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Entry-level: Get started with Excel

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Exercise: Creating workbooks

Note: You can pass this course and all graded assessments without access to the downloadable version of Excel.

How to complete this exercise

To complete this exercise, you will need access to Microsoft 365 Excel.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft 365 Excel application some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft 365 Excel, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

Let's get started!

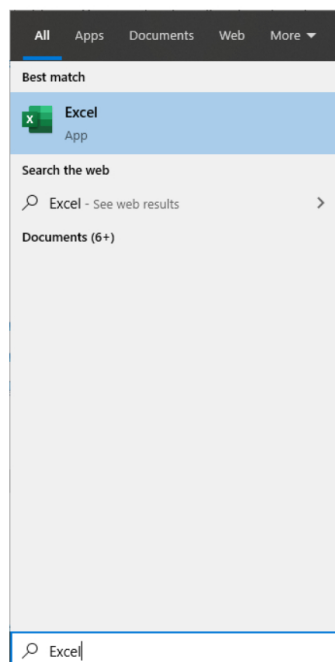
To use Microsoft 365, you will be given a username and password to access your online account. Once you have this information, open your browser (Edge, Firefox, Chrome, etc.) and then open the login page at <https://login.microsoftonline.com>:

With the login page open, enter the e-mail address you were given, then click the **Next** button.

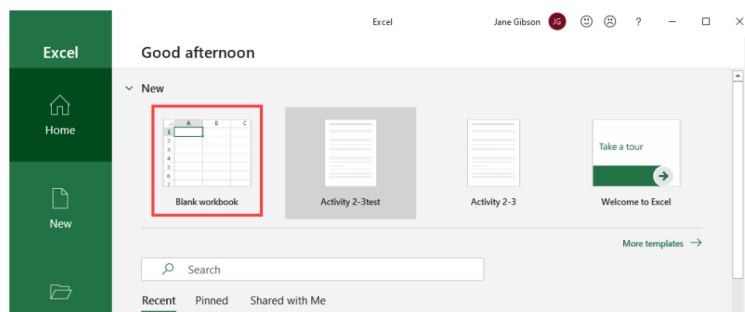
1. On the taskbar in Windows, in the Search box, type Excel:



2. Click the entry for Excel to start the program:

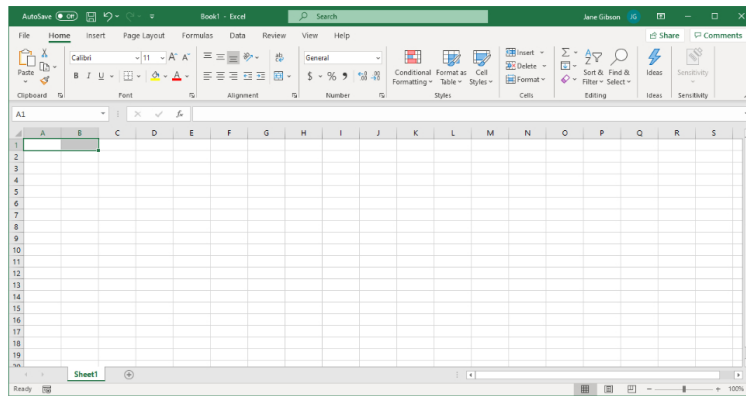


3. Microsoft Excel will start and prompt you to create a workbook using the Start screen. Click the thumbnail labelled **"Blank workbook"**:

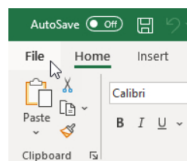


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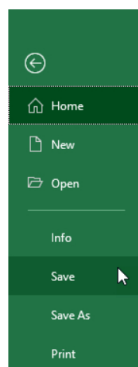
4. The new blank workbook will open and contain one empty worksheet:



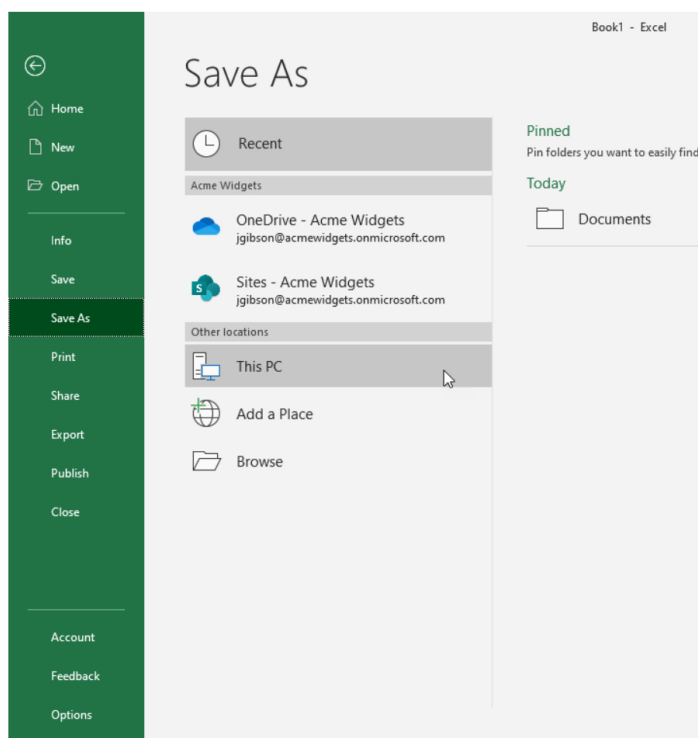
5. Click the **File** tab:



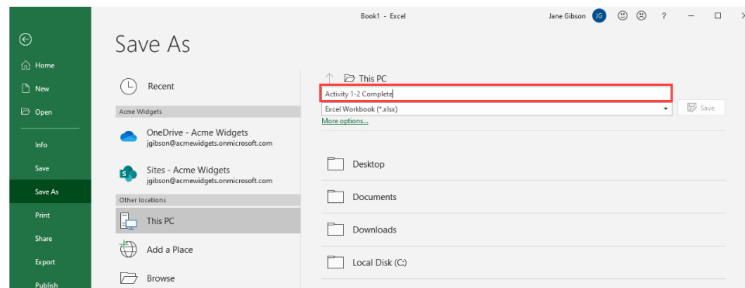
6. The Backstage view is now displayed. As you can see, there are several tabs and commands to choose from. For this example, click **Save**:



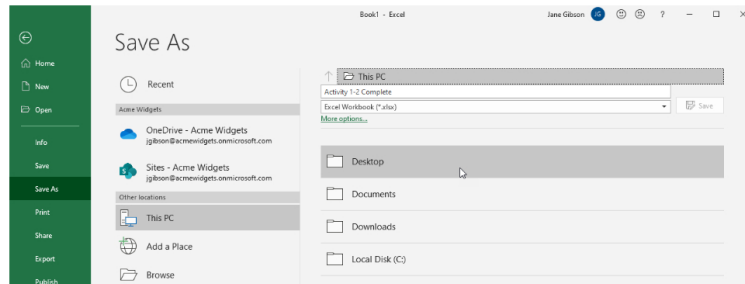
7. As you are saving this workbook for the first time, the Save As category of Backstage view will be displayed. Click **This PC**:



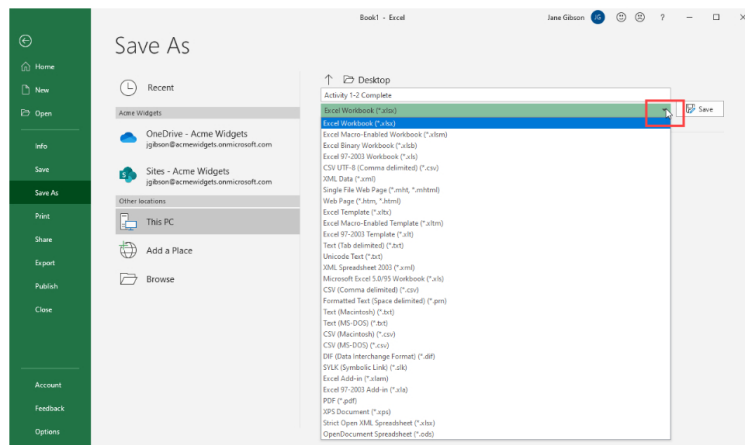
8. In the field labelled **Enter file name here**, type "**Activity 1-2 Complete**":



9. Now click to select the **Desktop** folder:

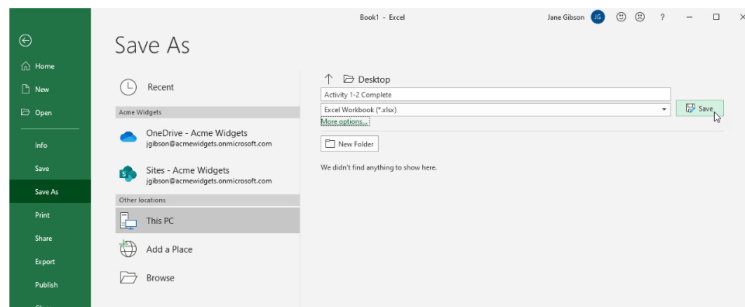


10. Below the file name field, click on the drop-down arrow to the right of the file type description to display the file types that can be used to save the current workbook:



For this example, leave the default Excel Workbook type selected. (Click in a blank area of the Backstage view to close the menu without changing anything.)

11. Click **Save**:



12. The workbook is now saved to your desktop:

13. Close Microsoft 365 Excel to complete this activity.

Mark as completed

