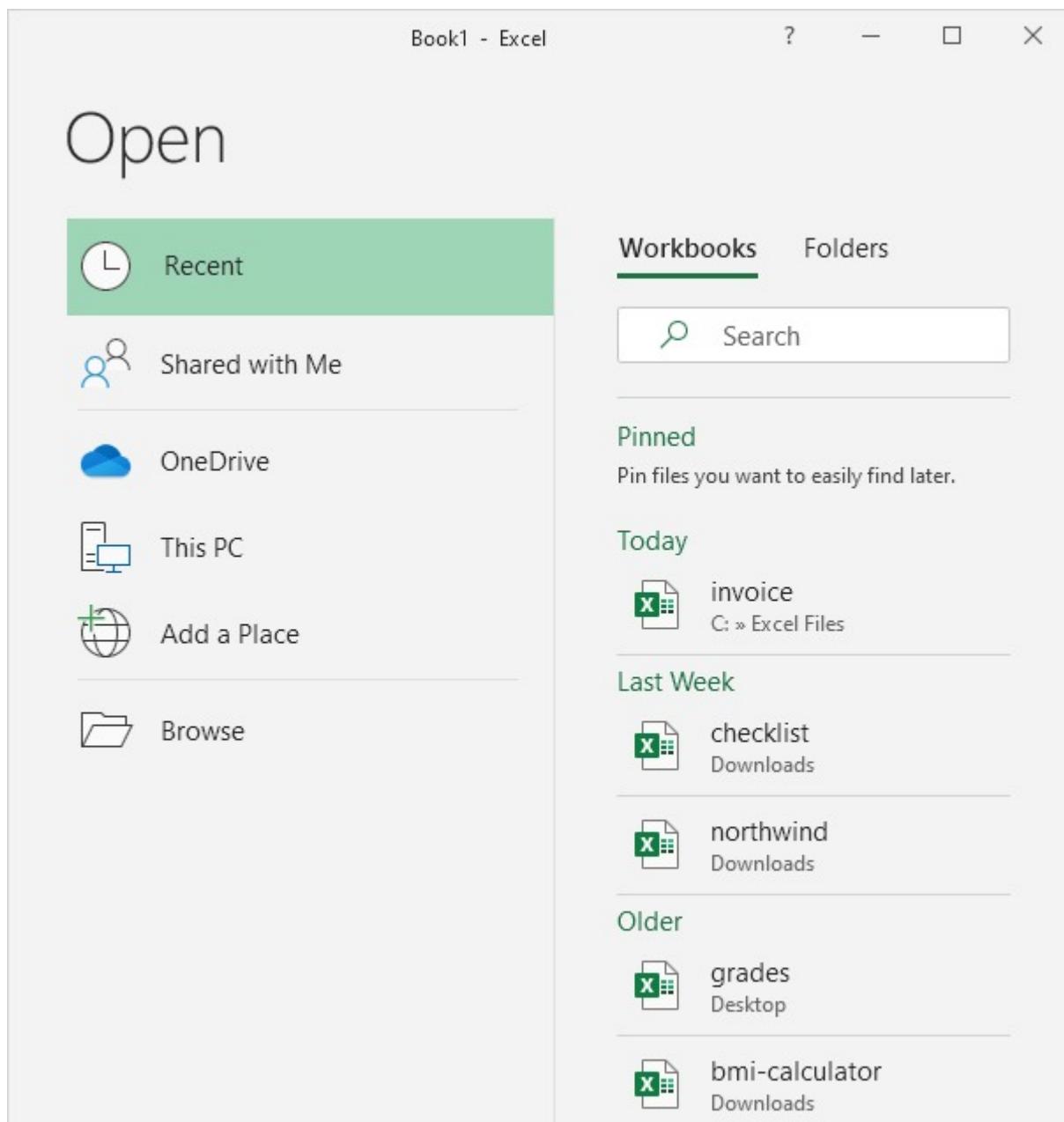
# Workbook in Excel

A workbook is another word for your Excel file. When you start Excel, click Blank workbook to create an Excel workbook from scratch.

## ◆ Open an Existing Workbook

To open a workbook you've created in the past, execute the following steps.

1. On the File tab, click Open.
2. Recent shows you a list of your recently used workbooks. You can quickly open a workbook from here.



3. Click Browse to open a workbook that is not on the list.



## Unlocked amazing opportunities for you



Click to unlock

### ◆ Close a Workbook

To close a workbook (and Excel), click the upper right X. If you have multiple workbooks open, clicking the upper right X closes the active workbook.



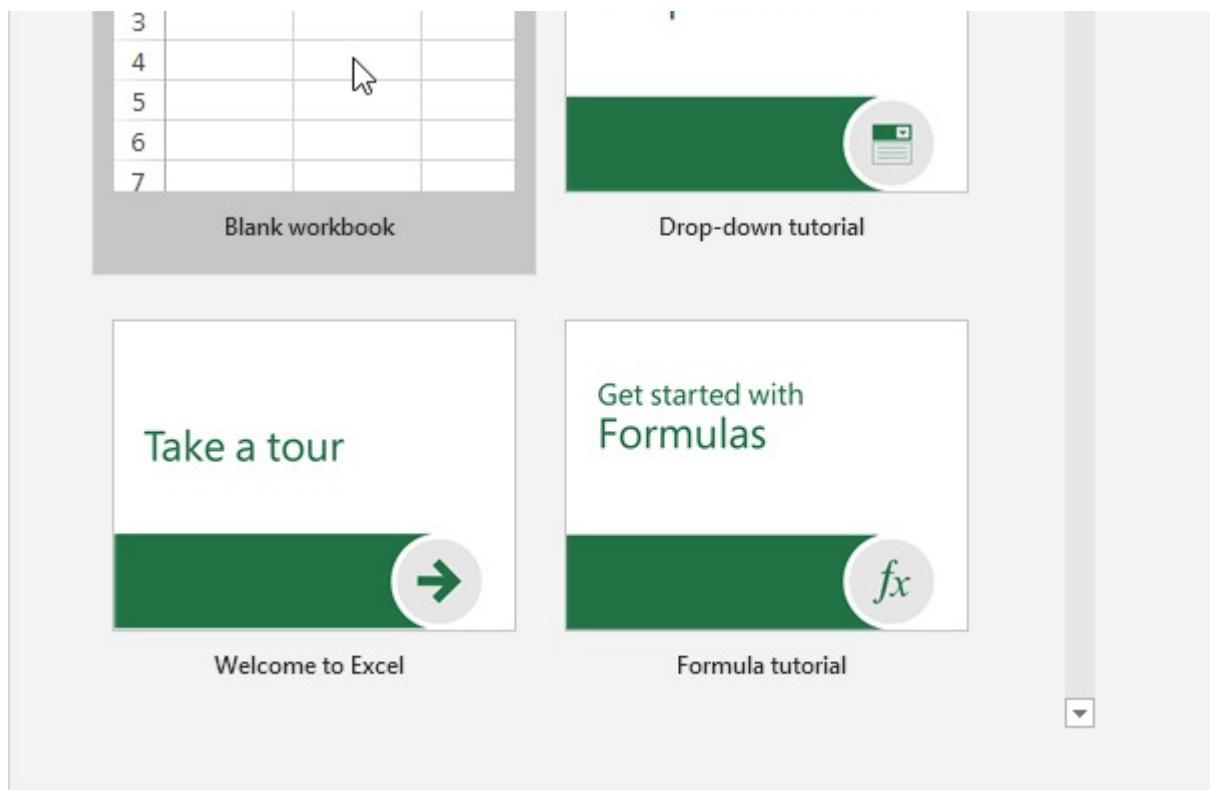
### ◆ Create a New Workbook

Sometimes you want to start all over again. To create a new workbook, execute the following steps.

1. On the File tab, click New.

2. Click Blank workbook.

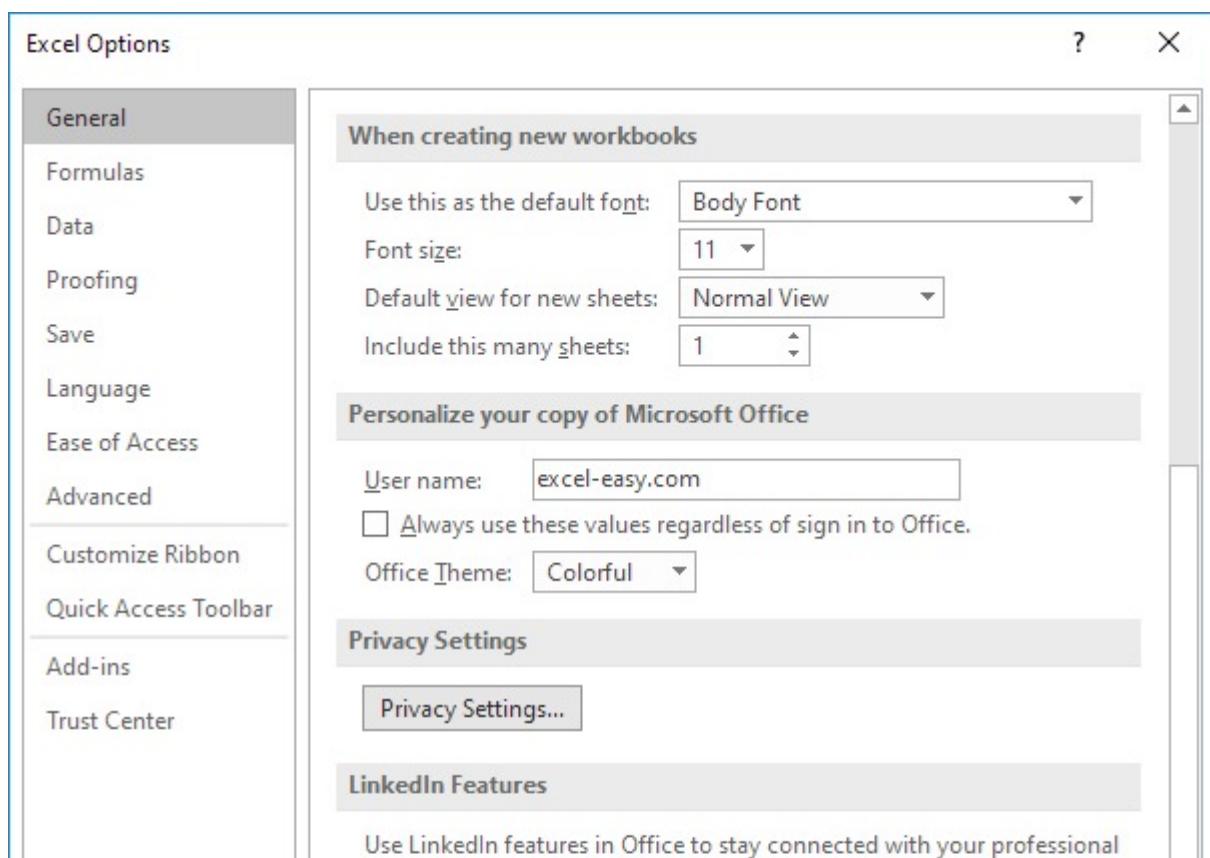
A screenshot of the Microsoft Excel 'New' dialog box. The title bar says 'Book1 - Excel'. The main area displays the word 'New'. At the top, there is a search bar labeled 'Search for online templates' with a magnifying glass icon. Below the search bar, there is a list of 'Suggested searches': Business, Personal, Planners and Trackers, Lists, Budgets, Charts, and Calendars. Two tabs are visible at the bottom: 'Office' (which is underlined in green) and 'Personal'. In the bottom left corner, there is a small preview of a spreadsheet with data in columns A, B, and C, rows 1 and 2. In the bottom right corner, there is a green callout box with the text 'Create a Drop-down list' and a 'New' button.

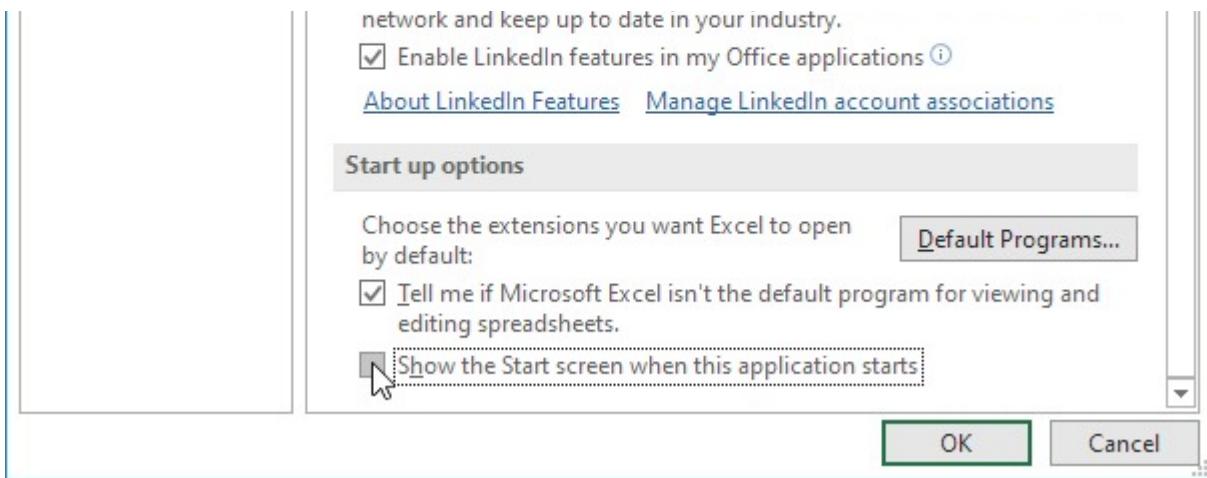


## ◆ Turn off the Start screen

When you start Excel, it shows a start screen that lists recently used Excel files and templates. To skip the start screen and always start with a blank workbook, execute the following steps.

1. On the File tab, click Options.
2. Under Start up options, uncheck 'Show the Start screen when this application starts'.





3. Click OK.

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- 

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  - Find Duplicates
  - If
  - Drop-down List
  - Countif
  - Index and Match
- 

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-

Start with Excel in 2026: Range • Formulas and Functions • Ribbon • Cell References • Sort • Filter