**Lesson Overview / Introduction**

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**KEY TERMS**

• Active cell

• Backstage view

• Cell

• Column

• Command group

• Command tabs

• Dialog Box Launcher

• FILE tab

• Help system

• Key tip

• Name Box

• Quick Access Toolbar

• Ribbon

• Row

• ScreenTips

• Workbook

• Worksheet

Contoso, Ltd., provides specialty health care for the entire family—prenatal through geriatric care. The practice, owned by Dr. Stephanie Bourne, has an expanding patient list. It currently employs a staff of 36, which includes three additional family practice physicians. Each physician has unique patient contact hours; the office is open from 7 a.m. to 7 p.m. on Mondays and from 8 a.m. to 4 p.m. other weekdays. The office manager and the new assistant that she will hire must track revenue and expenses for the practice and maintain a large volume of employee data. The office manager will create simulation exercises to test the applicants and one of her target pools of applicants will be new college graduates. In this lesson, you learn how to enter text and numbers into an Excel worksheet to keep up-to-date employee records. By the end of the book, you should be able to accomplish simulation tasks that are required by the Microsoft Office User Specialist Test and the simulations requested by several jobs requiring Excel skills.

**STARTING EXCEL**

To work efficiently in Microsoft Excel, you need to become familiar with its primary user interface. You can open Microsoft Excel 2013 in Windows 8 by moving to the bottom-left corner of your screen, clicking on Start, right-clicking a blank area of the Start screen, clicking All apps, and clicking Excel 2013. Excel opens to a list of templates and in most cases you choose Blank workbook or open a previous fi le. A workbook, or spreadsheet fi le, is shown in Figure 1-1. Think of a workbook as a physical book with many pages. The filename (Book1) and the program name (Excel) appear in the title bar at the top of the screen. Book1 (or Book2, Book3, and so on) is a temporary title for your workbook until you save the workbook with a name of your choice. The new workbook contains one worksheet (Sheet1) by default—similar to the first page in a book—where you enter information. If a workbook has more pages (or worksheets), you use the sheet tabs that are located just above the Status bar and are identified as Sheet1, Sheet2, and Sheet3. You can rename worksheets to identify their content and add worksheets with the new sheet (+) button as needed. See Lesson 8, “Managing Worksheets,” for more detail on how to add and rename worksheets.

Opening Excel

In this exercise, you learn to use the Start screen to open Excel and view the new workbook’s first blank worksheet.