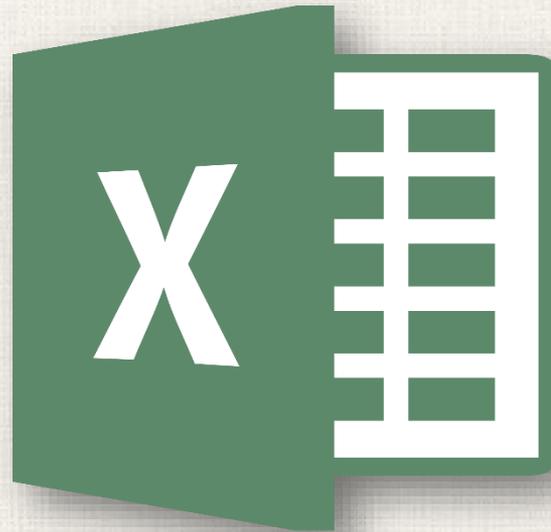


MICROSOFT EXCEL

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Getting Started with
Excel

Contents

- Introduction
- Working With Excel Environment
 - To change the Ribbon Display Options
- The Quick Access Toolbar
 - To add commands to the Quick Access Toolbar
 - How to use Tell me
- Worksheet Views
- Backstage View
 - To access Backstage view
- Practice

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.

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**.

The screenshot displays the Excel 2016 Start Screen. On the left, a dark green sidebar contains the 'Excel' logo, a 'Recent' section with three workbooks (WOO, Roster, Utilites Budget), and an 'Open Other Workbooks' button. The main area is light gray and features a search bar for online templates, suggested searches (Business, Personal, Industry, Small Business, Calculator, Finance - Accounting, Lists), a user profile for Javier Flores, and a 'Blank workbook' button. Below these are four template cards: 'Take a tour', 'My Cashflow', 'Business analysis feature tour', and 'Academic calendar (any year)'.

Excel

Recent

Older

- WOO
Javier Flores's OneDrive » Documents
- Roster
Javier Flores's OneDrive
- Utilites Budget
Javier Flores's OneDrive » Documents

Open Other Workbooks

Search for online templates

Suggested searches: Business Personal Industry
Small Business Calculator Finance - Accounting Lists

Javier Flores
javier.flores838@gmail.com
Switch account

	A	B	C
1			
2			
3			
4			
5			
6			
7			

Blank workbook

Welcome to Excel

Take a tour

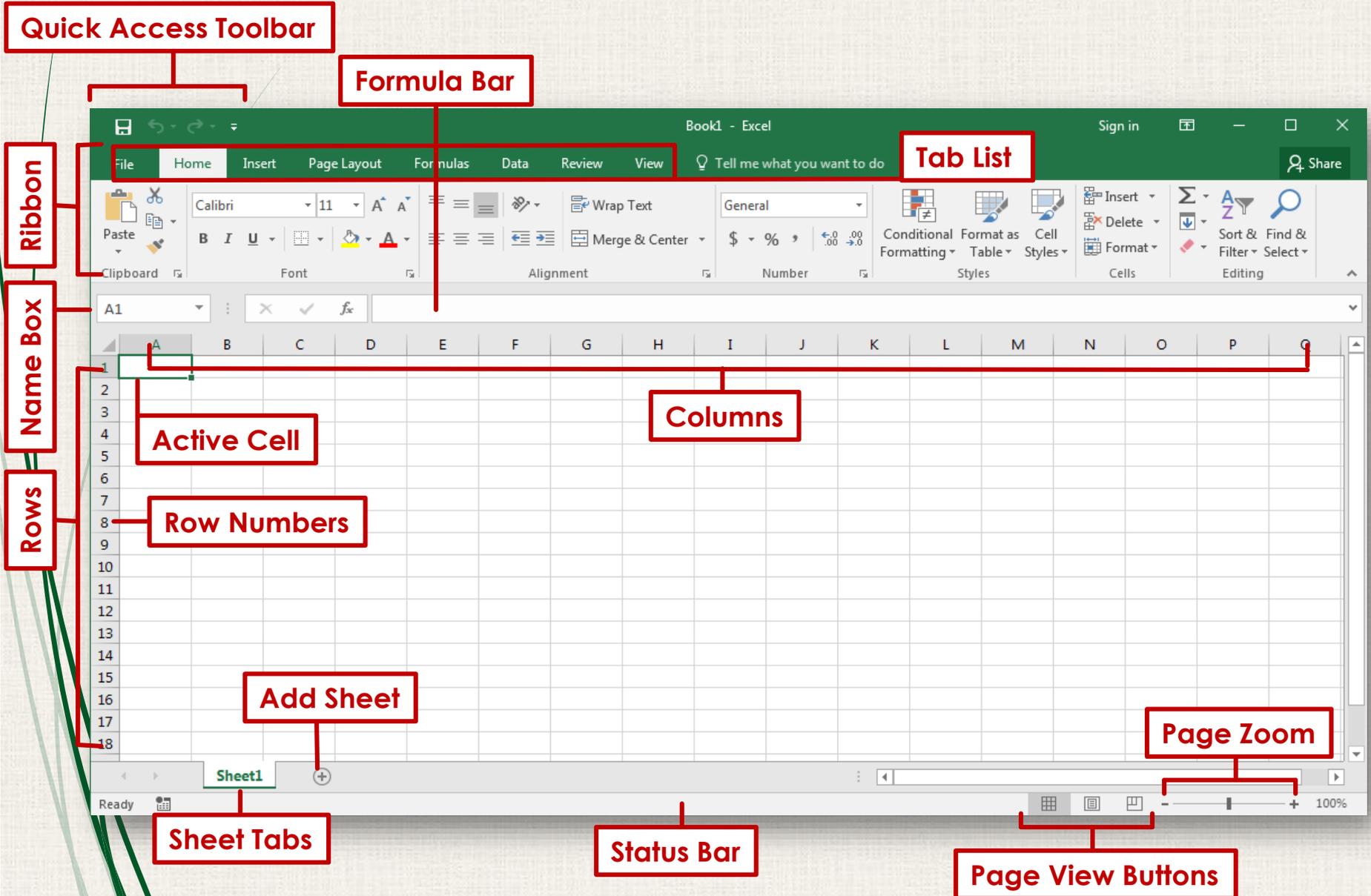
My Cashflow

Business analysis feature tour

Academic calendar (any year)

5

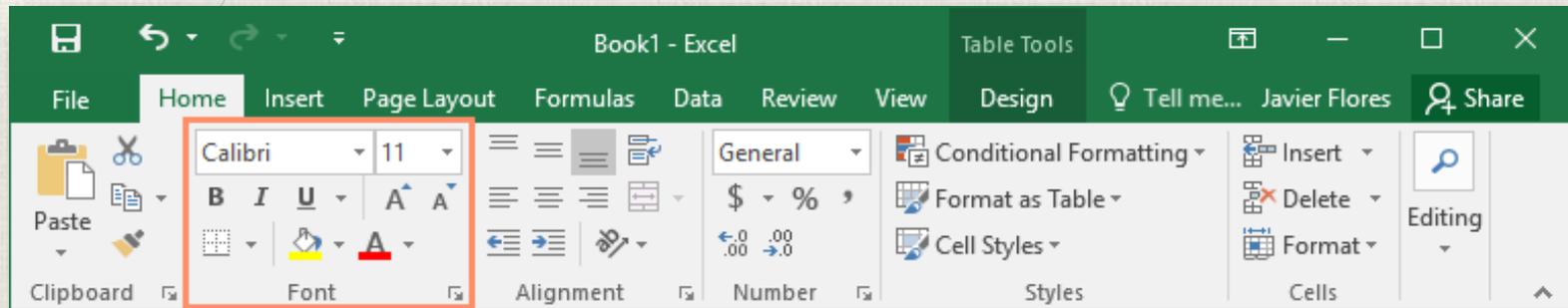
The Excel interface



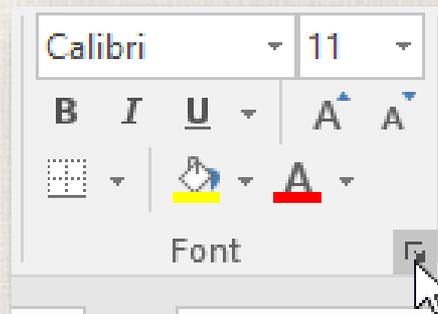
6

The Ribbon

- Each tab will have one or more groups.

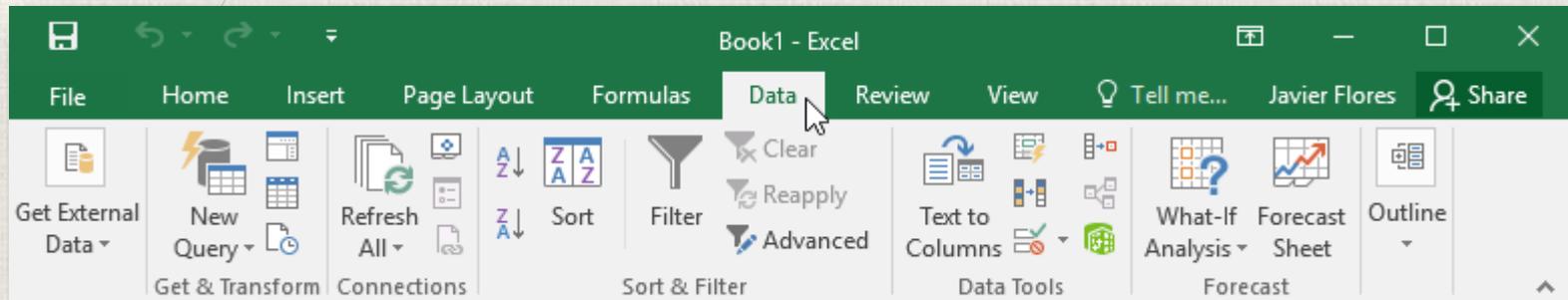


- Some groups will have an arrow you can click for more options.

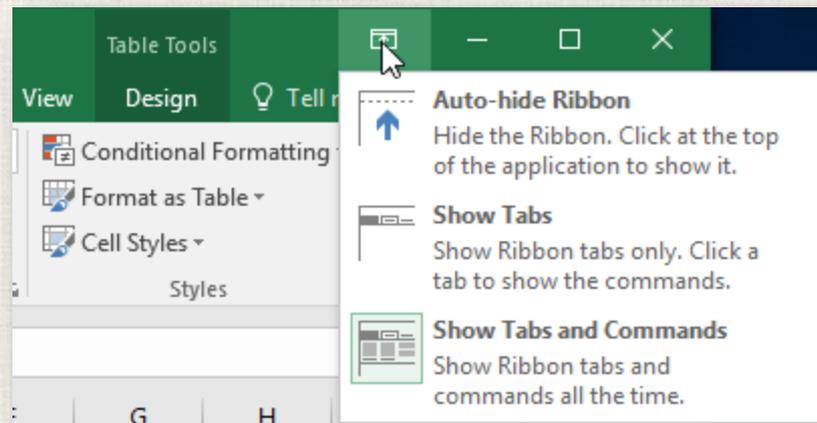


The Ribbon

- Click a tab to see more commands.

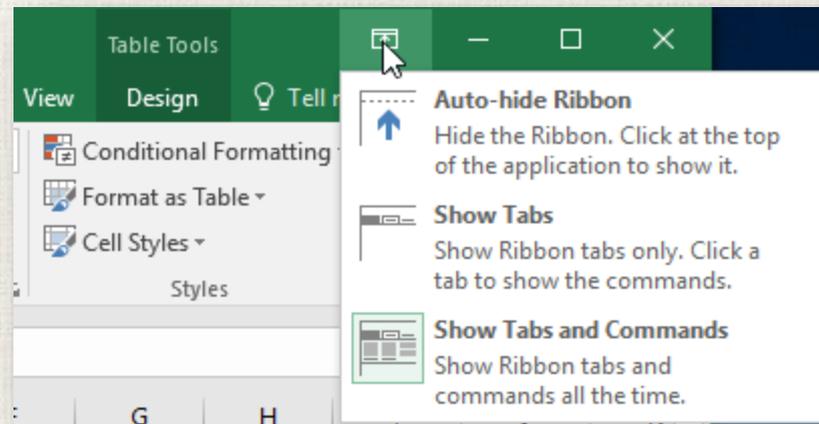


- You can adjust how the Ribbon is displayed with the Ribbon Display Options.



Changing Ribbon Display Options

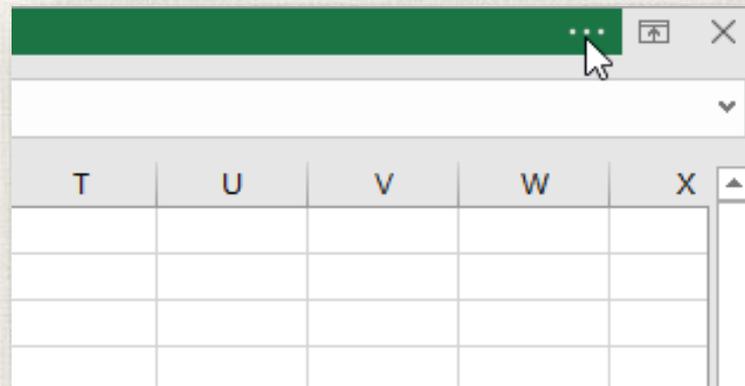
- The Ribbon is designed to respond to your current task, but you can choose to **minimize** it if you find that it takes up too much screen space. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon to display the drop-down menu.



Changing Ribbon Display Options

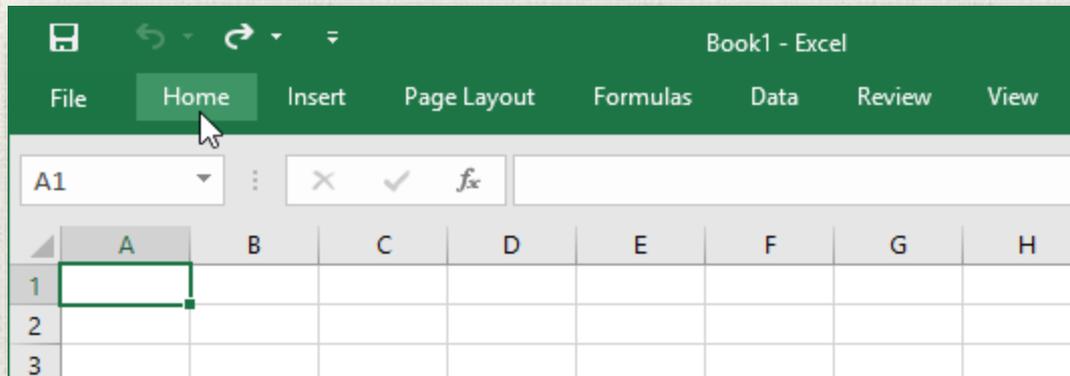
There are three modes in the Ribbon Display Options menu:

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



Changing Ribbon Display Options

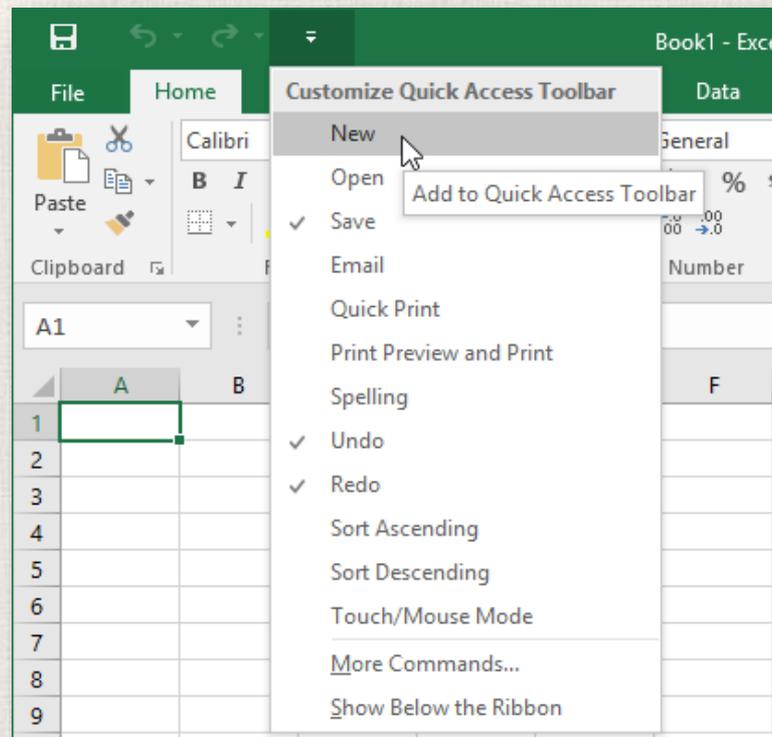
- ➔ **Show Tabs:** This option hides all command groups when they're not in use, but **tabs** will remain visible. To **show the Ribbon**, simply click a tab.



- ➔ **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.

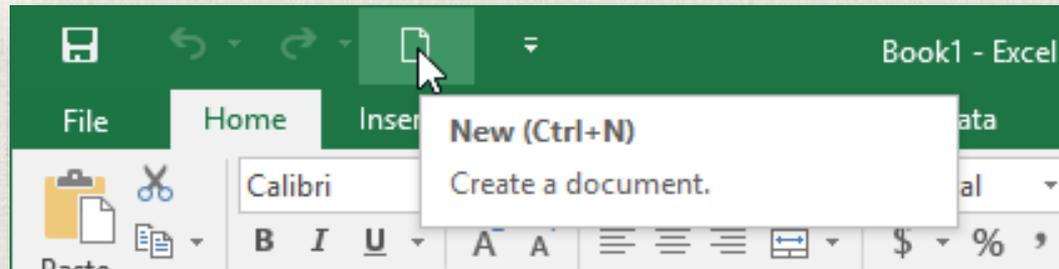
Adding commands to the QAT

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



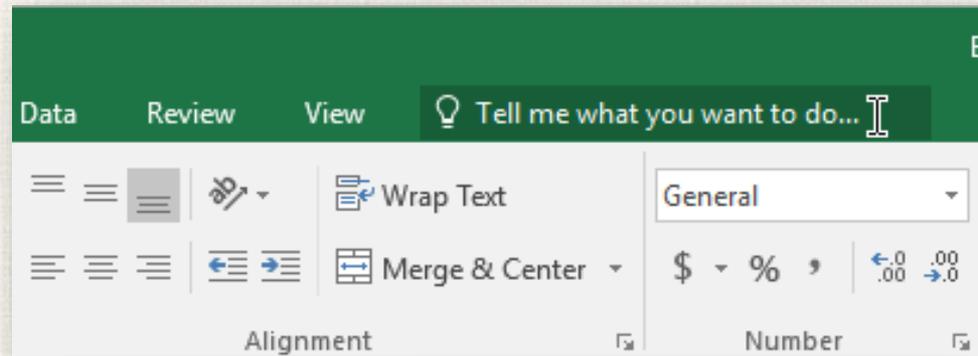
Adding commands to the QAT

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



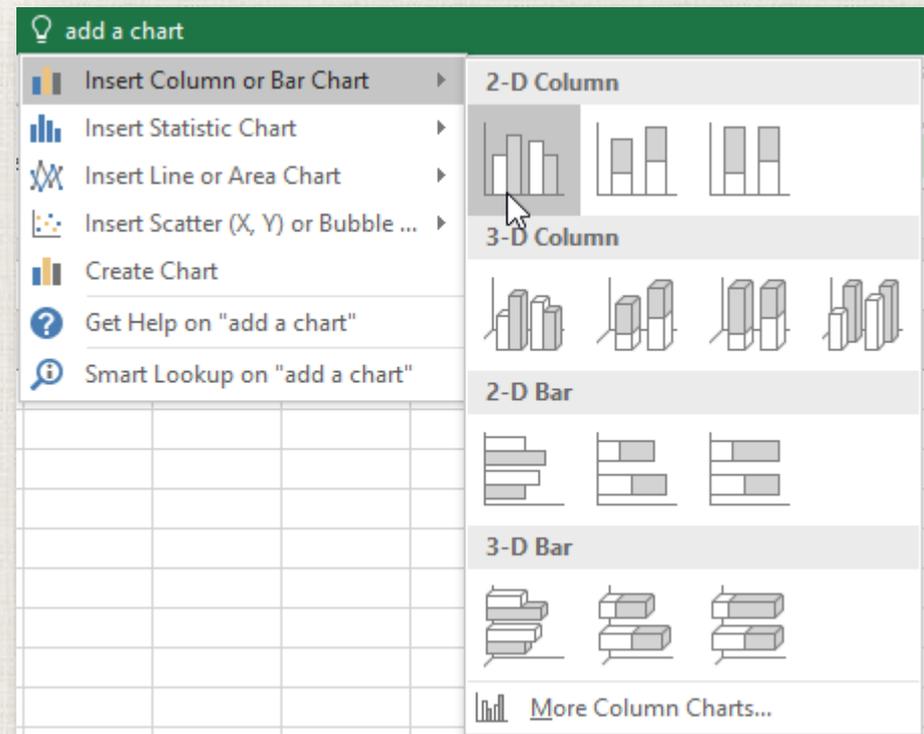
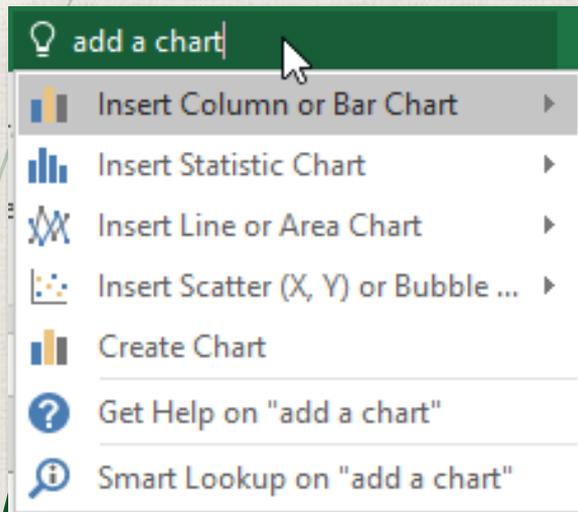
How to use Tell me

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



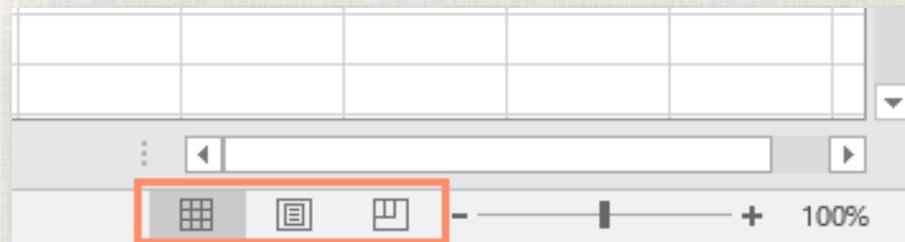
How to use Tell me

1. Type in your own words what you want to do.
2. The results will give you a few relevant options. To use one, click it like you would a command on the Ribbon.



Worksheet views

- 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**.



Worksheet views

- ➔ **Normal view** is the default view for all worksheets in Excel.

Cookie Sales - Excel

File Home Insert Page Layout Formulas Data Review View Tell me... Javier Flores Share

Paste Clipboard Font Alignment Number Styles Cells Editing

Arial 11 General Conditional Formatting Insert Sum AutoSum

B I U A A Font \$ % Number Format as Table Delete Down Find

Cell Styles Format

I29 X ✓ fx

A B C D E F G

1 Frontier Kids Cookie Sales

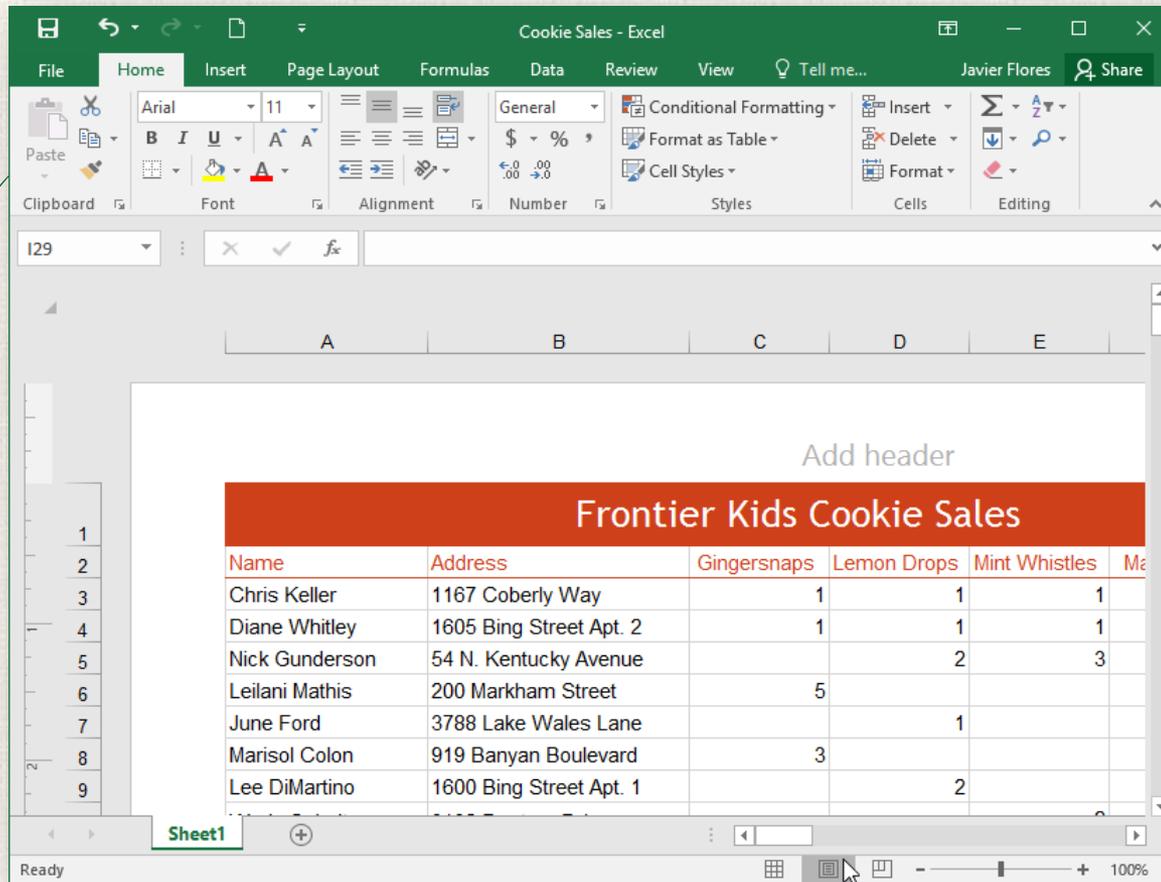
	Name	Address	Gingersnaps	Lemon Drops	Mint Whistles	Macaroons	Total
2	Chris Keller	1167 Coberly Way	1	1	1	1	4
3	Diane Whitley	1605 Bing Street Apt. 2	1	1	1		3
4	Nick Gunderson	54 N. Kentucky Avenue		2	3		5
5	Leilani Mathis	200 Markham Street	5				5
6	June Ford	3788 Lake Wales Lane		1		1	2
7	Marisol Colon	919 Banyan Boulevard	3			4	7
8	Lee DiMartino	1600 Bing Street Apt. 1		2			2
9	Wade Schultz	3132 Doctors Drive			2	2	4
10	Lance Cano	180 Denver Avenue	1		1	5	7
11	George Howard	3826 George Street	1	1	1		3
12	Eric Lombard	1012 Spruce Drive		2	3		5
13	Joseph Trammell	2004 Thompson Drive	5				5
14	Manuel Gallo	3237 Willow Oaks Lane		1		1	2

Sheet1

Ready 100%

Worksheet views

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

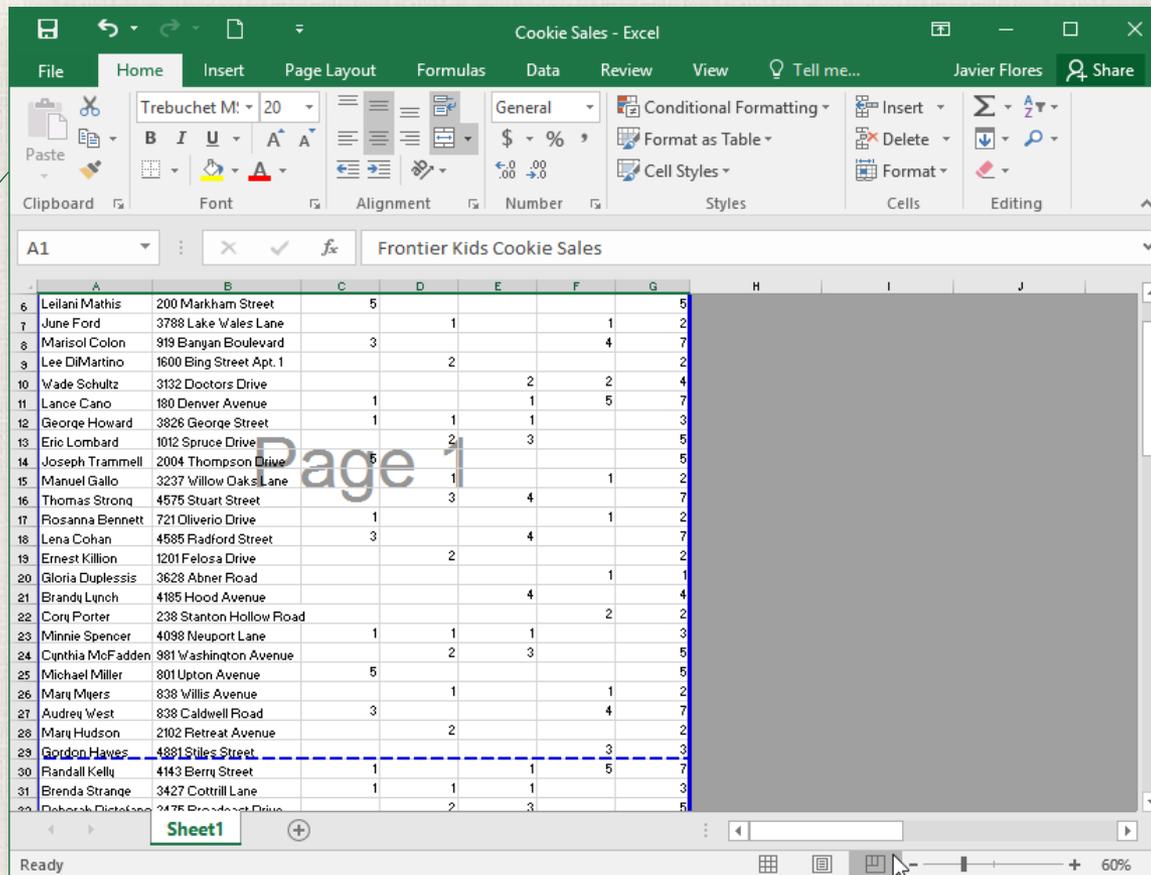


The screenshot shows Microsoft Excel in Page Layout view. The ribbon is set to 'Page Layout'. The worksheet contains a table with a red header row and a data table below it. The data table has columns for Name, Address, Gingersnaps, Lemon Drops, Mint Whistles, and Ma. The status bar at the bottom indicates 'Ready' and '100%' zoom.

Add header					
Frontier Kids Cookie Sales					
Name	Address	Gingersnaps	Lemon Drops	Mint Whistles	Ma
Chris Keller	1167 Coberly Way	1	1	1	
Diane Whitley	1605 Bing Street Apt. 2	1	1	1	
Nick Gunderson	54 N. Kentucky Avenue		2	3	
Leilani Mathis	200 Markham Street	5			
June Ford	3788 Lake Wales Lane		1		
Marisol Colon	919 Banyan Boulevard	3			
Lee DiMartino	1600 Bing Street Apt. 1		2		

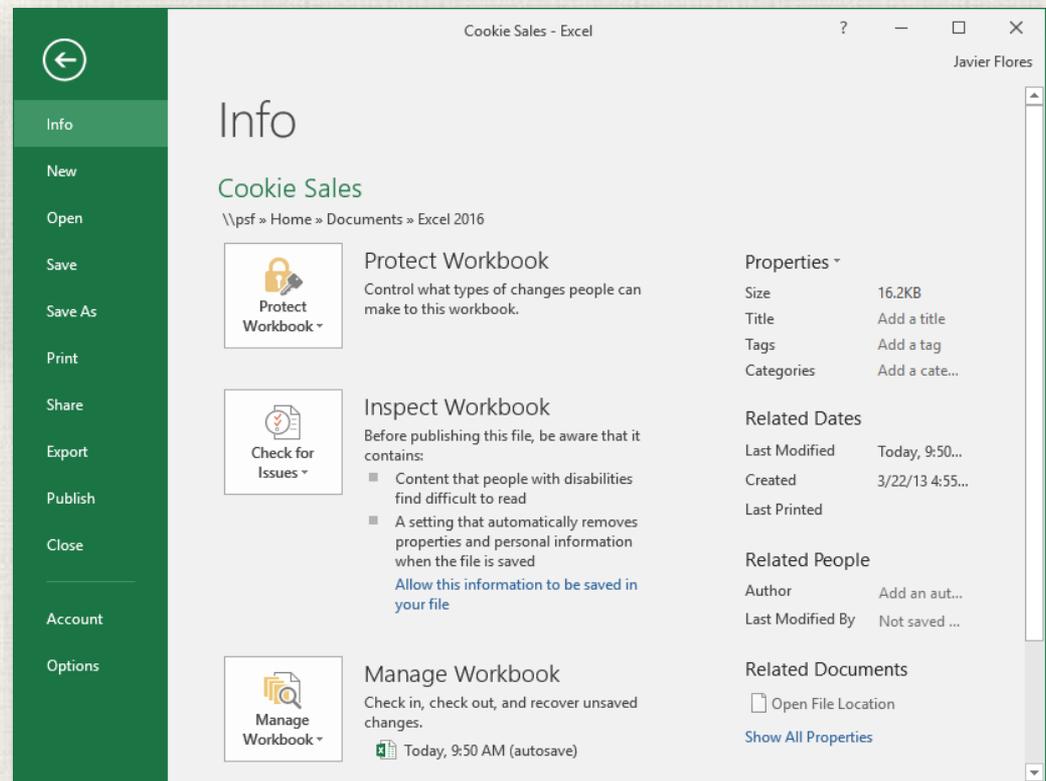
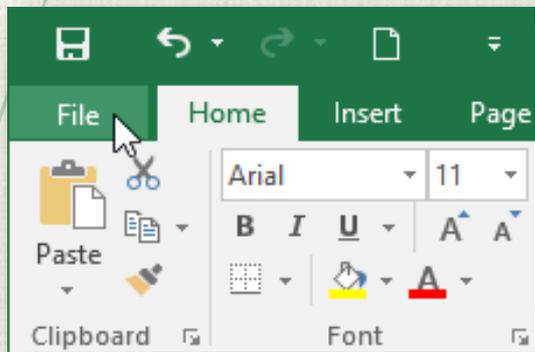
Worksheet views

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



Backstage view

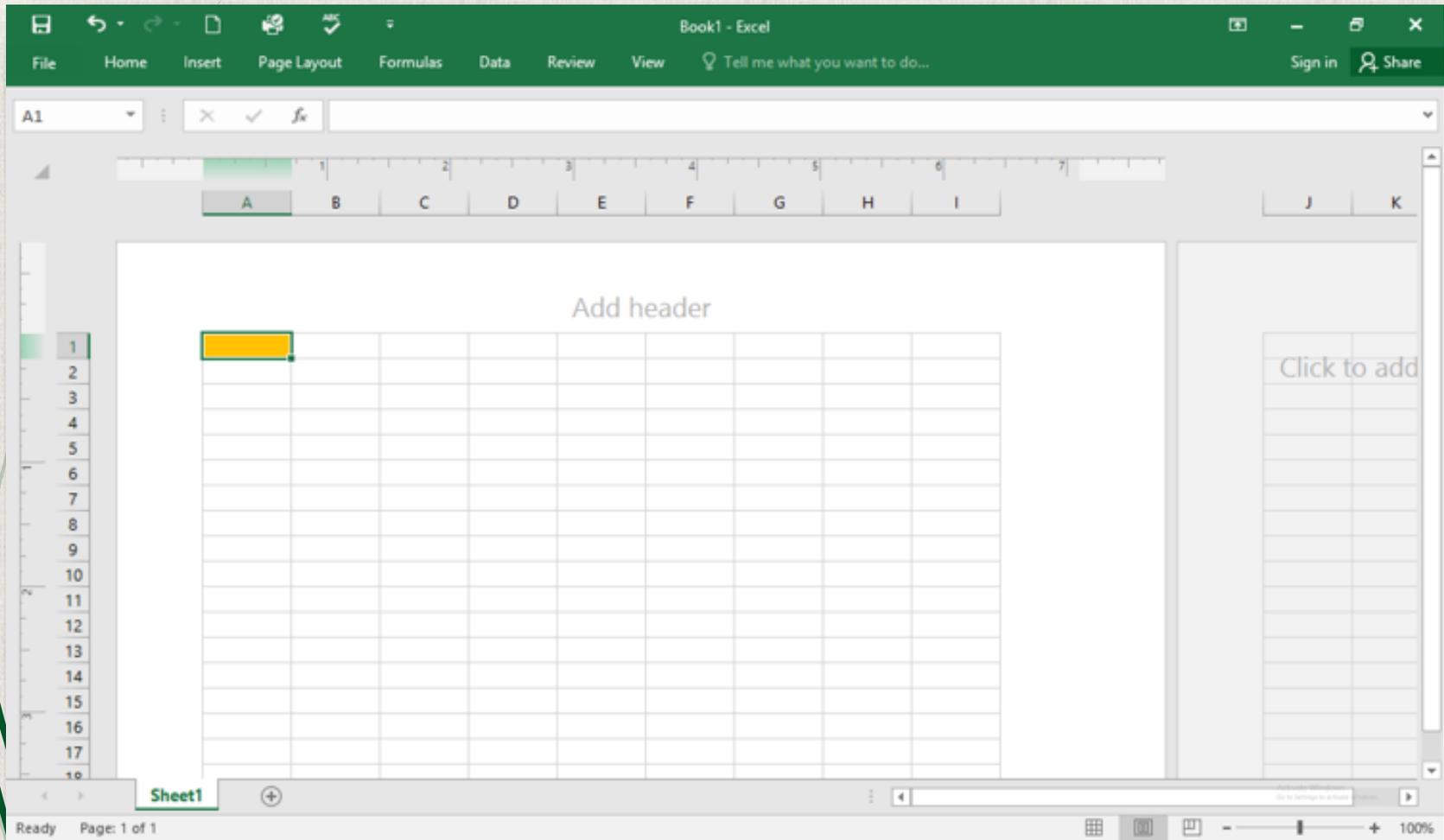
- **Backstage view** gives you various options for saving, opening a file, printing, and sharing your workbooks.
- To access Backstage view :
 - Click the **File** tab on the **Ribbon**. **Backstage view** will appear.



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.

Solution





THE END

THE END