## Project 1-1: Utilizing Help

Use this project to better familiarize yourself with the Help system.

**GET READY. LAUNCH Excel if it is not already running.**

**1.** On the right side of the title bar, click the **Help** button.

**2.** When the Help window opens, choose **Learn Excel basics** and read the first few topics displayed in the window.

**3.** Click the **Home** button.

**4.** Across from Getting started, click the **more** button and review the topics in the online help.

**5.** Close the browser window.

**6.** In the Excel Help window in the Search box, type **select cells** and read one of the topics.

**7.** Click the **Close** button is in the upper-right corner of the window to close the Help window.

**LEAVE Excel open for the next project.**

## Project 1-2: Printing Shortcuts

**GET READY. LAUNCH Excel if it is not already running.**

Having a list of shortcuts can be helpful.

**1.** Click the **Help** button to display the Excel Help window.

**2.** Click the **Keyboard shortcuts** link and find the list of shortcuts.

**3.** If you have permission to print, click the **Print** icon to print the list. Close the Help window.

**LEAVE Excel open for the next project.**

# Proficiency Assessments

## Project 1-3: Utilizing the Ribbon

**GET READY. LAUNCH Excel if it is not already running and display a blank workbook.**

**1.** Click the **FILE** tab. This is your instant access to Backstage view. Click several of the commands in Backstage view that are shown on the navigation bar in the left pane.

**2.** Click the **Return to document** arrow to return to the workbook. Click the **HOME** tab, if it isn’t already displayed. Move the mouse pointer over the ribbon, reading the various ScreenTips that appear as the pointer rests over individual ribbon elements.

**3.** On the HOME tab, in the Font group, click the **Font** arrow. Note that the first font at the top of the font list is displayed. Click the arrow again to hide the list.

**4.** Click the **Font** arrow again, and choose **Times New Roman**. Note the corresponding change in font on the Font list.

**5.** Move the pointer to the Quick Access Toolbar and click the **Undo** button. Note that your font returns to the default font, usually Calibri.

**6.** Click the **INSERT** tab. Move the pointer over the ribbon and examine it while reading the ScreenTips.

**7.** Click the **VIEW** tab. Once again, point to the ribbon and examine its features.

**8.** Click the **FILE** tab again to display Backstage view.

**9.** Click the **Close** command at the bottom of the left pane to close the workbook. If prompted to save the document, choose **Don’t Save**.

**LEAVE Excel open for the next project.**

## Project 1-4: Navigating a List of Homes for Sale

Fabrikam, Inc., a realtor, has a list of homes for sale. You need to know how large the list is.

**GET READY. LAUNCH Excel if it is not already running.**

**1.** Open the ***01 Fabrikam Customer Houses*** file.

**2.** Press **Ctrl + End** to move to the last cell in the workbook.

**3.** Press **Ctrl +Home** to move to the first cell.

**4.** Click cell **B6**.

**5.** Press **Ctrl + Right Arrow** to go to the right edge of the active range.

**6.** Press **Ctrl + Left Arrow** to go to the left edge.

**7.** Press **Ctrl + Up Arrow** to go to the top edge of the active range.

**8.** CLOSE the workbook.

**LEAVE Excel open for the next project.**

# Mastery Assessment

## Project 1-5: Viewing an Excel Training Video

Use this project to better familiarize yourself with tutorials that come with Excel.

**GET READY. LAUNCH Excel if it is not already running.**

**1.** Press **F1** to display the Excel Help window.

**2.** Click the **Get free training** icon.

**3.** Click the **Download** button.

**4.** If prompted, choose **Open** in the message bar to allow the application to load. This will launch a training exercise in Microsoft PowerPoint.

**5.** Follow the instructions in PowerPoint and go through the training. Press **Esc** when you are done.

**CLOSE PowerPoint, the Web browser, and the Excel Help window. LEAVE Excel open for the next project.**