Lesson 1

Overview

Learning Objectives

Students will learn to:

* Start Excel
* Work in the Excel window
* Change Excel's View
* Work with an existing workbook
* Work with Excel's Help System

MOS Skills

* Create new Blank workbooks *1.1.1*
* Customize the Quick Access Toolbar *1.4.3*
* Split the window *1.4.13*
* Change workbook views *1.4.6*
* Demonstrate how to use Go To *1.2.4*
* Demonstrate how to use Name Box *1.2.5*

Lesson Summary — Lecture Notes

Lesson 1 focuses on the basics of working with Excel, including starting Excel, working in the Excel window, changing Excel's view, working with an existing workbook, and working with the Help System.

Begin by explaining that to efficiently in Microsoft Excel, students need to become familiar with its primary user interface. Explain that you can open Microsoft Excel 2013 in Windows 8 by moving to the bottom left corner of your screen, clicking on Start, right-clicking a blank area of the Start screen, clicking All apps, and clicking Excel 2013.

Ensure that students understand that when you launch Excel and click Blank workbook, the program opens a new workbook and displays a blank worksheet. Explore the Excel window and teach them how to identify and customize the Quick Access Toolbar, the ribbon, and other important onscreen tools and components. Teach them how to open and use Backstage view, Microsoft's replacement for the Office button and File menu commands found in previous versions of Office.

Next, demonstrate how the ribbon organizes tools and commands into an intuitive and useful interface. Having commands visible on the work surface enables you to work quickly and efficiently and is especially helpful for new users. The ribbon in Microsoft Office Excel 2013 is made up of a series of tabs, each related to specific kinds of tasks that users perform in Excel.

The most noticeable new feature in Microsoft Office 2010 and 2013 is Backstage. Explain that the Backstage view shows you behind-the-scenes options to manage files such as opening, saving, printing, and documenting files. Backstage view is covered in more depth in Lesson 3, but they need to know how to access it for simple commands in this lesson.

Next, explain that in Microsoft Office 2013, clicking the FILE tab takes you to Backstage view, with its navigation bar of commands extending down the left side of the Excel window. Backstage view helps you access and use file management features, just as the ribbon offers commands that control Excel's authoring features.

Explain that on the ribbon, The VIEW tab holds commands for controlling the appearance of the displayed document. You can also open and arrange new windows and split windows for side-by-side views of different parts of your document.

Next, you'll explain that many workbooks require frequent updating because existing data has changed or new data must be added. Workers frequently open an existing workbook, update information, and then save the workbook to be revised again at a later time. Often, files are created by one person, and then used and/or updated by others. Filenames should reflect the type of data contained in the file. A descriptive filename enables you to locate and retrieve files quickly. Filenames can be up to 255 characters long, including the filename extension. However, most workers use short descriptive filenames that clearly identify the content of the workbook.

Lastly, you'll explain that the Help system in Excel 2013 is rich in information, illustrations, and tips that can help you complete any task as you create worksheets and workbooks. When you install Excel, you automatically install hundreds of help topics on your computer. Excel can also access thousands of additional help topics online.

Key Terms

**active cell** A cell that is highlighted or outlined by a bold black rectangle. This is also called the current or highlighted cell.

**Backstage view** A view that shows you behind-the-scenes options for managing files such as opening, saving, printing, and documenting files.

**cell** A box on the grid identified by the intersection of a column and a row..

**column** Cells that run from top to bottom in a worksheet and are identified by letters.

**command group** Task-specific groups divided among the command tabs appropriate to the work a user currently performs.

**command tabs** Task-oriented tabs that are organized on the ribbon.

**Dialog Box Launcher** An arrow in the lower, right corner of some command groups on the ribbon that opens a dialog box related to the command group.

**FILE tab** In Office 2013, the tab that takes you to Backstage view to access Save, Print, Options, and other commands.

**Help system** A system in Excel that is rich in information, illustrations, and tips that can help you complete any task as you create worksheets and workbooks.

**KeyTip** Small “badges” displaying keyboard shortcuts for specific tabs and commands on the ribbon and Quick Access Toolbar. Also referred to as hotkeys.

**Name Box** Located below the ribbon at the left end of the formula bar. When a user types a cell location into this box and presses Enter, the insertion point moves to that cell.

**Quick Access Toolbar** A toolbar that gives you fast and easy access to the tools you use most often in Excel.

**ribbon** A broad band that runs across the top of the Excel window that organizes commands and tools into an easy-to-use interface. The ribbon was introduced in Office 2007.

**row** A line of cells that start at the left edge of a worksheet, continue to the right, and are identified by numbers.

**ScreenTips** A small, onscreen rectangle that displays descriptive text when you rest the pointer on a command or control.

**workbook** A collection of worksheets in a single file.

**worksheet** A page in a workbook that consists of a grid of rows and columns in which you can enter text, values, and formulas, and perform calculations.

Solutions for Step-by-Step Exercises

There are no solution files for this chapter.

Answer Key

Knowledge Assessment

Multiple Choice

Select the best response for the following statements.

**1.** An arrow in the bottom-right corner of a group on the ribbon tells you that which of the following is available?

**a.** dialog box

**b.** additional workbook

**c.** list of worksheets

**d.** additional part of the current range

**2.** Which of the following is a selected cell?

**a.** current command

**b.** default option

**c.** active cell

**d.** default cell

**3.** Which feature enables you to preview headers and footers, page breaks, and other features that will print?

**a.** Page Preview

**b.** Print Layout

**c.** Synchronous Scrolling

**d.** Window view

**4.** After a file has been opened, the filename appears in which of the following?

**a.** title bar

**b.** footer

**c.** header

**d.** Description pane

**5.** When you split a window, the window is divided into how many panes?

**a.** two

**b.** three

**c.** four

**d.** two or four

**6.** When you click the Help button, what opens?

**a.** ScreenTips

**b.** Keytips

**c.** Help window

**d.** dialog box

**7.** Which is the intersection of a row and column?

**a.** range

**b.** tab

**c.** bar chart

**d.** cell

**8.** Which of the following starts off with Open, Undo, and Redo and can be customized to contain the commands you use most frequently?

**a.** A worksheet

**b.** The Help window

**c.** The Quick Access Toolbar

**d.** The ribbon

**9.** How many worksheets does a new Excel 2013 workbook open with?

**a.** one

**b.** two

**c.** three

**d.** four

**10.** To get to the last cell on the worksheet, which of the following should you press.

**a.** Ctrl + Home

**b.** Ctrl + End

**c.** Ctrl + Right

**d.** Ctrl + Left

True / False

Circle T if the statement is true or F if the statement is false.

**T F 1.** Pressing the F1 key displays Backstage view.

**T F 2.** Pressing the Alt key activates Keytips that allow you to use the keyboard to choose tabs instead of click them with the mouse.

**T F 3.** Ctrl + O opens a new blank workbook.

**T F 4.** The Quick Access Toolbar appears on the right side of the title bar, above the ribbon.

**T F 5.** Ctrl + F displays Backstage view.

**T F 6.** Click the FILE tab to get to Backstage view.

**T F 7.** Press Ctrl + Home to go to cell A1.

**T F 8.** The columns in a worksheet are identified by numbers.

**T F 9.** The active cell in a worksheet is outlined by a bold rectangle.

**T F 10.** Page Layout view is useful when preparing your data for printing.

Solutions for Competency Assessment

**Project 1-1**

**There are no solution files for Project 1-1.**

**Project 1-2**

**There are no solution files for Project 1-2.**

Solutions for Proficiency Assessment

**Project 1-3**

**There are no solution files for Project 1-3.**

**Project 1-4**

**There are no solution files for Project 1-4.**

Solutions for Mastery Assessment

**Project 1-5**

**There are no solution files for Project 1-5.**

**Project 1-6**

**There are no solution files for Project 1-6.**

Test Projects for grading with OfficeGrader

The following test projects are designed for your to distribute directly to your students. Data and solution files are provided where required. The solution files are designed for grading with OfficeGrader.

Test Project 1-1

MOAC, Microsoft Excel 2013

Lesson 1, Overview

Complete the following task:

1. **OPEN** the ***01 Loan***.

2. **SAVE** the document as ***01 Revised Loan*** in your flash drive.

3. Use a keyboard shortcut to move to the end of the worksheet, and then use the arrow keys to select cell I377.

4. Use the Bold button on the Ribbon’s Home tab to apply bold formatting.

5. Move to cell A1, and use the Italic button on the Home tab to apply italic formatting.

6. Use the Go To command to go to the cell named Interest\_Rate. Change the interest rate there to 5%.

7. **SAVE** the document.

**CLOSE** the workbook. Leave Excel open.

Test Project 1-2

MOAC, Microsoft Excel 2013

Lesson 4, Overview.

Complete the following task:

1. **OPEN** the ***01 Houses*** document.

2. **SAVE** the document as ***01 Houses for Printing*** in your flash drive.

3. Select cell A1, and then use the dialog box launcher for the Font group on the Home tab of the Ribbon to open the Font dialog box.

4. Click the Fill tab, and then click the dark orange colored square in the first row (sixth from the left). Click OK to close the dialog box.

5. Switch to Page Layout view. notice that column F does not fit on the page.

6. Click the Page Layout tab, click the Margins button to open its menu, and click Narrow. Now column F fits on the page.

7. Click the File tab, and click Print to display a preview of the print job.

8. Close Backstage view.

9. Using the View tab, return to Normal view.

10. **SAVE** the workbook.

**CLOSE** the workbook. Exit Excel.