**MOAC Excel Lesson 1 Guided Notes**

**Software Orientation**

1. What are the locations in which you will do your work?
2. The locations in which you will do your work are found on a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are part of a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. The tools that you use while working in Excel are located on the \_\_\_\_\_\_\_\_\_\_\_\_\_ which runs across the \_\_\_\_\_\_\_\_\_\_ of the Window.
4. The ribbon is organized into task-oriented \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_.
5. Each tab is divided into specific \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Starting Excel**

1. Excel Opens a list of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and in most cases you will choose \_\_\_\_\_\_\_\_\_\_\_\_ workbook.
2. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can be thought of as a physical book with many pages.
3. How many worksheets does a new workbook contain?
4. If you want to use more worksheets in your workbook, what do you use and where is it located?
5. How are columns identified?
6. How are rows identified?
7. How is cell identified?
8. How is the active cell identified?

**Using Onscreen Tools**

1. The \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ gives you fast and easy access to the tools you use most often in any given Excel session.
2. What are ScreenTips?

**Navigating the Ribbon**

1. How do you reveal Keytips?
2. What are Keytips?
3. Where are Dialogue Box Launchers found?

**Introducing Office Backstage & Using the Microsoft Office File Tab and Backstage View**

1. Which tab do you click to get into Backstage View?
2. What does Backstage View show you?

**Changing Excel’s View**

1. Which tab holds commands for controlling the appearance of the displayed document?
2. You can also open and display \_\_\_\_\_\_\_\_ windows and \_\_\_\_\_\_\_\_\_ windows for \_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_ views of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ parts of your document.
3. Which view allows you fine tune pages before printing?

**Splitting the Window**

1. When a worksheet contains a lot of data, you can see only a small portion of the worksheet in Excel’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ views. The \_\_\_\_\_\_\_\_\_\_\_ command enables you to overcome this limitation by viewing the worksheet in \_\_\_\_\_\_\_ panes or \_\_\_\_\_\_\_\_\_\_\_ quadrants.
2. The \_\_\_\_\_\_\_\_\_\_\_ command is especially useful when you need to compare various portions of a \_\_\_\_\_\_\_\_\_\_\_\_\_ worksheet.

**Navigating a Worksheet**

1. How many rows can an Excel worksheet contain?
2. How many columns can an Excel worksheet contain?
3. You can use \_\_\_\_\_\_\_\_\_\_\_\_\_\_ keys, \_\_\_\_\_\_\_\_\_\_\_\_ bars or the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to navigate through a worksheet.

**Navigating Data with the Go To Command**

1. What does the Name Box indicate?
2. Can you name the cell or range that you want to navigate to in the Name Box?
3. The \_\_\_\_\_\_ \_\_\_\_\_\_ command can take you to particular points in a worksheet, including cells and cell ranges that you name.

**Working with Excel’s Help System**

1. The \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ in Excel 2013 is rich in information, illustrations, and tips that can help you complete any task as you create worksheets and workbooks.