

Lab 1: Introduction to Excel for the web

Estimated time needed: 20 minutes

Microsoft Excel is the most widely used spreadsheet software even three decades after its initial release. For all these years it has been available as a standard application that needed to be installed on your desktop; but it is not just a desktop app anymore. Now, you can even use Excel when you're online by using 'Excel for the web' - and run it right in your web browser without installing anything on your desktop!

'Excel for the web' (sometimes referred to as Excel Online) can be used at no charge as part of a free Microsoft account. Although it does not have all of the capabilities of the desktop and paid online versions, the free web version provides many of the key features.

Software Used in this Lab

The instruction videos in this course use the full Excel Desktop version as this has all the available product features, but for the hands-on labs we will be using the free 'Excel for the web' version as this is available to everyone.

Although you can use the Excel Desktop software if you have access to this version, it is recommended that you use Excel for the web for the hands-on labs as the lab instructions specifically refer to this version, and there are some small differences in the interface and available features.

Dataset Used in this Lab

The dataset used in this lab comes from the following source: <https://www.kaggle.com/sudalairajkumar/indian-startup-funding> under a [CC0: Public Domain license](#). Acknowledgement and thanks also goes to <https://trak.in> who were generous enough to share the data publicly for free.

We are using a modified subset of that dataset for the lab, so to follow the lab instructions successfully please use the dataset provided with the lab, rather than the dataset from the original source.

Objectives

After completing this lab, you will be able to:

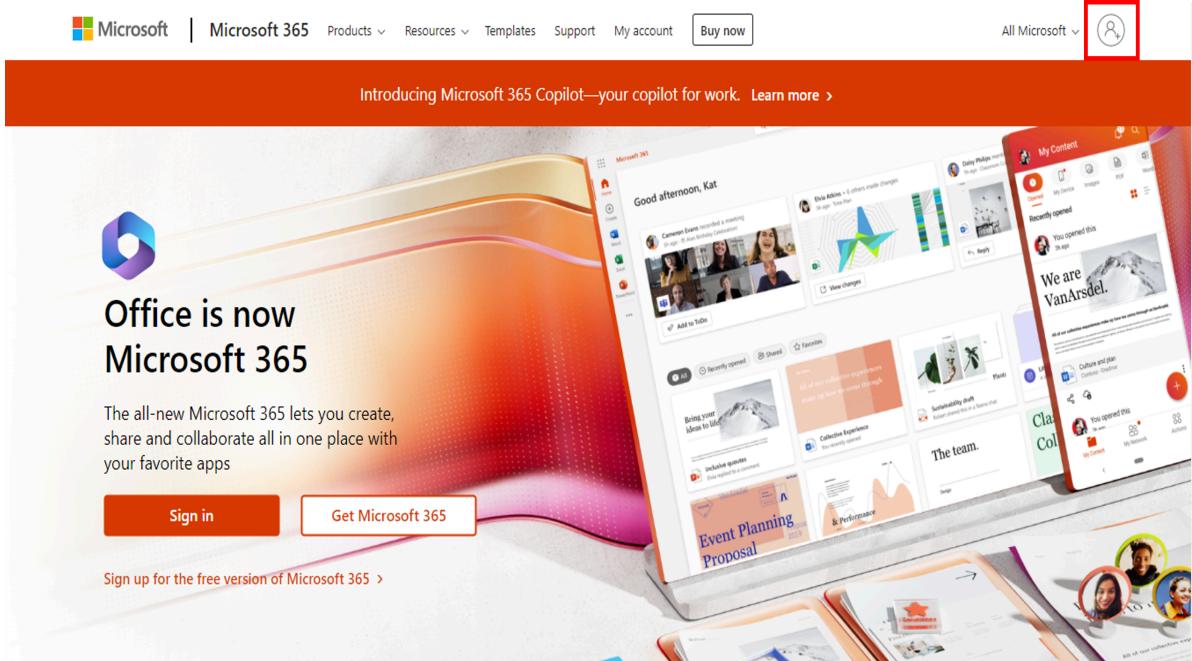
- Sign up for a Microsoft Account to use Excel for the web
- Sign in, upload and open a workbook in Excel for the web

Exercise 1: Sign-up for a Microsoft Account to Use Excel for the web

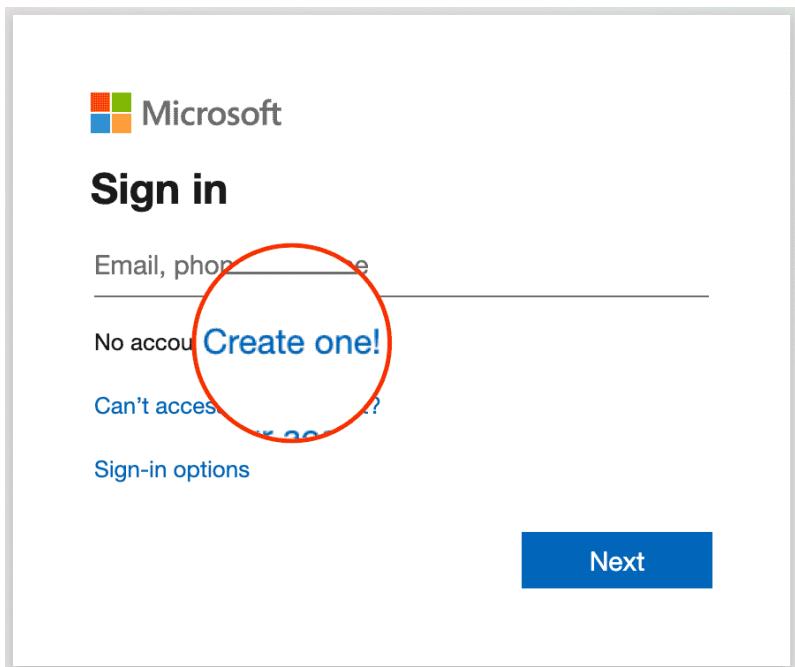
In this exercise, you will sign up for a Microsoft Account to use Excel for the web.

- If you already have a Microsoft account, you can skip Exercise 1 and proceed to Exercise 2 directly.

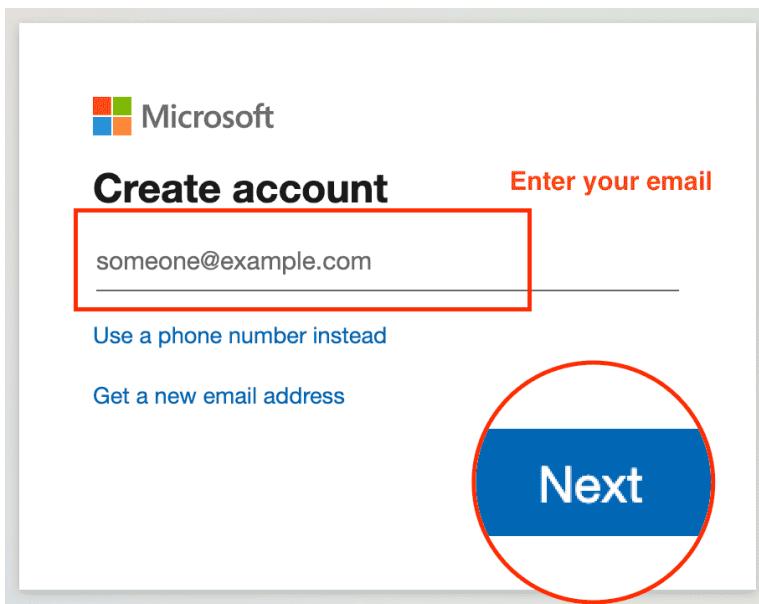
1. Go to www.office.com. Click **Sign in**



2. Click **Create one!**



3. Enter your existing email id with which you want to create a Microsoft account. Click **Next**.



4. Enter your password and click **Next**.

 Microsoft

← [REDACTED]@gmail.com

Create a password

Enter the password you would like to use with your account.

Create password Enter your password

Show password

Next



5. Enter the code you received by email. Click **Next**.

 Microsoft

← [REDACTED]@gmail.com

Verify email

Enter the code we sent to
[REDACTED]@gmail.com. If you didn't get the email, check your junk folder or [try again](#).

Enter code Enter the verification code sent to your email address

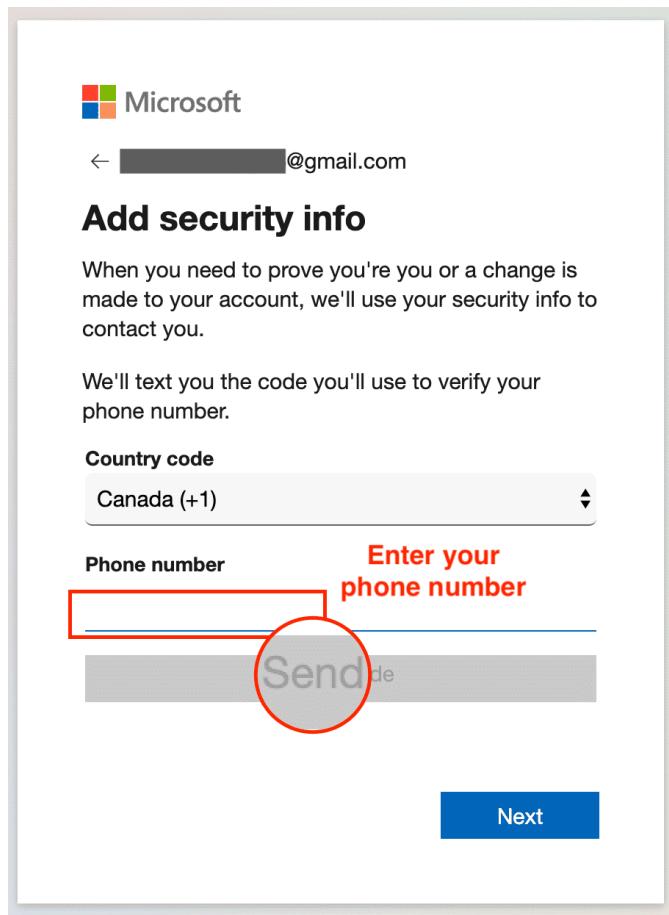
I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next



6. Enter your phone number and click **Send Code**.



The screenshot shows a Microsoft sign-up page titled "Add security info". The page includes a "Country code" dropdown set to "Canada (+1)", a "Phone number" input field with a red border and a red circle highlighting the "Send" button, and a "Next" button.

Microsoft

← [REDACTED]@gmail.com

Add security info

When you need to prove you're you or a change is made to your account, we'll use your security info to contact you.

We'll text you the code you'll use to verify your phone number.

Country code

Canada (+1)

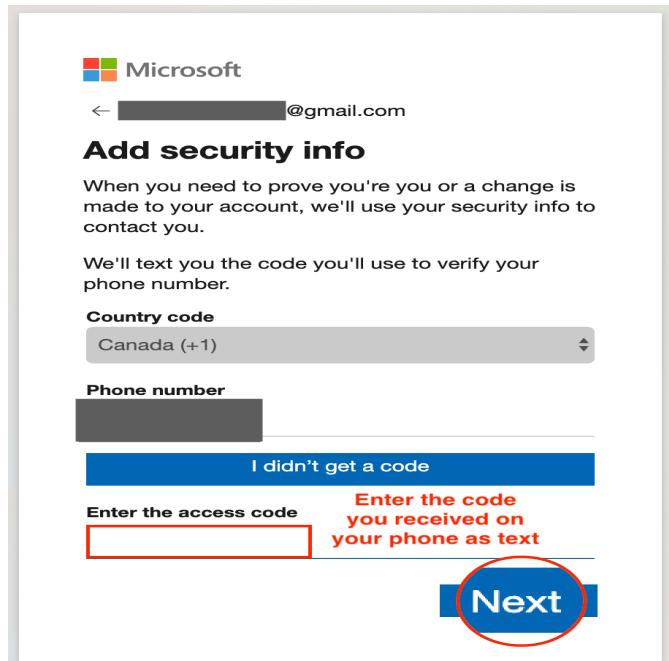
Phone number

Enter your phone number

Send

Next

7. Enter the access code you received as a text on your phone, then click **Next**.



The screenshot shows a Microsoft sign-up page titled "Add security info". The page includes a "Country code" dropdown set to "Canada (+1)", a "Phone number" input field with a red border and a red circle highlighting the "Next" button, and a "Next" button.

Microsoft

← [REDACTED]@gmail.com

Add security info

When you need to prove you're you or a change is made to your account, we'll use your security info to contact you.

We'll text you the code you'll use to verify your phone number.

Country code

Canada (+1)

Phone number

I didn't get a code

Enter the access code

Enter the code you received on your phone as text

Next

8. You are now done with the sign up procedure. Now since you are signed in after sign up at this stage, you can proceed directly to **Task B of Exercise 2**.

Welcome to Microsoft 365

Free

Install apps Buy Microsoft 365

Create New

- Document Word
- Presentation PowerPoint
- Workbook Excel**
- Form Forms
- Quiz Forms
- List Lists
- Design Designer
- Video Clipchamp

See more in Create →

Start using Microsoft 365

Feedback

Exercise 2: Sign-in, Upload and Open a Workbook in Excel for the web

In this exercise, you will sign in to Excel for the web, open a new workbook and then upload and open a workbook.

Task A: Sign in to Excel for the web

1. Go to www.office.com. Click **Sign in**.

Microsoft | Microsoft 365 Products Resources Templates Support My account Buy now All Microsoft

Introducing Microsoft 365 Copilot—your copilot for work. [Learn more >](#)

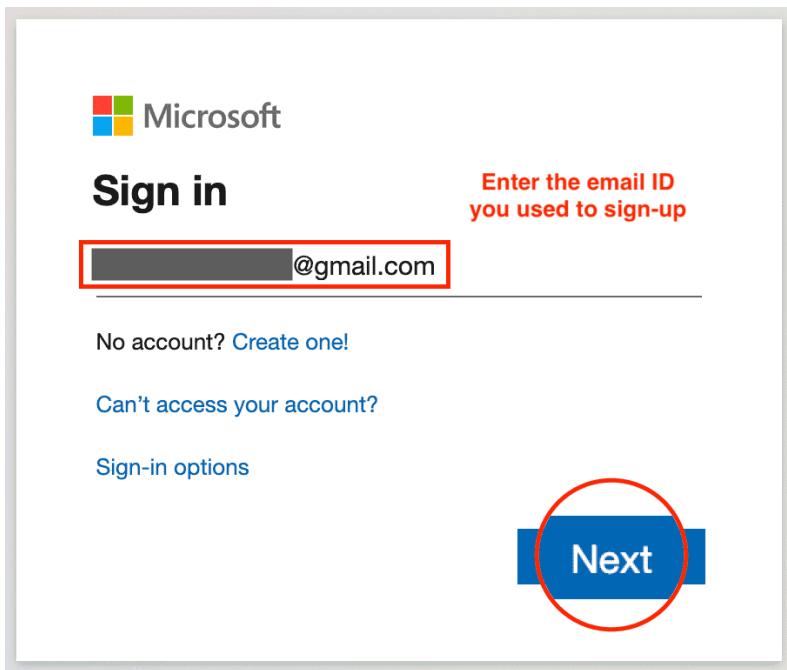
Office is now Microsoft 365

The all-new Microsoft 365 lets you create, share and collaborate all in one place with your favorite apps

[Sign in](#) [Get Microsoft 365](#)

[Sign up for the free version of Microsoft 365 >](#)

2. Enter your sign in email.



The Microsoft sign-in page shows a red box around the email input field containing "████████@gmail.com". A red circle highlights the "Next" button.

Microsoft

Sign in

Enter the email ID
you used to sign-up

████████@gmail.com

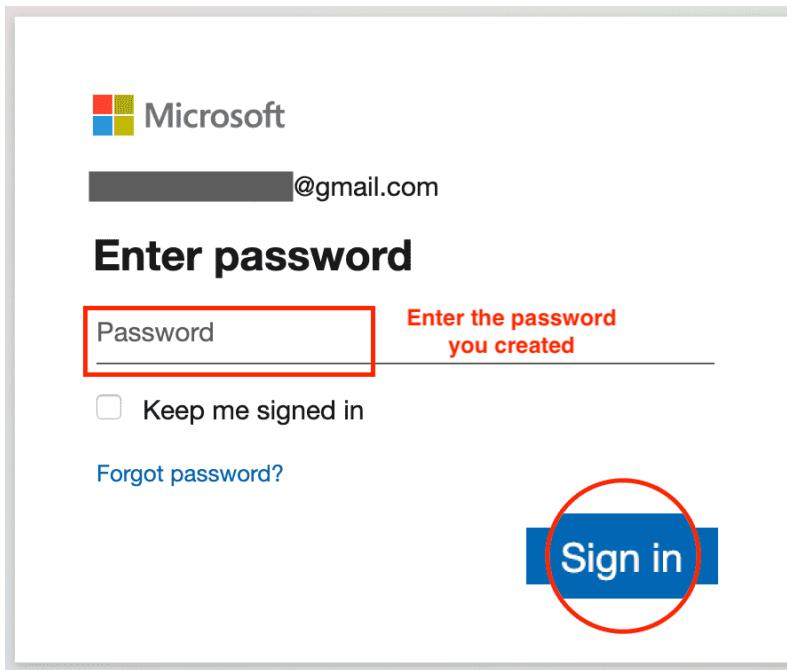
No account? [Create one!](#)

Can't access your account?

Sign-in options

Next

3. Enter your password.



The Microsoft password entry page shows a red box around the password input field. A red circle highlights the "Sign in" button.

Microsoft

████████@gmail.com

Enter password

Password

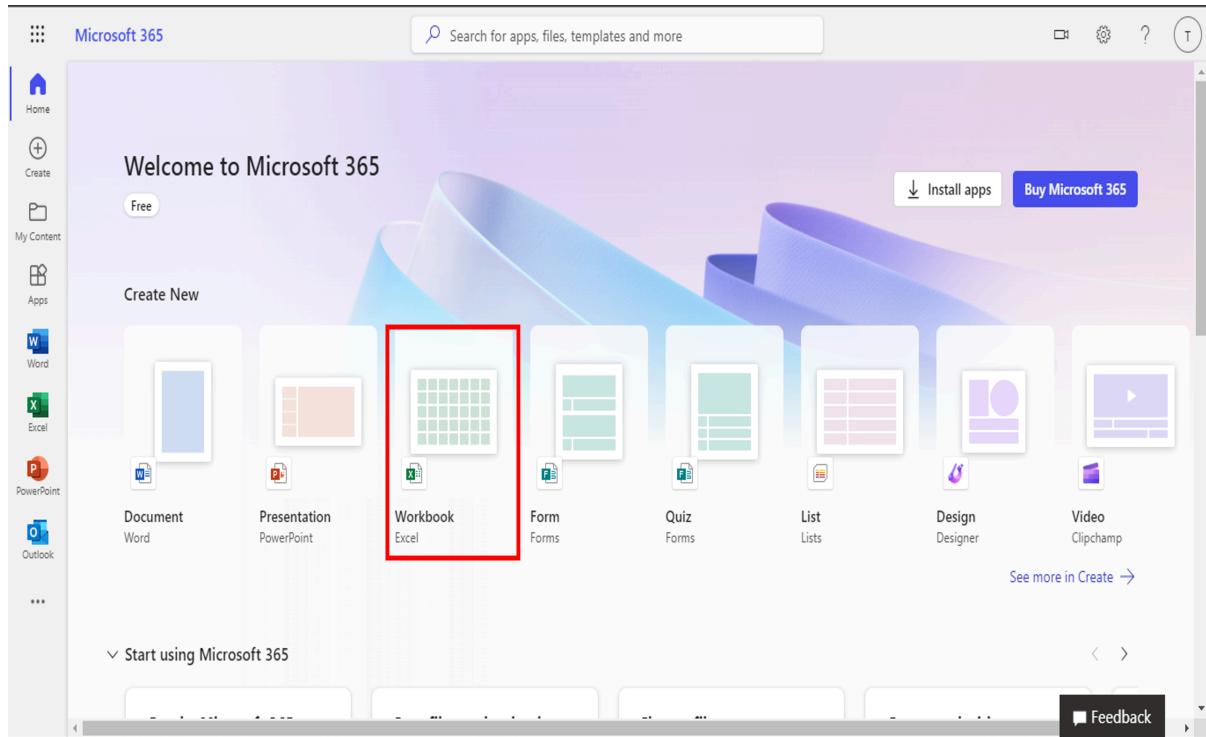
Enter the password
you created

Keep me signed in

[Forgot password?](#)

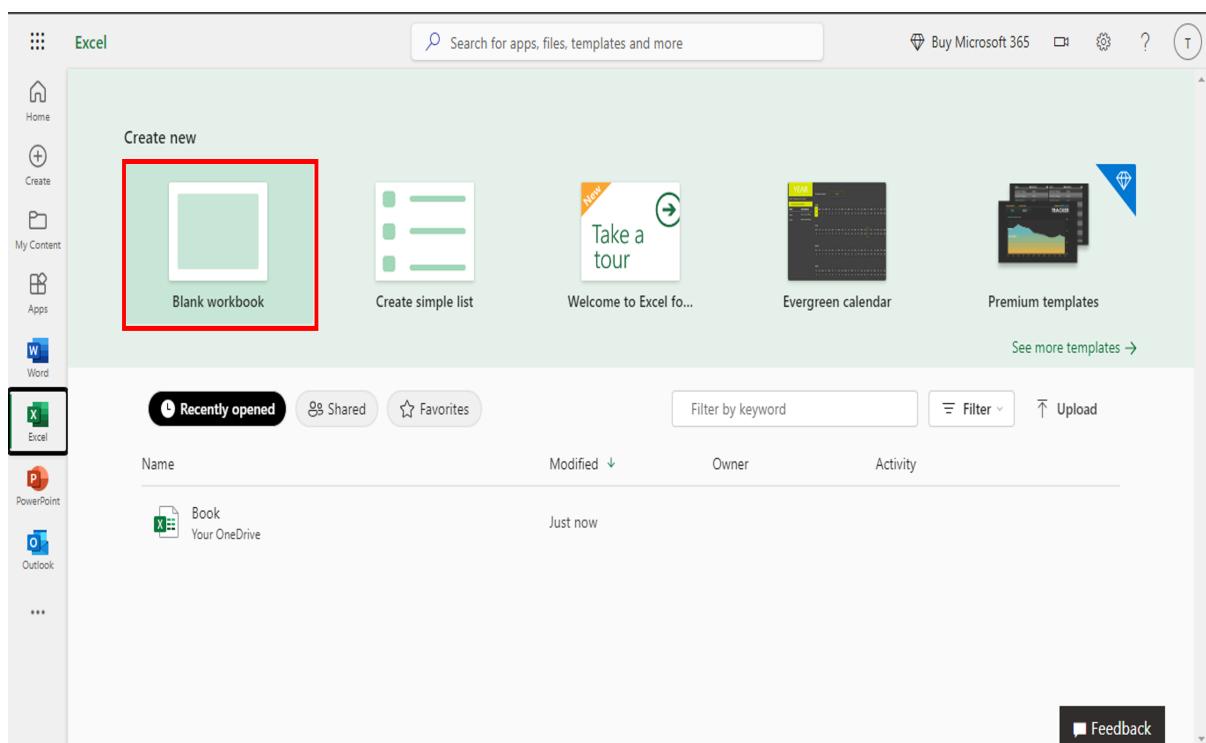
Sign in

4. You are now signed in.

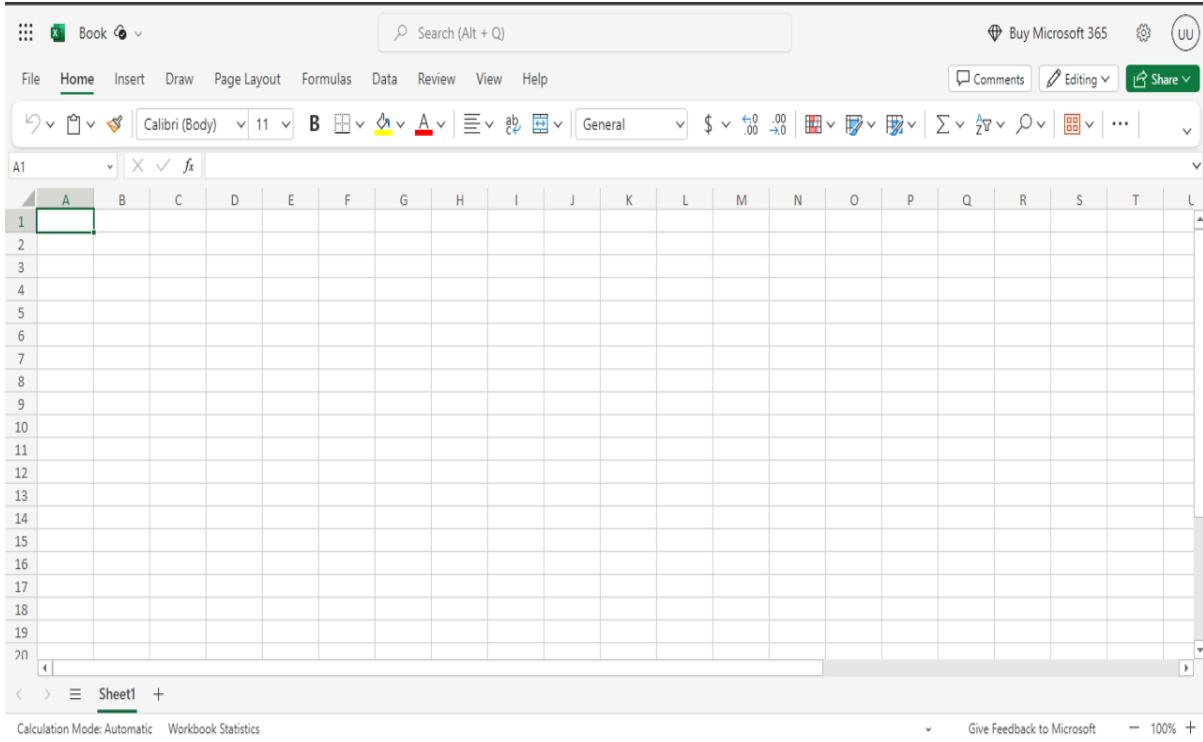


Task B: Open a new workbook in Excel for the web

1. Click on the **Excel** icon.
2. Click **New blank workbook**.

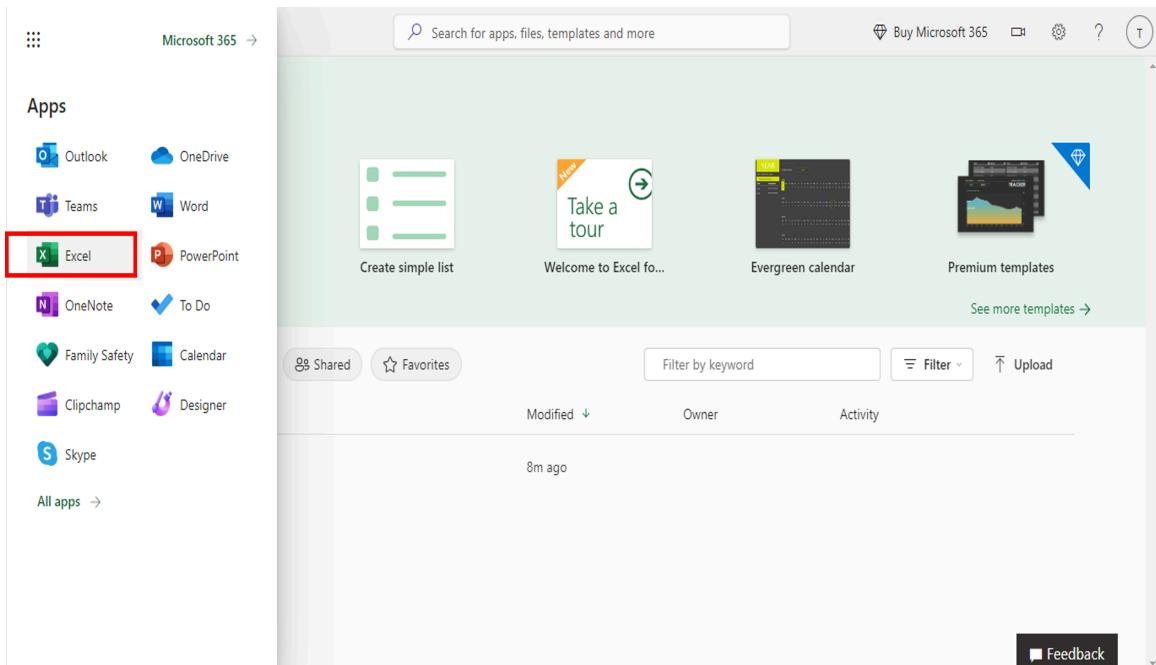


3. You have successfully opened a new workbook in Excel for the web.

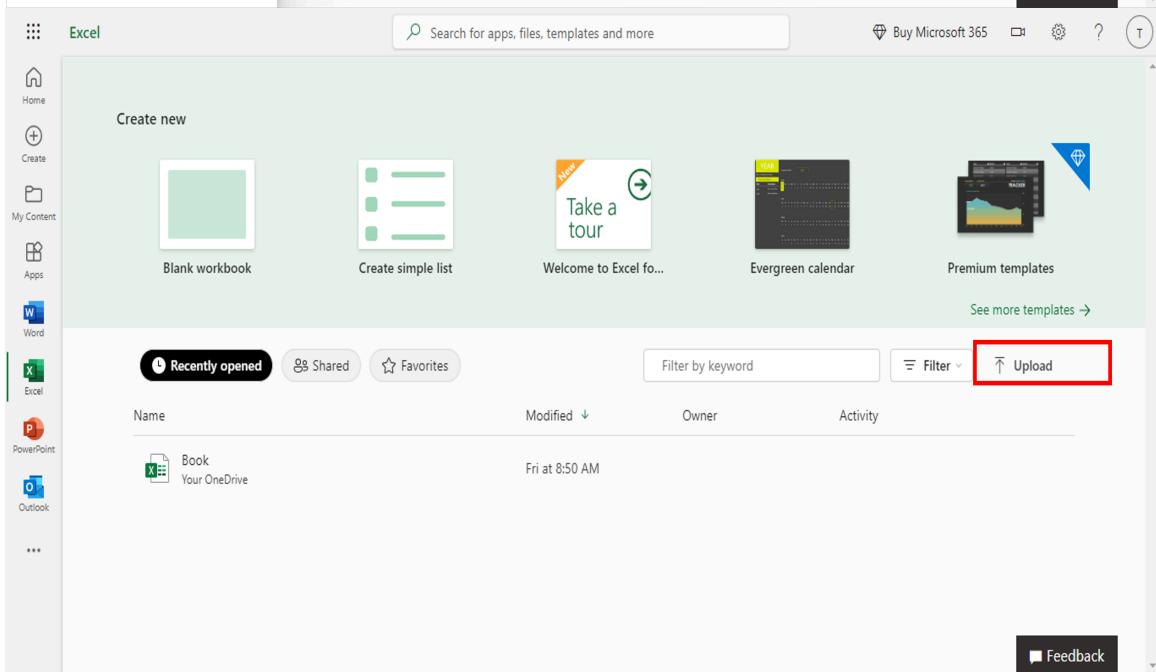


Task C: Upload and Open a workbook in Excel for the web

1. Download the file [indian_startup_funding_Lab1.xlsx](#).
2. To upload and open a workbook in Excel for the web, click the **App Launcher** (cube of dots) in the top left corner. Click **Excel** icon. Then click **Upload and open...** and select the [indian_startup_funding_Lab1.xlsx](#) file.



The screenshot shows the Microsoft 365 Apps interface. On the left, there's a sidebar with icons for various apps: Outlook, OneDrive, Teams, Word, PowerPoint, Excel (which is highlighted with a red box), OneNote, To Do, Family Safety, Calendar, Clipchamp, Designer, and Skype. Below this is a link to 'All apps'. The main area has a search bar at the top. It features several promotional cards: 'Create simple list', 'Welcome to Excel fo...', 'Evergreen calendar', and 'Premium templates'. Below these are buttons for 'Shared', 'Favorites', 'Filter by keyword', 'Filter', 'Upload' (which is also highlighted with a red box), and sorting by 'Modified' (with a green arrow). A single item is listed: '8m ago'. At the bottom right is a 'Feedback' button.



This screenshot shows the Microsoft 365 Excel app interface. On the left, there's a sidebar with icons for Home, Create, My Content, Apps, Word, PowerPoint, and Outlook. The 'Excel' icon is selected and highlighted with a red box. The main area has a 'Create new' section with options like 'Blank workbook' and 'Create simple list'. It also features the same promotional cards as the previous screen. Below this is a 'Recently opened' section with a 'Book' file from 'Your OneDrive' (also highlighted with a red box). There are buttons for 'Shared', 'Favorites', 'Filter by keyword', 'Filter', 'Upload' (highlighted with a red box), and sorting by 'Modified'. A single item is listed: 'Book' from 'Your OneDrive' modified 'Fri at 8:50 AM'. At the bottom right is a 'Feedback' button.

3. The file will be uploaded to your OneDrive of the Microsoft Account you signed up and used to open Excel for the web.

The screenshot shows the Microsoft Excel web interface. On the left, there's a sidebar with icons for Home, Create, My Content, Apps, Word, Excel, PowerPoint, and Outlook. The main area has a 'Create new' section with options like 'Blank workbook', 'Create simple list', 'Welcome to Excel fo...', 'Evergreen calendar', and 'Premium templates'. Below this, a 'Recently opened' section lists 'Book' from 'Your OneDrive' with a timestamp of 'Fri at 8:50 AM'. A red box highlights a modal window titled 'Uploading your file' with the message 'Upload in progress'.

4. You have successfully uploaded and opened a workbook in Excel for the web.

The screenshot shows an Excel spreadsheet titled 'indian_startup_funding_Lab12'. The data is organized into columns: Sr No, Date, Startup Name, Industry Vertical, SubVertical, City Location, Investors Name, and Investment Type. The data includes various startups like Lenskart, Healthians, Licious, InCred, Trell, Rivigo, Ecozen, Rein Games, CarDekho, Dhruvra Space, Paytm, Aye Finance, Clumio, Digital Mall Asia, Furtados School of Music, Healthians, Mediabazaar, Burger Singh, and Niniacart, along with their respective details and investors.

Sr No	Date	Startup Name	Industry Vertical	SubVertical	City Location	Investors Name	Investment Type
2	17 20-12-2019	Lenskart.com	E-Commerce	Online Eyewear Shopping Portal	Faridabad	SoftBank Vision Fund	Series G
3	12 17-12-2019	Healthians	B2B-focused foodtech start	Food Solutions For Corporate	Bengaluru	Paytm, NPTK, Sabre Partners and Neoplux	Series C
4	13 16-12-2019	Licious	E-Commerce	Online Meat And Seafood Ordering Start	Bengaluru	Vertex Growth Fund	Series E
5	14 16-12-2019	InCred	Finance	Non-Banking Financial Company	Mumbai		Debt Fund
6	15 14-12-2019	Trell	Video	Experience Discovery Platform	Bengaluru	Ruizheng Investment	Seed Rou
7	11 13-12-2019	Rivigo	Technology	Logistics Services and Solutions	Gurgaon	SALF Partners, Spring Canter Investment Ltd.	Series F
8	8 12-12-2019	Ecozen	Technology	Agritech	Pune	Sathguru Catalyst Advisors	Series A
9	16 11-12-2019	Rein Games	Gaming	Real money based gaming startup	Noida	Manipal Education and Medical Group (MEMG)	Seed Rou
10	9 06-12-2019	CarDekho	E-Commerce	Automobile	Gurgaon	Ping An Global Voyager Fund	Series D
11	10 03-12-2019	Dhruvra Space	Aerospace	Satellite Communication	Bengaluru	Mumbai Angels, Ravikanth Reddy	Seed
12	32 25-11-2019	Paytm	FinTech	Mobile Wallet	Noida	Vijay Shekhar Sharma	Funding F
13	24 20-11-2019	Aye Finance	FinTech	Financial Services To MSMEs	Gurgaon	FinTech	Debt Fun
14	26 20-11-2019	Clumio	SaaS	Recovery software	San Jose,	Altimeter Capital, Sutter Hill Ventures	Series C
15	28 19-11-2019	Digital Mall Asia	E-Commerce	Virtual e-commerce platform	Delhi	Amour Infrastructure	Seed Fun
16	31 19-11-2019	Furtados School of Music	Education	Music Education	Tulangan	IAN Fund and DSG Consumer Partners	
17	22 18-11-2019	Healthians	Health and Wellness	Healthcare services	Gurgaon	DG Daiwa Ventures, DG Incubation	Series B
18	29 18-11-2019	Medikabazaar	Healthcare	B2B platform for medical supplies	Mumbai	Ackermans & van Haaren, HealthQuad, Rebright Partners, Toppar	Series B
19	21 17-11-2019	Burger Singh	Food and Beverage	Indian Burger Brand	Gurgaon	RB Investments	Venture
20	23 15-11-2019	Niniacart	R2R Marketing	Agritech	Bengaluru	Triferta Capital Advisors	Debt Fun

Congratulations! You have completed Lab 1, and you are ready for the next topic.

Author

- [Sandip Saha Joy](#)

Other Contributor(s)

- [Steve Ryan](#)



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