Lesson 3

Using Office Backstage

Learning Objectives

Students will learn to:

* Access and use Backstage view
* Print with Backstage
* Change the Excel environment
* Access and use Excel templates

MOS Skills

* Set a print area *1.5.1*
* Print individual worksheets *1.5.3*
* Set print scaling *1.5.4*
* Configure workbooks to print *1.5.7*
* Customize the Quick Access toolbar *1.4.3*
* Customize the Ribbon *1.4.4*
* Create new workbooks using templates *1.1.2*

Lesson Summary — Lecture Notes

Lesson 3 explores how to use Backstage, including how to access and use Backstage view, how to print with Backstage, how to change the Excel environment, and how to access and use Excel templates.

First, explain that in the Excel 2013 window, the green FILE tab in the upper-left corner is used to access Backstage view. When you click the FILE tab to access Backstage view, you see the navigation pane containing many of the same commands that can be accessed through the Microsoft Office button in previous versions of Excel. In this initial section, students learn how to access Backstage view and use these commands to close a file.

Next, explain that Backstage view contains Excel's Print commands and options. You can use the Print settings to manipulate workbook elements such as margins, orientation, paper size, and so on.

Students also will learn that Backstage view also offers a number of commands and options for changing the Excel work environment. In this section, students learn to manipulate various elements of the Excel environment, such as the ribbon, Quick Access Toolbar, Excel default settings, and workbook properties. Default settings are pre-set settings that predetermine how Excel will behave when performing an action. For example, a default printer is the one your documents always print to unless you change it. By default, there is one worksheet in a workbook and the font is 11 points—but you can change those settings too.

Lastly, explain that Excel has several templates that are available when you start Excel or when you click the FILE tab and select New, and many more templates for which you can search. Templates are files that already include formatting and formulas complete with designs, tools, and specific data types. The exercise in this section familiarizes students with where the templates are located and how to select and use them.

Key Terms

**default settings** Pre-set settings that determine how Excel behaves when performing an action.

**group** Commands on the default ribbon tabs that are related in functionality.

**navigation pane** A pane found on the left side of Backstage view. It provides you access to workbook and file-related commands through a series of tabs.

**print options** Several settings that enable you to change how a document prints.

**tab** (1) An area on the ribbon that contains groups of related commands. See *command tab*. (2) An area of the Backstage navigation pane that contains groups of related commands.

**template** A file that includes formatting and formulas complete with designs, tools, and specific data types.

Solutions for Step-by-Step Exercises

The ***Contoso Potluck Solution*** solution file is located in **Solutions/Lesson03** folder and is referenced in the following step-by-step exercises:

### Print and Preview a Document

### Use Quick Print to Print to a Worksheet

### Set the Print Area

The ***Contoso Potluck HR Print Ready Solution*** solution file is located in **Solutions/Lesson03** folder and is referenced in the following step-by-step exercises:

### Apply Print Options

### Change a Printer

The ***My Calendar Solution*** solution file is located in **Solutions/Lesson03** folder and is referenced in the following step-by-step exercises:

### Select a Template from the New Tab

The ***My Weekly Schedule Solution*** solution file is located in **Solutions/Lesson03** folder and is referenced in the following step-by-step exercises:

### Search for Additional Templates

Answer Key

Knowledge Assessment

Multiple Choice

Select the best response for the following statements.

**1.** Which of the following is where you can save, select a template, change document properties, and close or exit Excel?

**a.** Backstage

**b.** Print

**c.** Edit

**d.** Windows

**2.** To change printer, layout, or margin settings, you click the FILE tab and use which of the following options?

**a.** Info

**b.** Options

**c.** Print

**d.** Open

**3.** Which of the following can you customize for quicker access to the most commonly used commands?

**a.** Print Preview

**b.** Quick Access Toolbar

**c.** Printer setup

**d.** Workbook

**4.** Which feature enables you to create custom tabs and groups?

**a.** Ribbon

**b.** Quick Access Toolbar

**c.** View

**d.** Tab

**5.** Which command in the Backstage view navigation pane enables you to view and open your most recently used workbooks or workbooks stored on SkyDrive or your computer?

**a.** Info

**b.** Options

**c.** Print

**d.** Open

**6.** Which dialog box in Backstage view should you access to view and alter your workbook’s properties?.

**a.** Info

**b.** Options

**c.** Print

**d.** Open

**7.** When you modify the ribbon, which of the following do you create?

**a.** Command

**b.** Tab

**c.** Button

**d.** Worksheet

**8.** Which of the following do you use to open Backstage view?

**a.** Backstage menu

**b.** FILE tab

**c.** INSERT tab

**d.** WORKBOOK tab

**9.** Which of the following do you click in the navigation pane to change Excel’s default settings by accessing Backstage view?

**a.** Info

**b.** Options

**c.** Print

**d.** Open

**10.** What is a predesigned file that already has a significant amount of formatting, text, and other features?

**a.** Blank workbook

**b.** Preset file

**c.** Text file

**d.** Template

True / False

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

**T F 1.** You do not have the ability to modify the number of default worksheets in a workbook.

**T F 2.** The Open dialog box enables you to access the Microsoft website for custom templates.

**T F 3.** Use Ctrl + N to create a new workbook.

**T F 4.** To access an Excel template, you can click the FILE tab and click New.

**T F 5.** You cannot have more than one worksheet in an Excel workbook.

**T F 6.** If you have too many columns on a page, the only option to see them all on a printed page is to decrease the column width

**T F 7.** You can access Backstage view by pressing Ctrl + B.

**T F 8.** By default, Excel starts a new workbook with four worksheets.

**T F 9.** In Excel, you can add your most commonly used commands to the Quick Access Toolbar

**T F 10.** You can create a completely new Ribbon tab as well as groups on that ribbon.

Solutions for Competency Assessment

**Project 3-1**

The solution for Project 3-1 is named ***03 My Movies Solution.xlxs*** and is located in the **Solutions/Lesson03** folder.

**Project 3-2**

The solution for Project 3-2 is named ***03 My Movies Solution.xlxs*** and is located in the **Solutions/Lesson03** folder.

Solutions for Proficiency Assessment

**Project 3-3**

There is no solution file for this project.

**Project 3-4**

The solution for Project 3-4 is named ***03 My Invoice Solution.xlsx*** and is located in the **Solutions/Lesson03** folder.

Solutions for Mastery Assessment

**Project 3-5**

There is no solution file for this project.

**Project 3-6**

The solution for Project 3-6 is named ***03 My Favorite Templates Solution.xlsx*** and is located in the **Solutions/Lesson03** folder.

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 3-1

MOAC, Microsoft Excel Office 2013

Lesson 3, Using Office Backstage

Complete the following task:

Complete the following task:

1. Start a new workbook based on the Employee Performance Review template, available in the online collection of templates from Office.com.

2. **SAVE** the document as ***03 Performance*** on your flash drive.

3. On the View tab, mark the Headings check box so that the row and column headings appear.

4. In cell C7, type **Chris Wakefield**. In Cell C8, type **Manufacturing**.

5. In cells F14:F28, key a capital X in each cell.

6. **SAVE** the document.

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

Test Project 3-2

MOAC, Microsoft Excel Office 2013

Lesson 2, Using Office Backstage

Complete the following task:

1. **OPEN** the ***03 Calendar*** workbook.

2. **SAVE** the document as ***03 Calendar for Printing*** in your flash drive.

3. In Backstage view, set the following print options:

 a. Set the Orientation to Portrait.

 b. Set Scaling to Fit Sheet on One Page.

 c. Change the printer to Microsoft XPS Document Writer.

 d. Change the print range to Print Entire Workbook.

4. Print the workbook. In the Save Print Output As dialog box, specify a file name of ***03 Printed Calendar.***

5. **SAVE** the workbook.

**CLOSE** the workbook. Exit Excel.