# MICROSOFT EXCEL



# Getting Started with Excel

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# 3 Introduction

Excel is a spreadsheet program that allows you to store, organize, and analyze information. While you may believe Excel is only used by certain people to process complicated data, anyone can learn how to take advantage of the program's powerful features. Whether you're keeping a budget, organizing a training log, or creating an invoice, Excel makes it easy to work with different types of data.

# 4 The Excel interface

When you open Excel 2016 for the first time, the Excel Start Screen will appear. From here, you'll be able to create a new workbook, choose a template, and access your recently edited workbooks.

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# 5 The Excel interface



# 6 The Ribbon

#### Each tab will have one or more groups.



Some groups will have an arrow you can click for more options.





7 The Ribbon

You can adjust how the Ribbon is displayed with the Ribbon Display Options.



### Changing Ribbon Display Options

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The Ribbon is designed to respond to your current task, but you can choose to **minimize** it if you find that it takes up too much screen space. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon to display the drop-down menu.



## Changing Ribbon Display Options

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There are three modes in the Ribbon Display Options menu:

Auto-hide Ribbon: Auto-hide displays your workbook in fullscreen mode and completely hides the Ribbon. To **show the Ribbon**, click the **Expand Ribbon** command at the top of screen.



### 10 Changing Ribbon Display Options

Show Tabs: This option hides all command groups when they're not in use, but tabs will remain visible. To show the Ribbon, simply click a tab.

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**Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Excel for the first time.

# Adding commands to the QAT

- 1. Click the drop-down arrow to the right of the Quick Access Toolbar.
- Select the command you want to add from the dropdown menu. To choose from more commands, select More Commands.



# 12 Adding commands to the QAT

3. The command will be **added** to the Quick Access Toolbar.



### 13 How to use Tell me

 The Tell me box works like a search bar to help you quickly find tools or commands you want to use.



#### How to use Tell me 14

Type in your own words what you want to do.

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The results will give you a few relevant options. To use one, click it like you would a command on the Ribbon.

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Excel has a variety of viewing options that change how your workbook is displayed. These views can be useful for various tasks, especially if you're planning to **print** the spreadsheet. To **change worksheet views**, locate the commands in the bottom-right corner of the Excel window and select **Normal view**, **Page Layout view**, or **Page Break view**.



#### Normal view is the default view for all worksheets in Excel.

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Page Layout view displays how your worksheets will appear when printed. You can also add headers and footers in this view.

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**Page Break view** allows you to change the location of page breaks, which is especially helpful when printing a lot of data from Excel.

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# 19 Backstage view

- Backstage view gives you various options for saving, opening a file, printing, and sharing your workbooks.
- To access Backstage view :
  - Click the File tab on the Ribbon. Backstage view will appear.



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# <sup>20</sup> Practice

- Open Excel 2016.
- Click Blank Workbook to open a new spreadsheet.
- Change the Ribbon Display Options to Show Tabs.
- Using the Customize Quick Access Toolbar, click to add New, Quick Print, and Spelling.
- In the **Tell me bar**, type the word **Color**. Hover over **Fill Color** and choose a **yellow**. This will fill a cell with the color yellow.
- Change the worksheet view to the Page Layout option.

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