Welcome to the Course

Entry-level: Get started with Excel

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4 min

✓ **Video:** Create a workbook
4 min

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10 min

✓ **Video:** Save and share a workbook
5 min

✓ **Video:** Get help in Microsoft Excel
2 min

📖 **Reading:** Exercise: Getting help in Excel
10 min

📋 **Practice Assignment:** Knowledge check: Get started with Excel
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Exercise: Getting help in Excel

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!

You have created a worksheet that contains sales revenue results, by quarter, for your regional sales representatives. You will use Microsoft 365 Excel help features to total the sales results for the year.
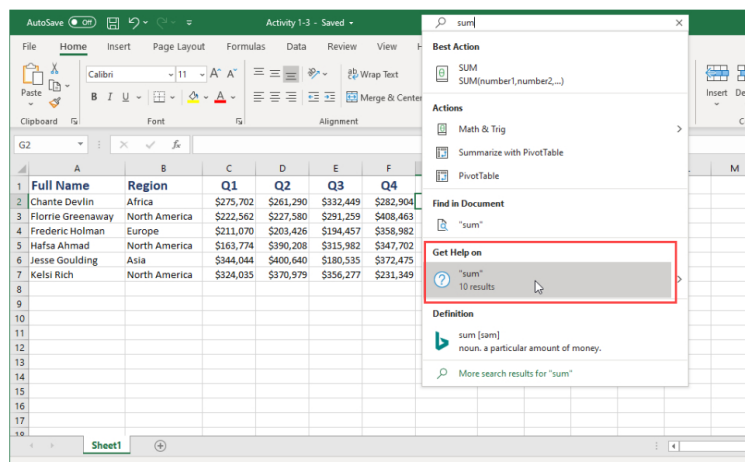
1. Click on the link below to open the Microsoft Excel exercise document you can use to complete this exercise.

Exercise: Getting Help in Excel 🔗

2. Click cell G2 to select it, then click inside the Search box in the Title bar and type "**sum**" to show the available help options:
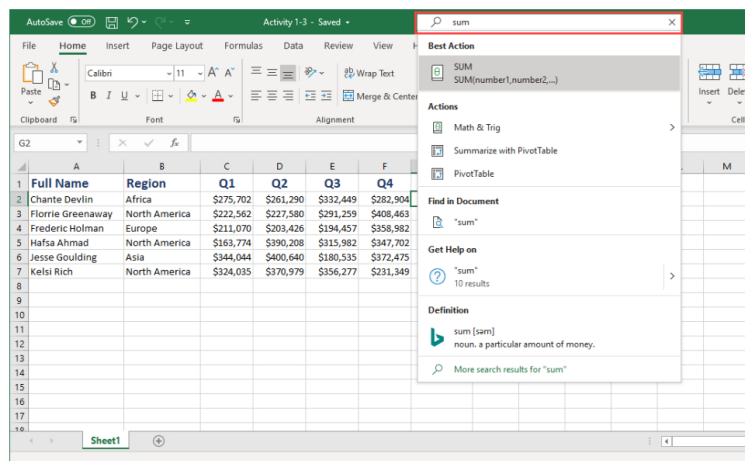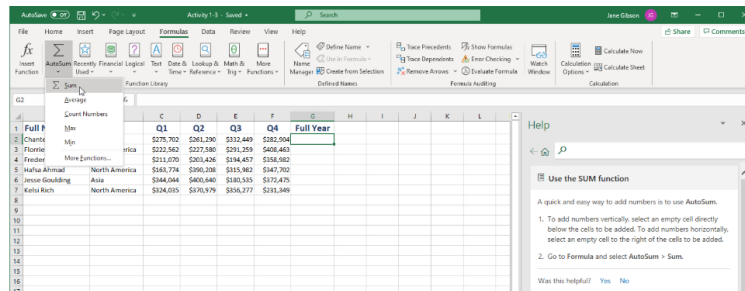

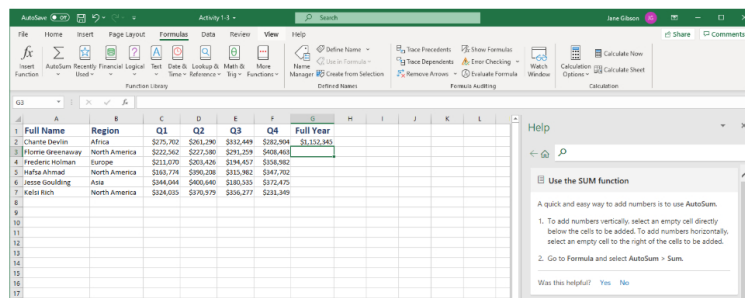3. Click on **sum** under the heading **Get Help on**:

4. In the Help task pane that opens, read the instructions under the **Use the SUM function** heading to get information about an easy way to add the numbers in cells C2 through to F2:
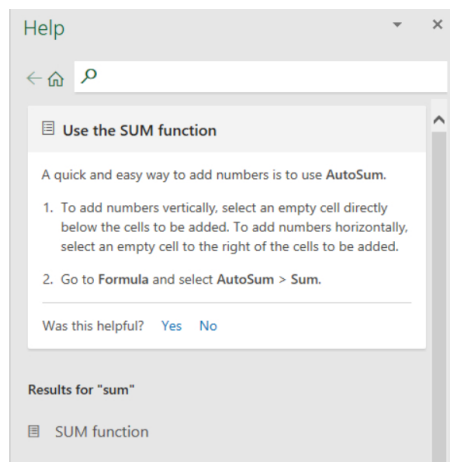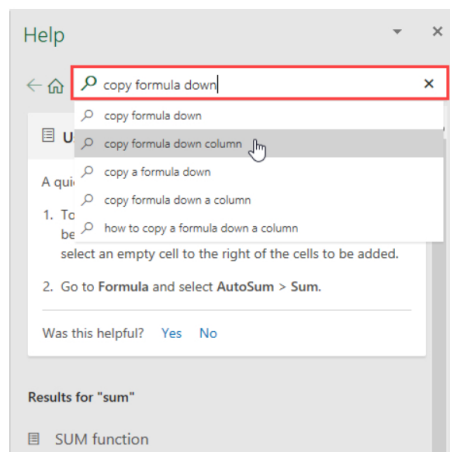
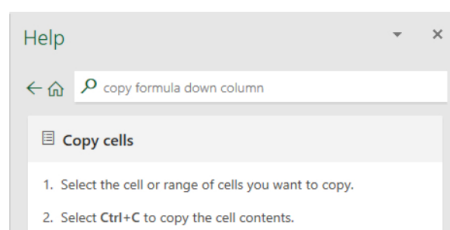5. This will direct you to click **Formulas → AutoSum → Sum**:

6. Press **Enter** to accept the formula. The sum will now be displayed in cell G2:

7. Now type "**copy formula down**" in the search field in the Help task pane. Select **copy formula down column** from the resulting options:

8. Read the instructions under the Copy cells heading to copy the formula in cell G2 to cells G3 through to G7:
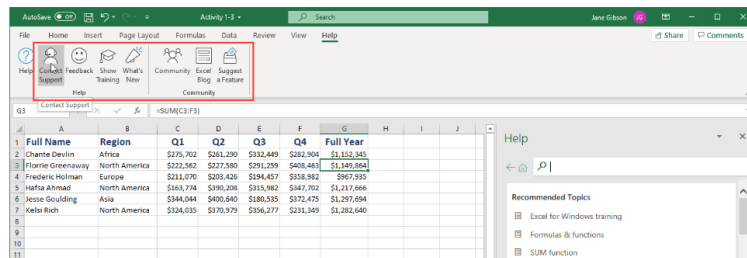
9. You will then select cell G2 and press **Ctrl + C**, to copy the formula, then select cells G3 through to G7 and press **Ctrl + V** to paste the formula:
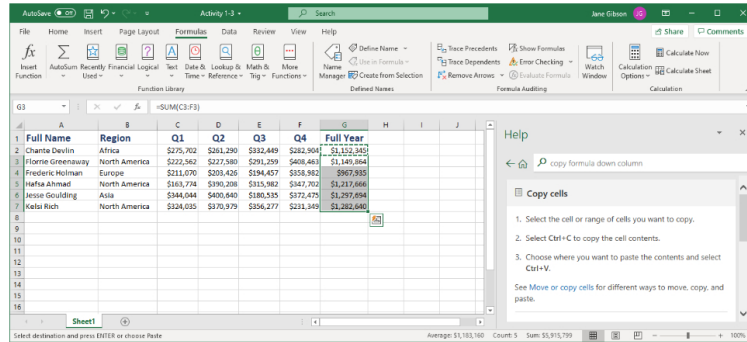
10. Select Cell G3 and note the structure of the formula in the Formula bar:

11. Now click on the **Help** tab in the ribbon, then click through the available help options to familiarize yourself with the available features:

12. Save your workbook as Activity 1-3 Complete. Close Microsoft 365 Excel to complete this activity.

13. Now, you can check out an example of a completed document in the link below:

Completed exercise: Getting Help in Excel 365 ↗

Mark as completed

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