Lesson 1 Introduction to Microsoft Excel

Excel is the beginning of your future into the business world.

Excel is where you will learn how to make spread sheets, graphs, tables, timetables calendar schedules for meetings and much more.

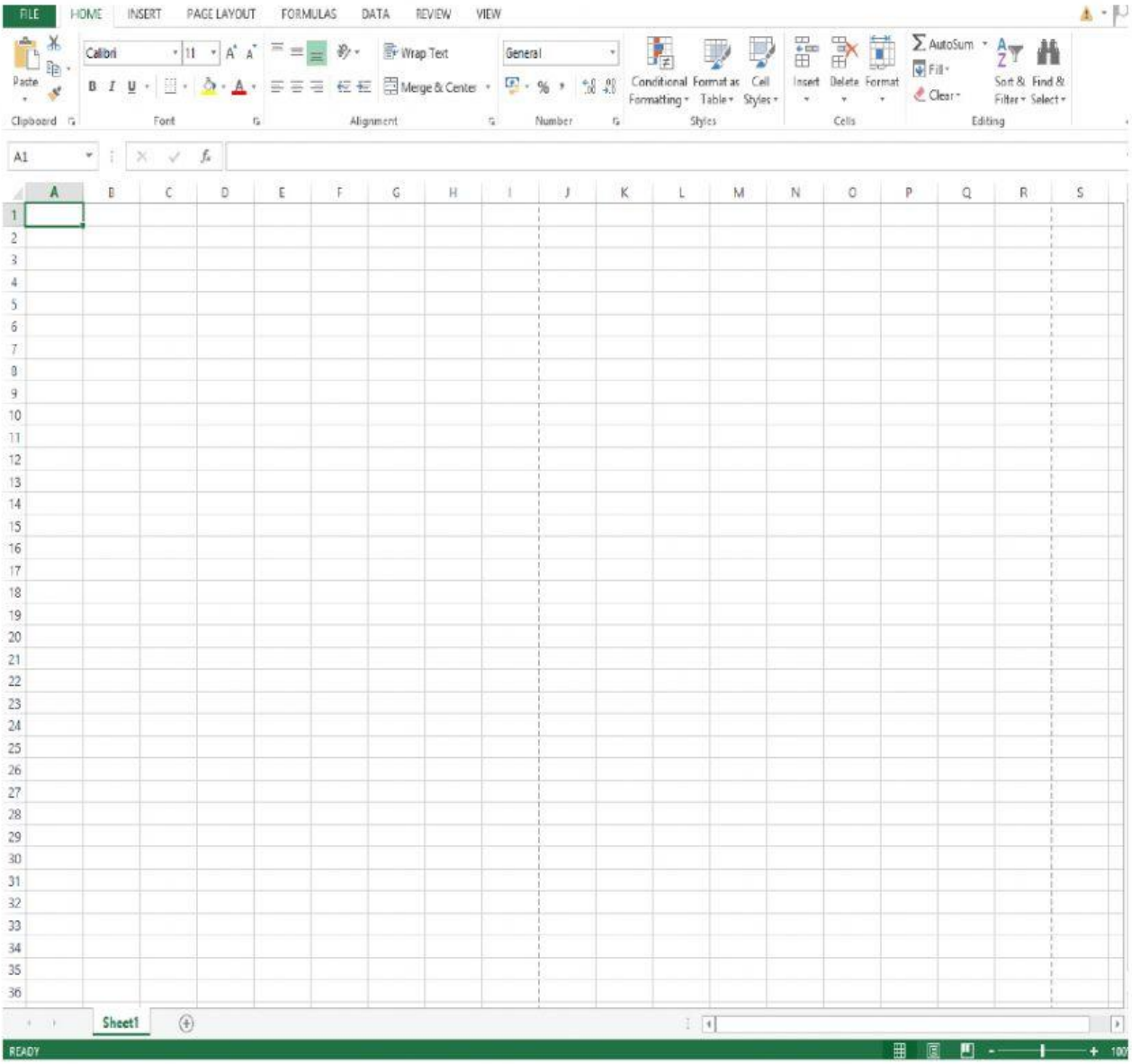
Starting Excel

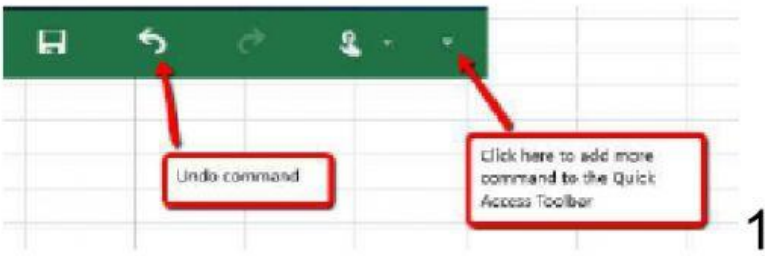
1. Locate Excel on your computer.
2. Click Microsoft Excel to launch the Excel application where you are presented with workbook options to help get you started.
3. Click the first option; "Blank Workbook".

The Excel Workbook

A workbook is an Excel file that contains one or more worksheets (referred to as spreadsheets). Excel will assign a file name to the workbook, such as **Book1**, **Book2**, **Book3**, and so on, depending on how many new workbooks are opened.

LIVEWORKSHEETS



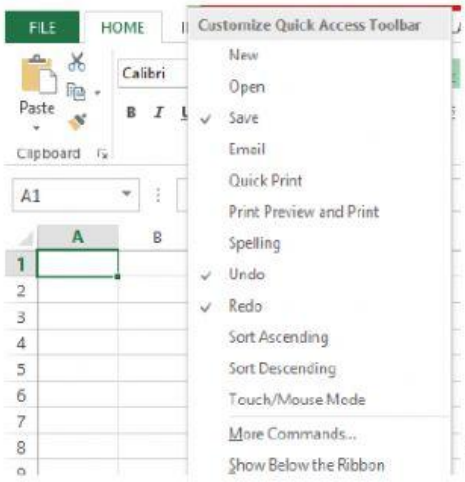


1

As above in 1 the **backward arrow** is used to undo what you typed and is incorrect and you want to replace what you have typed in error.

LIVEWORKSHEETS

The **arrow pointing down** is if you want to do other action it is called a **“quick access menu.”** As the example below**.**



1b

2 Along on the page there is where the name of the workbook will appear.

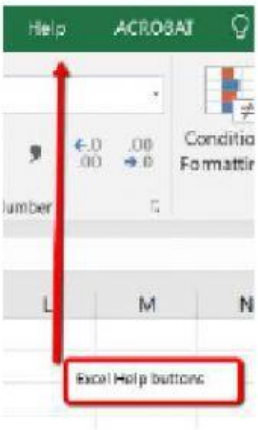


2

3. **Help** is an important tab because here if you not certain on something you can type your question here and help will appear. If it is something that is not in the help menu then ask your supervisor for help.

4. At the bottom of an Excel workbook will be Sheet nos starting with 1. Additional sheets can be made in the same workbook. In the picture as seen to the right of sheet 1 is a + this is to add sheets to the workbook.

LIVEWORKSHEETS



3



4

Naming the Sheets in the Work Book.

This is important because if you have a workbook for expenses on a daily, weekly, or monthly basis, then there can be a news sheet applying to how the workbook is set out.

e.g. Name of Workbook – **January Expenses 2022.**

Sheet 1 will become **week 10th- 16th**

Sheet 2 will become **week 17th -23rd and soon .**

Closing your Workbook.

This makes it easy for month end reconciliations and for costing too.

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5



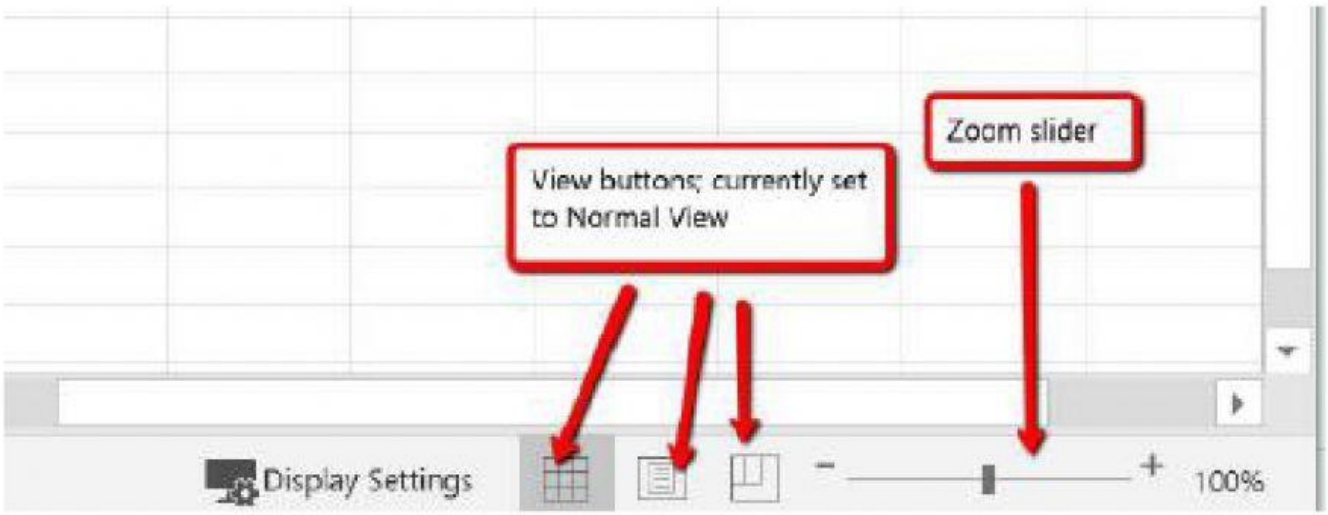
6

When you have completed your task on the workbook 5 **save** by clicking on the **icon** left of the **Excel** icon, and then 6 **close** the workbook off.

LIVEWORKSHEETS

Additional icons on the Excel Workbook

Before we move onto Lesson 2 let us look at a few more tabs that are necessary to know before moving on.



At the bottom of the workbook on the right hand side are a few tabs that we are going to look at.

We always need to be comfortable when working on a task, size, view and clarity.

The **first one7** working from left to right the normal view as you looking at your sheet now with all the blocks.



LIVEWORKSHEETS

Block in the middle is **page layout.** On this icon you can click

And you can add data should you require to add, but this we will look at in detail later.



8

The third icon 9 is a zoom slider this is to make the viewing of the page smaller or larger as you work



QUESTIONS

1. Name 4 of the different tabs you can use and what you use them for,?

2. Why are there sheets with numbers at the bottom of the workbook?

LIVEWORKSHEETS