

Getting Started With Microsoft Excel

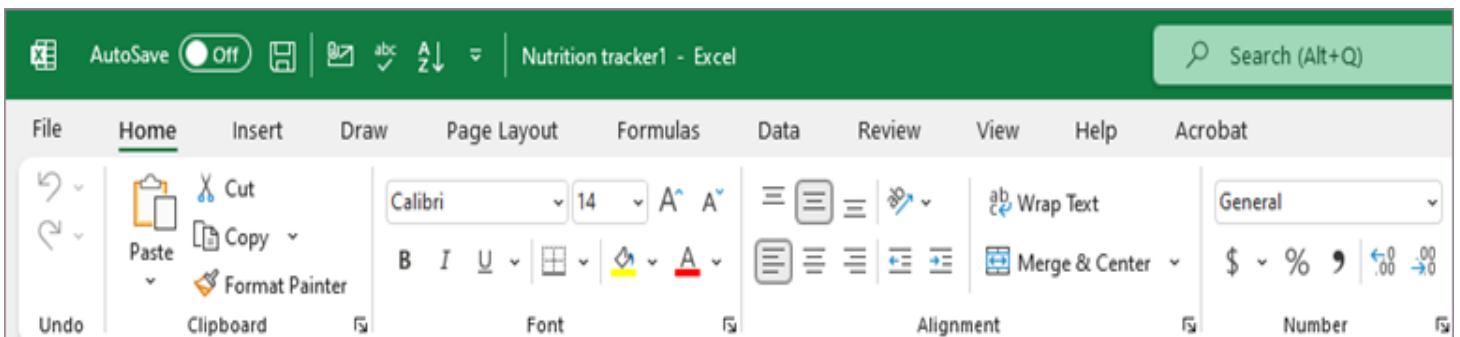
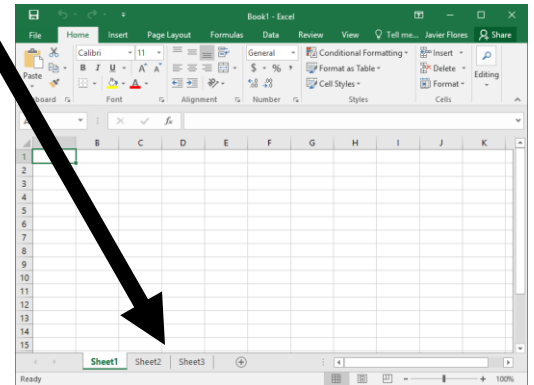
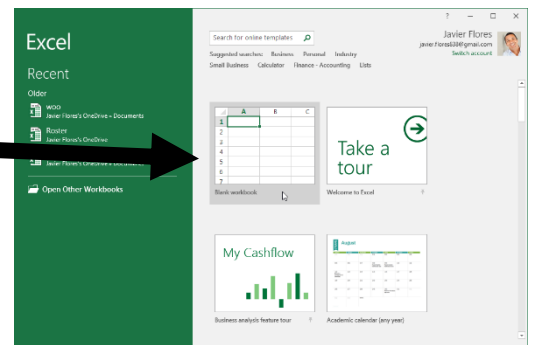
When you open MS Excel, you will see one worksheet (grid) in a workbook (collection of worksheets). Just like the + signs you see to open new browser tabs, you create new worksheets with the + sign along the bottom of that first worksheet. They are named SHEET1, SHEET2, and so on. You can rename them by **DOUBLE CLICKING** or **RIGHT CLICK** and choosing **RENAME**. Please use descriptive sheet names.

Before you begin, please visit this website and be sure to look at the second large graphic: ***The parts of the Excel window***, a short interactive lesson. **CLICK ON EACH OF THE RED PLUS SIGNS IN THAT GRAPHIC TO REVIEW SEE EACH PART.**

<https://edu.gcfglobal.org/en/excel/getting-started-with-excel/1>

When you have reviewed the above page and interactive lesson, please:

1. Open Excel and create a new workbook.
2. Create 2 more sheets so that you have 3.
3. Rename each of the sheet (**DOUBLE CLICK** on sheet name or **RIGHT CLICK** and choose **RENAME**).
4. **NAME THEM IN THIS ORDER:**
Thompson (Sheet1), National (Sheet2) and Clark's (Sheet3).
5. **SAVE THIS PROJECT IN DOCUMENTS AS:**
Excel1
6. Use the three screengrabs on the back of this handout to enter information in the cells as shown. Please leave blank columns empty.
7. Notice how the family of Microsoft Office tools (MS Word, Excel, PowerPoint, and more) have a ribbon that is share some features common across MS Office.



Data for Project Excel1, Part 1

	A	B	C	D
1	Thompson, Inc			
2	By: Your Name			
3				
4	Part	Labor	Material	Total
5	A121A	354.65	329.49	
6	C67X	338.59	283.47	
7	399Y	116.9	121.38	
8	C8V	23.49	17.56	
9	RWT10	121.49	99.13	
10	I9Y	87.59	124.95	
11	U48L	139.99	57.25	
12	X31	382.35	224.25	
13	J412	125.79	65.75	
14	Z100	429.39	325.43	
15	W23F	49.59	99.48	
16	G121X	125.59	279.68	
17	J912	79.85	186.37	
18	H798P	85.19	27.58	
19	D1212	212.79	65.78	
20				

	A	B	C	D	E
1	National Grocery				
2	By: Your Name				
3					
4	Customer	Amount	Amount	Amount	
5	Name	Owed	Paid	Owed	
6	Bouie, L.	40.46			
7	Ohms, D.	13.49			
8	Prone, A.	98.29			
9	Witt, J.	83.49			
10	Priest, B.	70.67			
11	Oatly, N.	32.38			
12	Shurr, P.	14.36			
13	Tracz, M.	57.67			
14	Jones, R.	35.85			
15	Hahn, B.	85.45			
16	Rick, J.	125.39			
17	Swan, W.	78.45			
18	Berg, L.	25.12			
19	Hock, C.	15.25			
20					
21					

	A	B	C	D	E
1	Clark's Toys				
2	By: Your Name				
3					
4	Item	Cost	Retail	Profit	
5	Stickers	4.99	6.25		
6	Puzzles	5.59	7.69		
7	Dolls	6	8.99		
8	Footballs	8.29	9.49		
9	Horses	4	6.5		
10	Bears	5.29	7.59		
11	Balls	3.99	5.79		
12	Chalk	1.99	4.25		
13	Models	4.99	8.99		
14	Animals	3.99	6.25		
15	Heroes	2.99	5.99		
16	Baseballs	2.59	4.99		
17	Bats	3.99	5.49		
18	Gloves	4.79	6.39		
19	Caps	1.99	3.79		
20					
21					

Spreadsheets organize information into rows and columns.



Microsoft Excel is the most commonly used spreadsheet in business. You can think of it as the most powerful calculator in the world.

