Lesson 1: Overview

# Step-By-Step 1 – Start Excel

**GET READY. Be sure Microsoft Excel is installed on your computer. Then, perform the following steps:**

**1.** If the Windows desktop is displayed, click the **Start screen thumbnail** in the bottom left corner of the Windows 8 screen.

**2.** Right-click in a blank area of the screen and click **All apps**.

**3.** In the list of applications under Microsoft Office 2013, click **Excel 2013**. A window opens to recent Excel files you’ve opened and examples of templates you can use.

**4.** Click **Blank workbook**. A blank workbook opens, and the worksheet named *Sheet1* is displayed.

**PAUSE. LEAVE the workbook open for the next exercise.**

# Step-By-Step 2 – Use the Onscreen Tools

**GET READY. USE the blank workbook you opened in the previous exercise to perform these steps:**

**1.** Point to each icon on the Quick Access Toolbar and read the description that appears as a ScreenTip.

**2.** On the right side of the Quick Access Toolbar, click the **drop-down arrow**. From the drop-down list, select **Open**. The Open icon is added to the Quick Access Toolbar. Click the **down arrow** again and select **Quick Print** from the drop-down list.

**3.** Next, right-click anywhere on the Quick Access Toolbar, and then select **Show Quick Access Toolbar Below the Ribbon**.

**4.** Right-click the **HOME** tab and click **Collapse the Ribbon**. Now, only the tabs remain on display, increasing the workspace area.

**5.** Right-click the **HOME** tab again and choose **Collapse the Ribbon** to uncheck the option and make the ribbon commands visible again.

**6.** On the right side of the Quick Access Toolbar, click the **drop-down arrow**. Click **Show Above the Ribbon** from the drop-down list.

**7.** Right-click the **Open** command, and select **Remove from Quick Access Toolbar**.

**8.** On the right side of the Quick Access Toolbar, click the **drop-down arrow** and click **Quick Print** to remove the checkmark from the menu and thus remove the Quick Print icon from the Quick Access Toolbar.

# Step-by-Step 3 – Navigate the Ribbon

**GET READY. Launch Excel if necessary and open any workbook.**

**1.** Click the **HOME** tab to make it active and click cell **A1**. Your ribbon should look similar to the one shown in below.



**2.** In the Alignment group, click the **Dialog Box Launcher** to display the Alignment tab in the Format Cells dialog box.

**3.** Click the **Cancel** button to close the dialog box.

**4.** Click the **INSERT** tab.

Your screen should now look similar to the figure below. Commands on the INSERT tab enable you to add charts and illustrations and perform other functions that add items to enhance your Excel worksheets.



**5.** Click the **HOME** tab.

**6.** Press and release the **Alt** key to display onscreen Keytips that show keyboard shortcuts for certain commands.

**7.** Type **W** to display the VIEW tab and then type **Q** to display the Zoom dialog box.

**8.** Click **Cancel** or press **Esc** to close the Zoom dialog box.

**9.** Press **Alt + H** to return to the HOME tab.

**10.** Press **Alt** to turn off the Keytips.

**11.** In the Editing group, click the **Clear arrow** to display the Clear options.

**12.** Press **Esc** to turn off the options.

**PAUSE. CLOSE Excel.**

# Step-by-Step 4 – Open Backstage View

**GET READY. You should not have Excel running for this exercise.**

**1.** Launch Excel and click **Blank workbook** to start a new workbook. Notice that Book1 displays in the title bar at the top of the screen.

**2.** Click the **FILE** tab. This opens Backstage view.

**3.** Notice that the Excel Backstage view and Excel icon on the taskbar are green. The Office suite has customized colors to designate which application you use.

**4.** The commands are on the left pane of the screen. Click **Info** and the right pane changes. This shows information about the current file.

**PAUSE. CLOSE Excel for the next exercise.**

## Step-by-Step 5 – Use the Microsoft Office FILE tab and Backstage View

**GET READY. Launch Excel and open a new blank workbook.**

**1.** Click the **FILE** tab to open Backstage view.

**2.** In the left pane, click **Close**. Your worksheet disappears, but Excel remains open.

**3.** Click the **FILE** tab again, and then click **New**. The right pane shows the available options, which are the same as when you launch Excel.

**4.** Click **Blank workbook**. A new blank workbook is opened.

**PAUSE. CLOSE Excel.**

# Step-by-Step 6 – Change Excel’s View

**GET READY. Launch Excel and start a new workbook.**

**1.** If necessary, click the **HOME** tab to activate it.

**2.** Select cell **A1** to make it active. Then type **456** and press **Tab**.

**3.** In the lower-right corner of the Font group, click the **Dialog Box Launcher arrow**. The Format Cells dialog box opens. In most cases, your default font in Excel will be Calibri, 11 point, without bold or italic.

**4.** Notice that the Font tab of the dialog box is active. Scroll down in the **Font** list, click **Arial**, and then click **OK**. Cell B1 is the active cell now.

**5.** Type **456** in this cell, and then press **Tab**. Notice the difference in size and appearance between this number and the one you entered in cell A1.

**6.** Click the **VIEW** tab.

**7.** In the Workbook Views group, click **Page Layout**. In this view, you can see the margins, where pages break, and you can add a header or footer.

**8.** In the Workbook Views group, click **Normal** to return the worksheet to the view that no longer shows rulers, headers, footers, or page breaks.

**PAUSE. LEAVE the workbook open for the next exercise.**

# Step-by-Step 7 – Split the Window

**GET READY. USE the worksheet you left open in the previous exercise or type 456 in cells A1 and B1 in a new workbook.**

**1.** Click cell **F1** to make it active.

**2.** On the VIEW tab, click **Split**. Notice that the screen is split vertically in two different panes.

**3.** In the horizontal scroll bar of the right pane, hold down the **right arrow** until you see cell AA1. Notice that you can still see cells A1 and B1 in the left pane.

**4.** Click **Split** again. The screen is no longer split.

**5.** Click in cell **A17** and click **Split**. The screen is split horizontally in two different panes.

**6.** Click **Split** again. The screen is no longer split.

**7.** Click in cell **F14** and click **Split**. The screen is split into four panes this time.

**8.** Choose the lower-right quadrant by clicking any cell in that pane, and then scroll down to display row 40.

**9.** In cell H40, type **236** and press **Enter**. The data you entered in cells A1 and B1 should be visible along with what you just entered in cell H40.

**10.** Click **Split** to remove the split. The data in cell H40 is no longer visible.

**PAUSE. LEAVE the workbook open to use in the next exercise.**

## Step-by-Step 8 – Open a New Window

**GET READY. USE the worksheet you left open in the previous exercise or type 456 in cells A1 and B1 and 236 in cell H40 in a new workbook.**

**1.** Press **Ctrl + Home** to make A1 the active cell.

**2.** With the VIEW tab active, in the Window group, click **New Window**. A new window titled *Book1:2* opens. If you have opened a different number of new workbooks, your title bar might show a different book number. The colon and 2 (:2) indicate that there are two windows from the same workbook open.

**3.** Scroll down in the window until cell H40 is visible. Although cell A1 is not visible, it is still the active cell. It is important to note that you have opened a new view of the active worksheet—not a new worksheet.

**4.** Click **Switch Windows**. A drop-down list of all open windows appears. Book 1:2 is checked, which indicates that it is the active window.

**5.** Click **Book 1:1**. You now see the original view of the worksheet with cell A1 active.

**6.** Click **Switch Windows** and make **Book1:2** active.

**7.** Click the **Close Window** button (in the upper-right corner of the workbook window) to close Book1:2. The window closes, and Book1 in the title bar tells you that you are now looking at the only open view of the workbook.

*Clicking the Close Window button closes only the new window opened at the beginning of this exercise. If you use the Close command on the FILE tab, you will close the entire workbook.*

**8.** Click the **FILE** tab, and then click **Close**.

**9.** When asked if you want to save the changes in Book1, click **Don’t Save**.

**PAUSE. LEAVE Excel open for the next exercise.**

# Step-by-Step 9 – Open an Existing Workbook

**GET READY. In this exercise, you use commands on the FILE tab to find and open an existing workbook.**

**1.** In Excel, click the **FILE** tab and click **Open**. Documents you recently created or edited appear in the right pane, in the Recent Workbooks area.

**2.** Click **Computer** and then click **Browse**.

**3.** In the Open dialog box, choose the location your Lesson01 data files.

**4.** Select ***01 Contoso Employee Info*** from the listed files, and then click **Open**. The file opens with the workbook name displayed in the title bar.

**5.** Click the **FILE** tab, and then click **Close** to close the Employee workbook.

**PAUSE. LEAVE Excel open for the next exercise.**

# Step-by-Step 10 – Open a Workbook from Your SkyDrive

**GET READY. Excel should be open. You need to have a SkyDrive account for this section.**

**1.** Clicks the **FILE** tab.

**2.** If it is not selected, click **Open**.

**3.** If you do not have SkyDrive installed, click **+ Add a Place**, click **SkyDrive**, and go through the steps on the screen.

**4.** Click **[Your Name] SkyDrive**, and then click **Browse**.

**5.** If you have folders on the SkyDrive, double-click the folder where the file is located.

**6.** If there are subfolders, double-click the subfolder.

**7.** Continue to navigate to the folder where the file is located and click the file name.

**8.** Click **Open**. The file is displayed.

**CLOSE the file and LEAVE Excel open for the next exercise.**

# Step-by-Step 11 – Navigate a Worksheet

**GET READY. Click the File tab, and then click Open. In the Recent Workbooks area, click   
*01 Contoso Employee Info* or go to the class folder and open this file.**

**1.** Press **Ctrl + End** to move to the end of the document (cell D27).

**2.** Press **Ctrl + Home** to move to the beginning of the document (cell A1).

**3.** Click in the **Name Box**, type **A3**, and press **Enter** to make the cell active.

**4.** Press **Ctrl + Down Arrow** to go to the last row of data (cell A27).

**5.** Press **Ctrl + Right Arrow**. Cell D27, the last column in the range of data, becomes the active cell.

**6.** Press **Ctrl + Down Arrow**. The last possible row in the worksheet displays.

**7.** Press **Ctrl + Home**.

**8.** Press **Scroll Lock**. Then press the **Right Arrow** key. This moves the active column one column to the right, and the whole worksheet moves.

**9.** Use the vertical scroll bar (if necessary, refer to Figure 1-12) to navigate from the beginning to the end of the data.

**10.** If your mouse has a wheel button, roll the wheel button forward and back to quickly scroll through the worksheet.

**PAUSE. Press Scroll Lock again to turn it off. LEAVE the workbook open for the next exercise.**

# Step-by-Step 12 – Navigate Data with the Go To Command

USE the ***01 Contoso Employee Info*** workbook from the previous exercise.

**1.** Select cell **A17**.

**2.** In the Name Box to the left of the formula bar, select cell **A17**.

**3.** Delete **A17**, type **MedAssts**, and press **Enter**.

**4.** Select cell **M11**.

**5.** On the HOME tab, in the Editing group, click **Find & Select**. Click **Go To**. The Go To dialog box appears.

**6.** In the Go to list, click **MedAssts**, and then click **OK**. Cell A17 becomes the active cell.

**7.** Click **Find & Select** again, and then click **Go To Special**. The Go To Special dialog box appears.

**8.** In the Go To Special dialog box, click **Last cell**.

**9.** Click **OK**. Cell D27 becomes the active cell. The last cell is the lower-right cell in the worksheet with contents or formatting.

**CLOSE the workbook and do not save. LEAVE Excel open for the next exercise.**

# Step-by-Step 13 – Use the Help System

**GET READY. OPEN a new workbook for this exercise.**

**1.** Position your mouse pointer over the **Help** button, in the upper-right corner of the Excel window. A ScreenTip appears, telling you that this button enables you to access Excel’s Help features and that you can click the button or press F1.

**2.** Click the **Help** button; the help window opens.

**3.** In the help window, click the **What’s New** icon. The next screen gives you additional hyperlinked subcategories.

**4.** Navigate through three of the subtopics in the help window.

**5.** In the help window toolbar, click the **Home** button to return to the first screen.

**6.** Click the **Excel Help drop-down arrow**. This displays the Connection Status options. This feature enables you to choose whether the help window displays content from files installed on your computer or from Office.com on the Internet.

**7.** Click in the workbook behind the help window. Notice that the help window is hidden and the workbook becomes the top window.

**8.** Click the **Help** button to display the help window again.

**9.** Click the **Keep Help on Top** pin button.

**10.** Now click the workbook and notice that you can still see the Help window.

**11.** CLOSE the Help window.

**CLOSE your workbook.**