

# 01 Getting Started with Excel

## Introduction

Excel 2013 is a **spreadsheet program** that allows you to **store**, **organize**, and **analyze information**. While you may think that Excel is only used by certain people to process complicated data, anyone can learn how to take advantage of Excel'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 kinds of data.

Click the link below to view the Video:

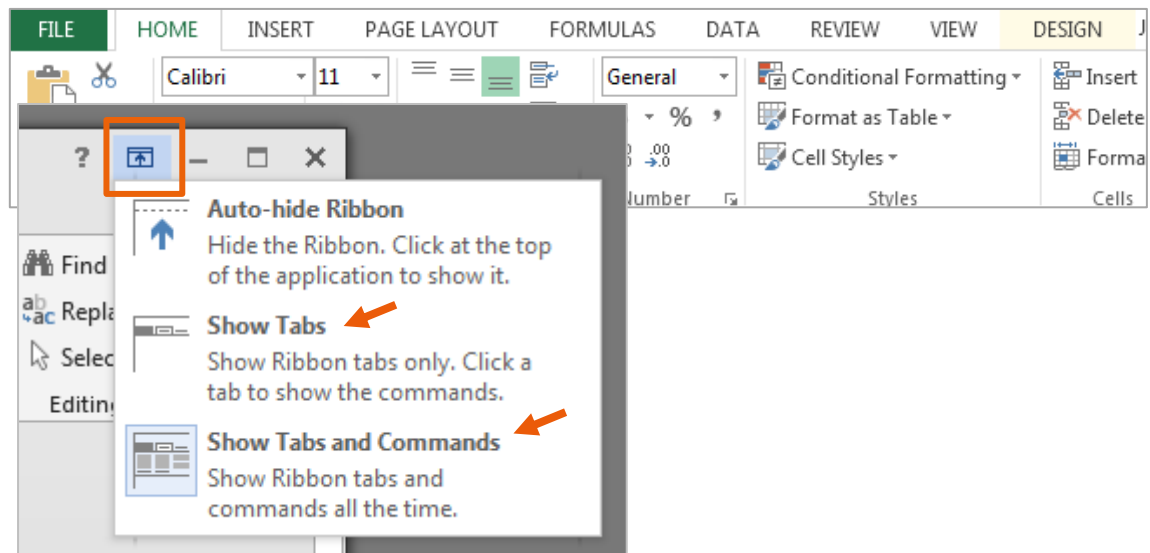


Open **01 EXCEL EXERCISE**

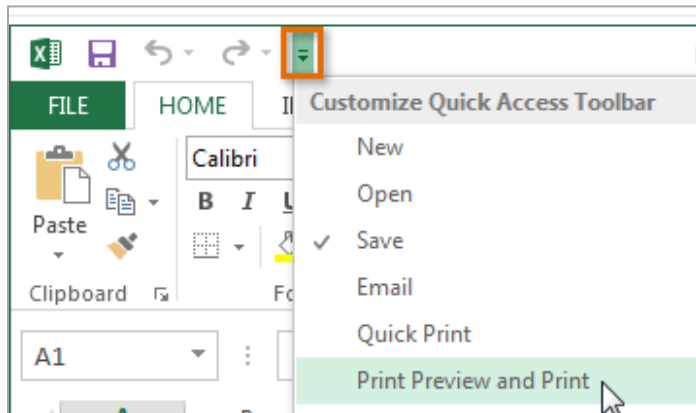
## Exercise 01a

Follow the directions below to complete the exercise.

- Click **01a Roster** to open
- Click through all of the **tabs** (HOME, INSERT etc), and review the **commands** on the Ribbon.
- Try **minimizing** and **maximizing** the **Ribbon**.



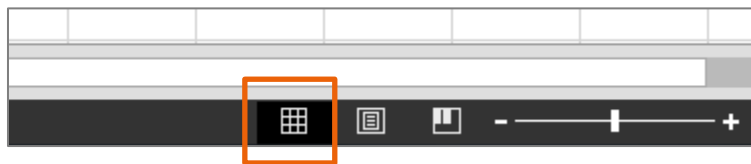
- Add the **Print Preview and Print** command to the **Quick Access toolbar**.  
You now have another way to access your print command.



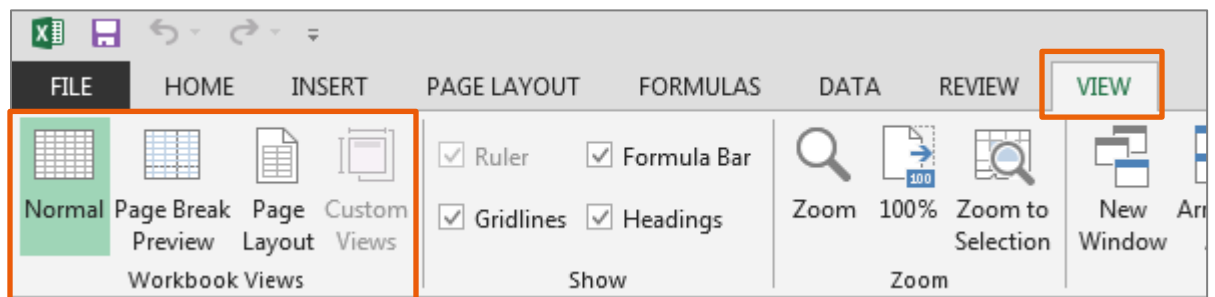
The workbook can be **viewed** three different ways.

**Normal view** which is selected by default, and shows you an unlimited number of cells and columns.

The icon is located at the bottom right corner of your window

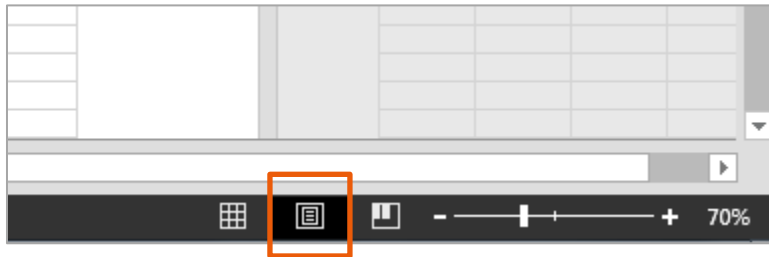


You can also access the **workbook views** by clicking the **VIEW** tab



**Page Layout view** divides your spreadsheet into pages. This view shows how your document will print

- Click on the icon to see how your worksheet view changes



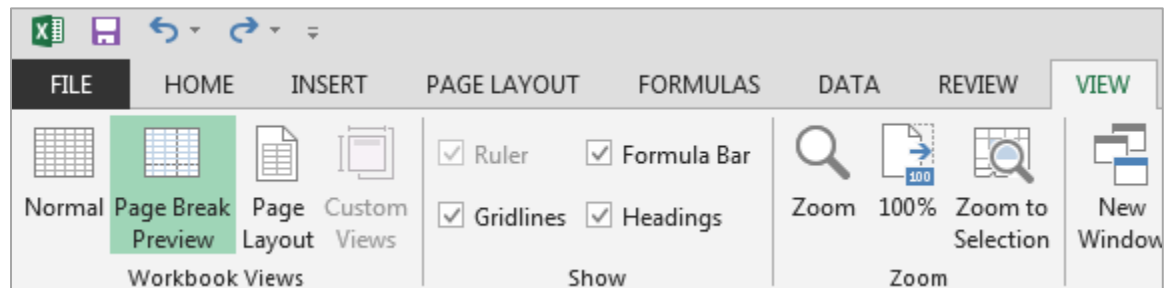
**Page Layout view** as shown in the **VIEW** tab



**Page Break view** will let you see an overview of your worksheet, especially helpful when adding page breaks.



**Page Break view** as shown in the **VIEW** tab



- The **blue lines** indicate where the pages break. Page breaks may occur horizontally or vertically.

Page Break View



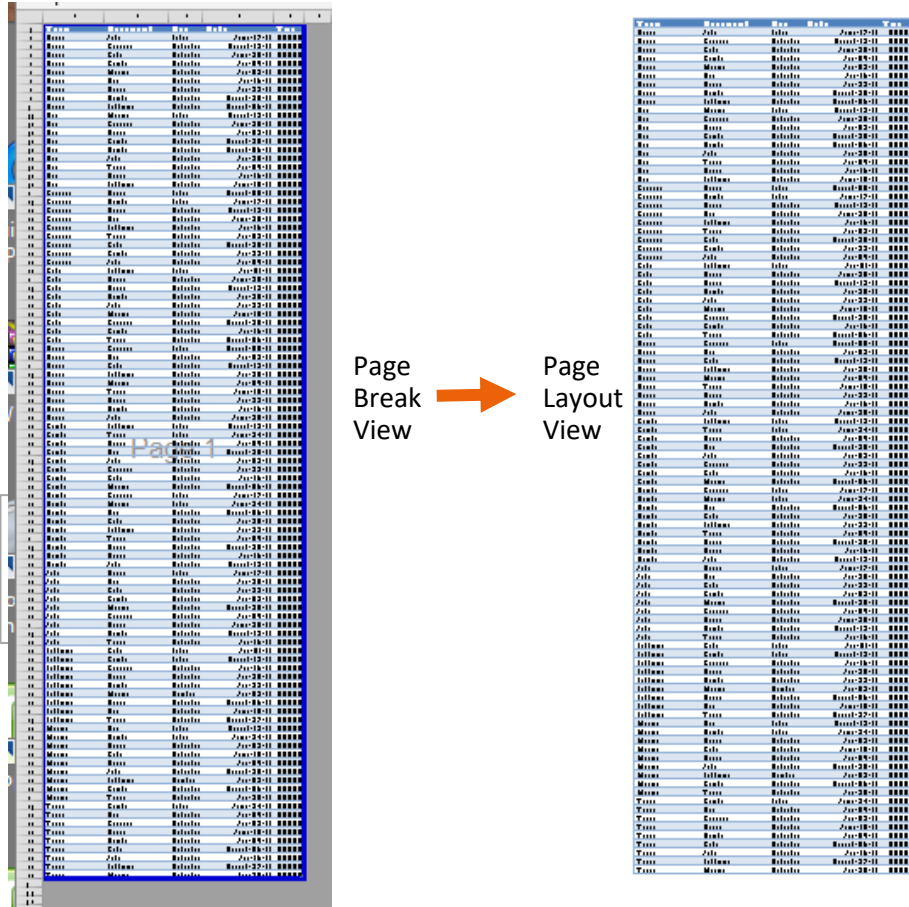
Page Layout View

You may **move** the blue lines to change where your pages break.

- **Hover your mouse** over the blue line and when you see the arrow, drag your mouse all the way down to the bottom of the table.

47	Giants	Lightning	Friday	August-12-11	6:00 PM
48	Giants	Tigers	Friday	June-24-11	6:00 PM
49	Giants	Bears	Saturday	July-09-11	2:00 PM
50	Giants	Bulls	Saturday	August-20-11	2:00 PM
51	Giants	Jets	Saturday	July-02-11	2:00 PM
52	Giants	Cavaliers	Saturday	July-23-11	10:00 AM
53	Giants	Colts	Saturday	July-16-11	10:00 AM
54	Giants	Marlins	Saturday	August-06-11	10:00 AM
55	Hawks	Cavaliers	Friday	June-17-11	6:00 PM
56	Hawks	Marlins	Friday	June-24-11	6:00 PM
57	Hawks	Bulls	Saturday	August-06-11	2:00 PM

Your worksheet is now on 1 page as shown below



- Click the **FILE** tab and navigate to **Backstage view** and open your Account settings.
- Change the **Office Background** and **Office Theme** if you like.

Office Background:


No Background

Office Theme:

Dark Gray

- Go to the File Tab and Click **Close**.  
**Do not save the file**

**Note:** Clicking the X on the top right corner of the document window will close the document and the Excel Application.



Click the links below to view the Videos:

 Link: [Creating and Opening Workbooks](#)

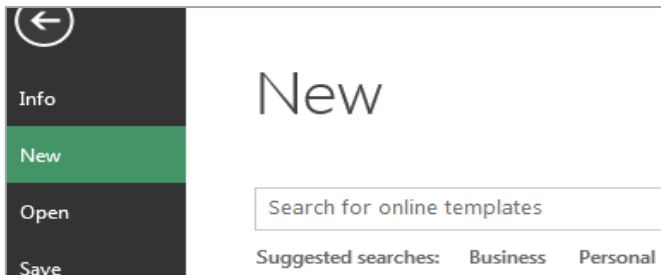
 Link: [Saving and Sharing Workbooks](#)

### Exercise 01b

- Open **Excel 01b Template SAVING**
- Save the file in your Documents Folder:  
**File > Save As > My Documents**
- Rename your workbook by typing the name in the *File Name* box:  
**Excel 01b YourFirstNameLastInitial SAVING**
- Click **Save**. File > **Close**.
- Email your assignment to your instructor.**

## Exercise 01c

- Create** a new EXCEL Workbook from a template. GO TO **File > New**.
- Search for a template under any category (Invoice, Calendars, List, Schedule etc).



- Select one and click the **create** icon to open the template.



- Save the file in your Documents Folder:  
**File > Save As > My Documents**
- Rename your workbook by typing the name in the *File Name* box:  
**Excel 01c YourFirstNameLastInitial**  
Save as type: *Excel Workbook*
- Click **Save**. Close the file.
- Drag your workbook to the **COMPLETED ASSIGNMENTS** Folder.