



# Hands-on 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:

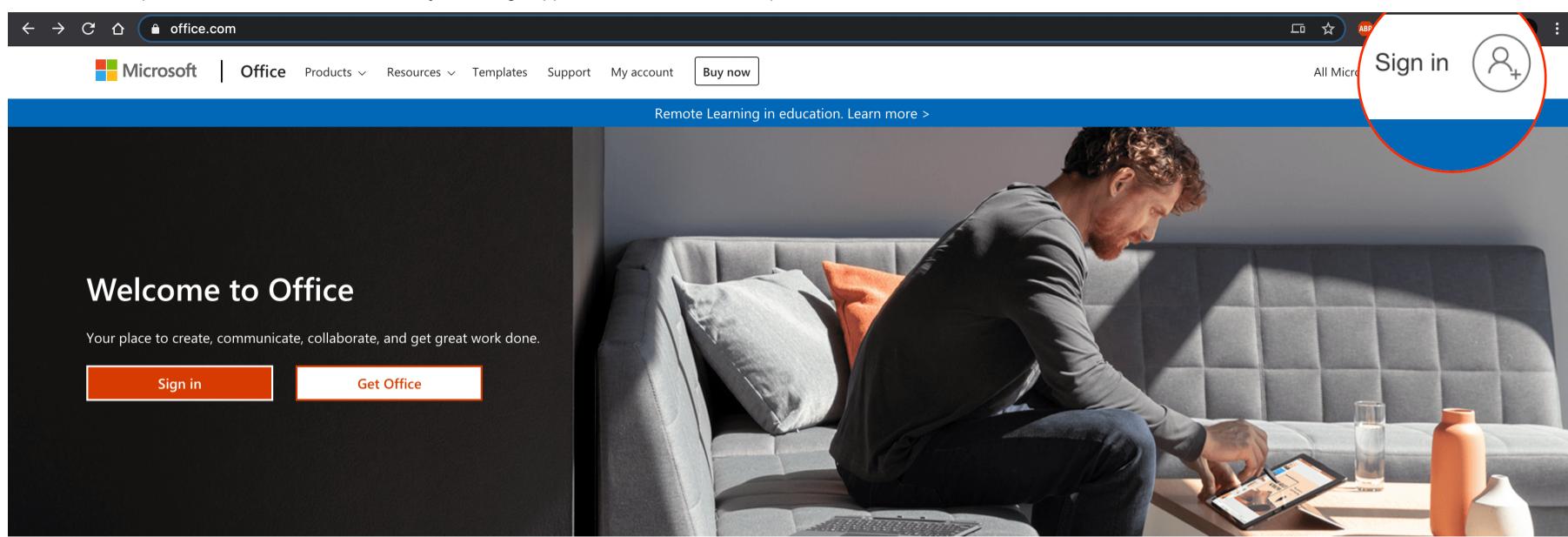
- Sign up for a Microsoft Account to use Excel for the web
- Sign in, upload and open a workbook in Excel for the web

## 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.

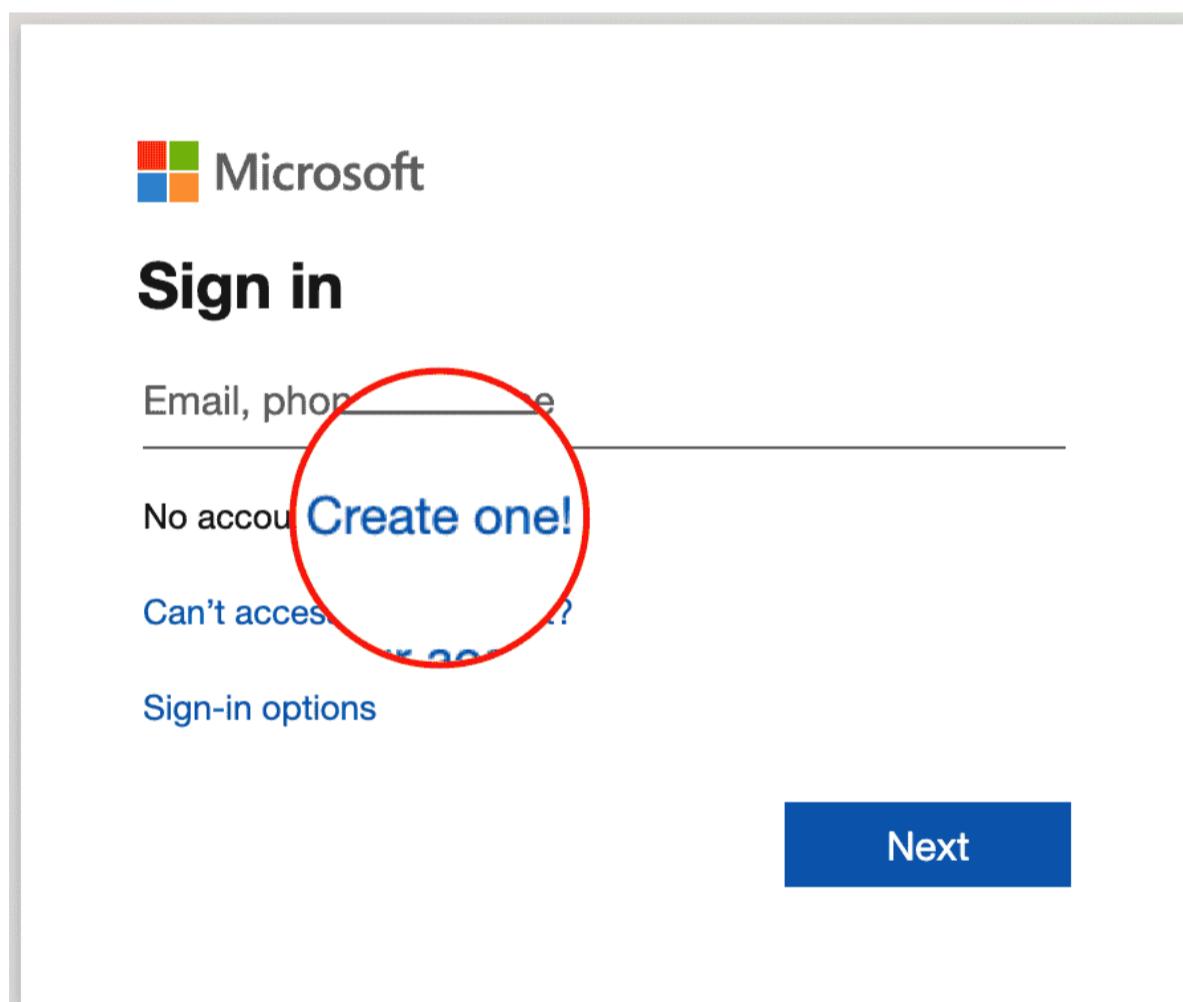
1. Go to [www.office.com](http://www.office.com). Click **Sign in**



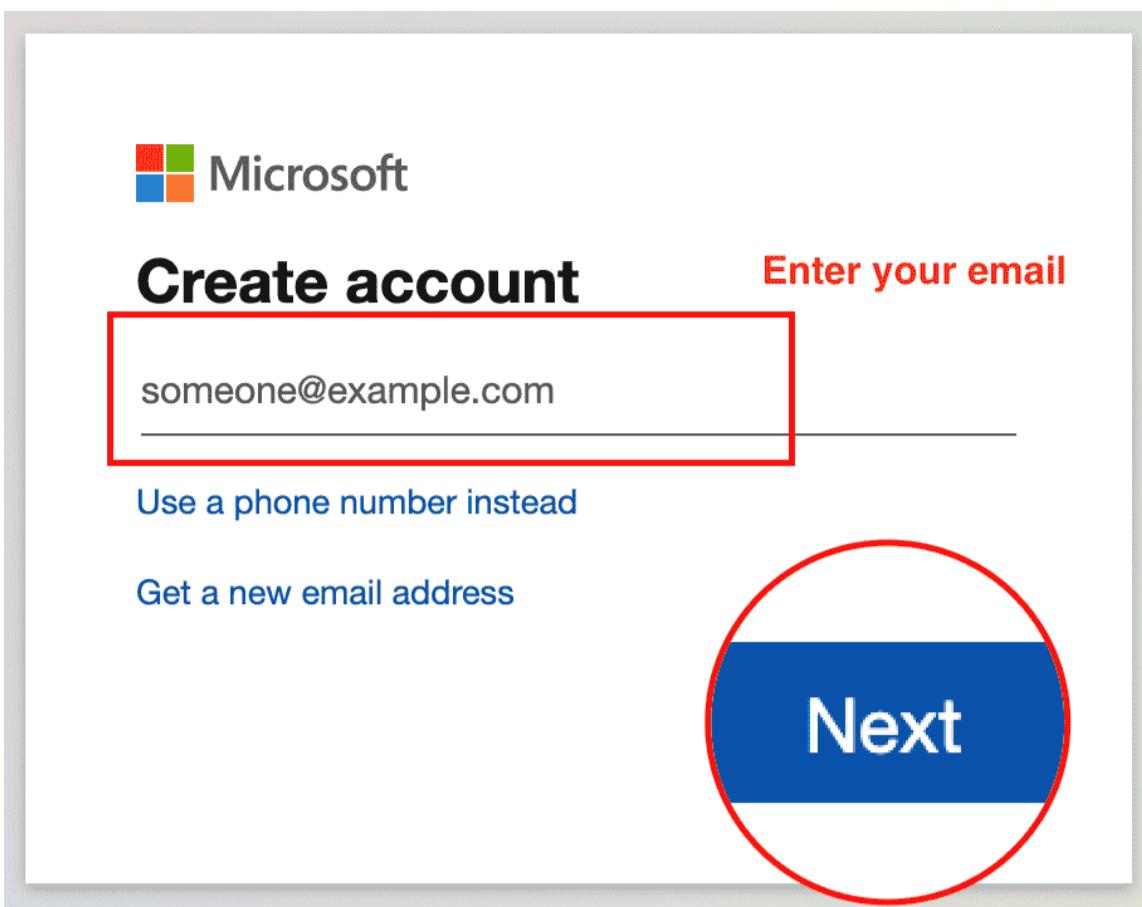
Sign in to use your favorite productivity apps from any device



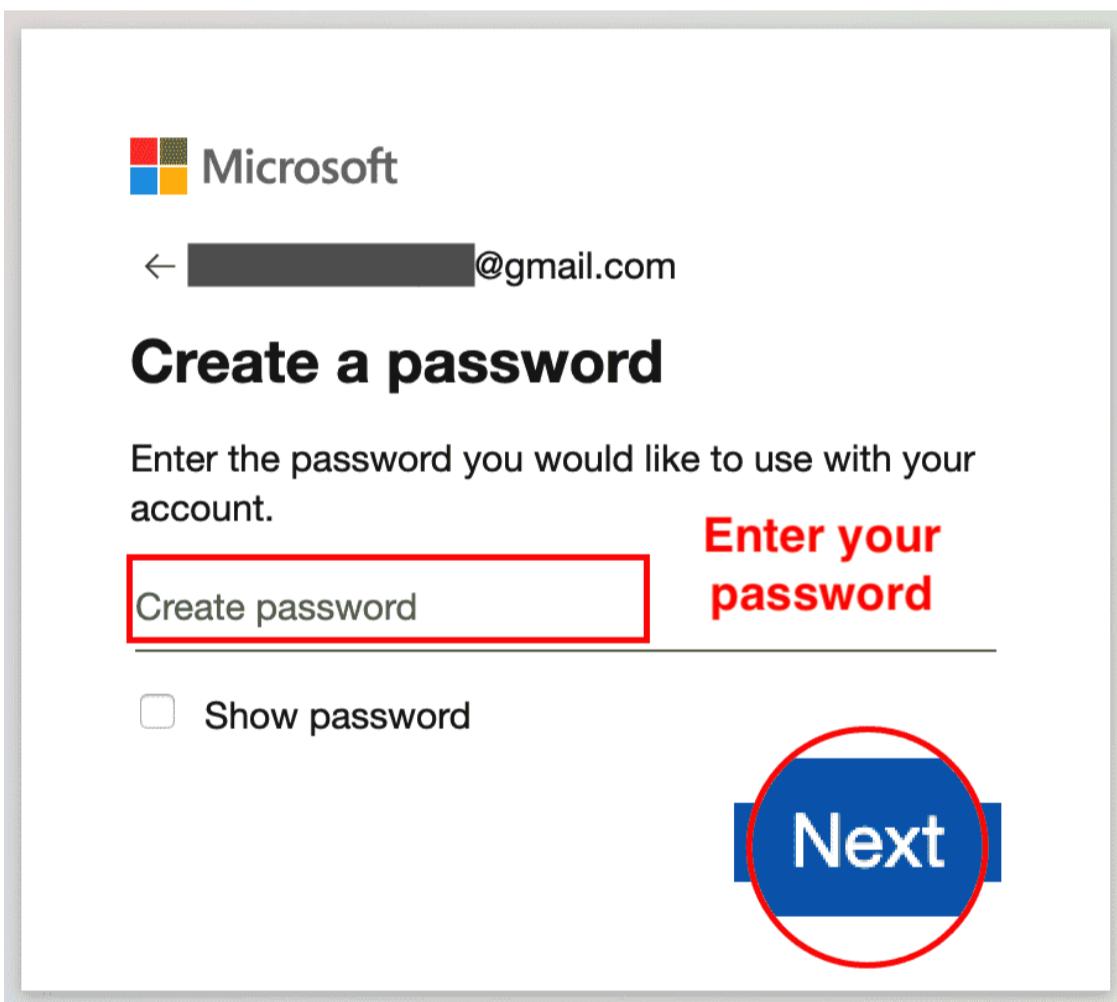
2. Click **Create one!**



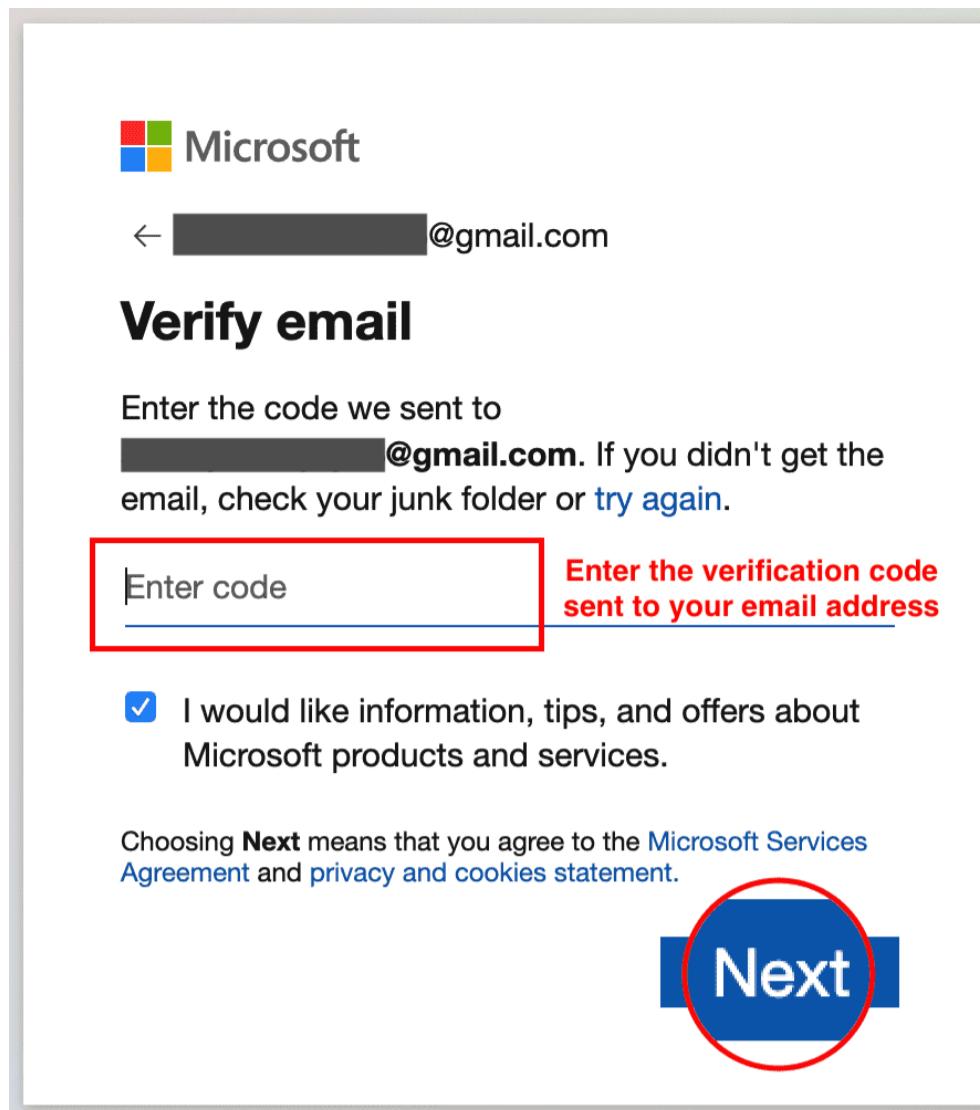
3. Enter your existing email id with which you want to create a Microsoft account. Click **Next**.



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

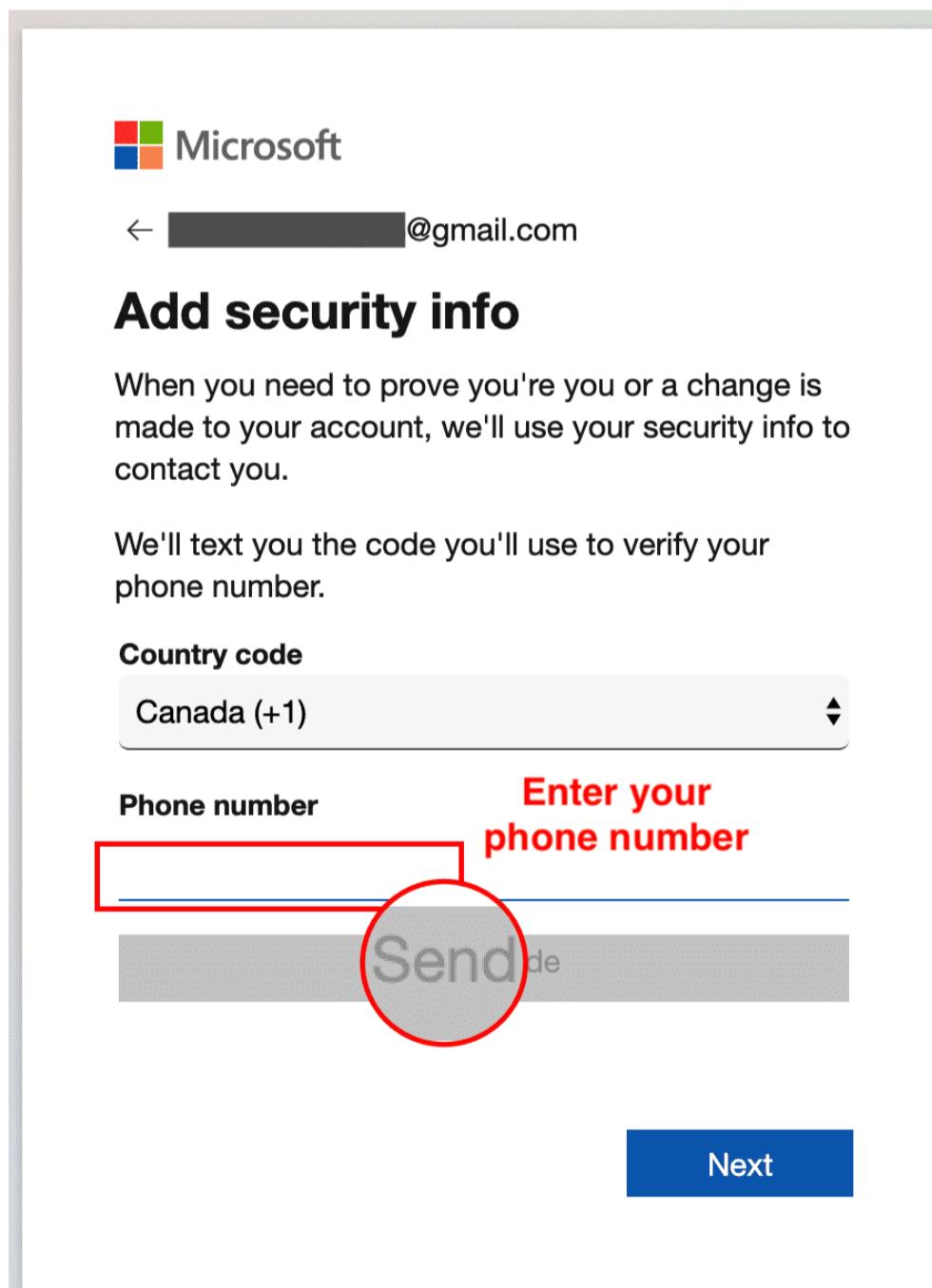


5. Enter the code you received by email. Click **Next**.



The screenshot shows the Microsoft Verify email page. At the top left is the Microsoft logo. Below it is a back arrow and the email address '@gmail.com'. A large bold heading 'Verify email' is centered. Below the heading, a sub-instruction says 'Enter the code we sent to [REDACTED]@gmail.com. If you didn't get the email, check your junk folder or [try again](#)'. There are two input fields: 'Enter code' (highlighted with a red box) and 'Enter the verification code sent to your email address'. A checkbox is checked, followed by the text 'I would like information, tips, and offers about Microsoft products and services'. Below this, a note states 'Choosing Next means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#)'. A large blue 'Next' button is at the bottom, with a red circle highlighting its center.

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



The screenshot shows the Microsoft Add security info page. At the top left is the Microsoft logo. Below it is a back arrow and the email address '@gmail.com'. A bold heading 'Add security info' is centered. Below the heading, a sub-instruction says '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.' Another sub-instruction says 'We'll text you the code you'll use to verify your phone number.' A dropdown menu for 'Country code' is set to 'Canada (+1)'. Below it is a 'Phone number' input field (highlighted with a red box) with the placeholder 'Enter your phone number'. A 'Send code' button is below the input field, with a red circle highlighting its center. A 'Next' button is at the bottom right.

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

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**

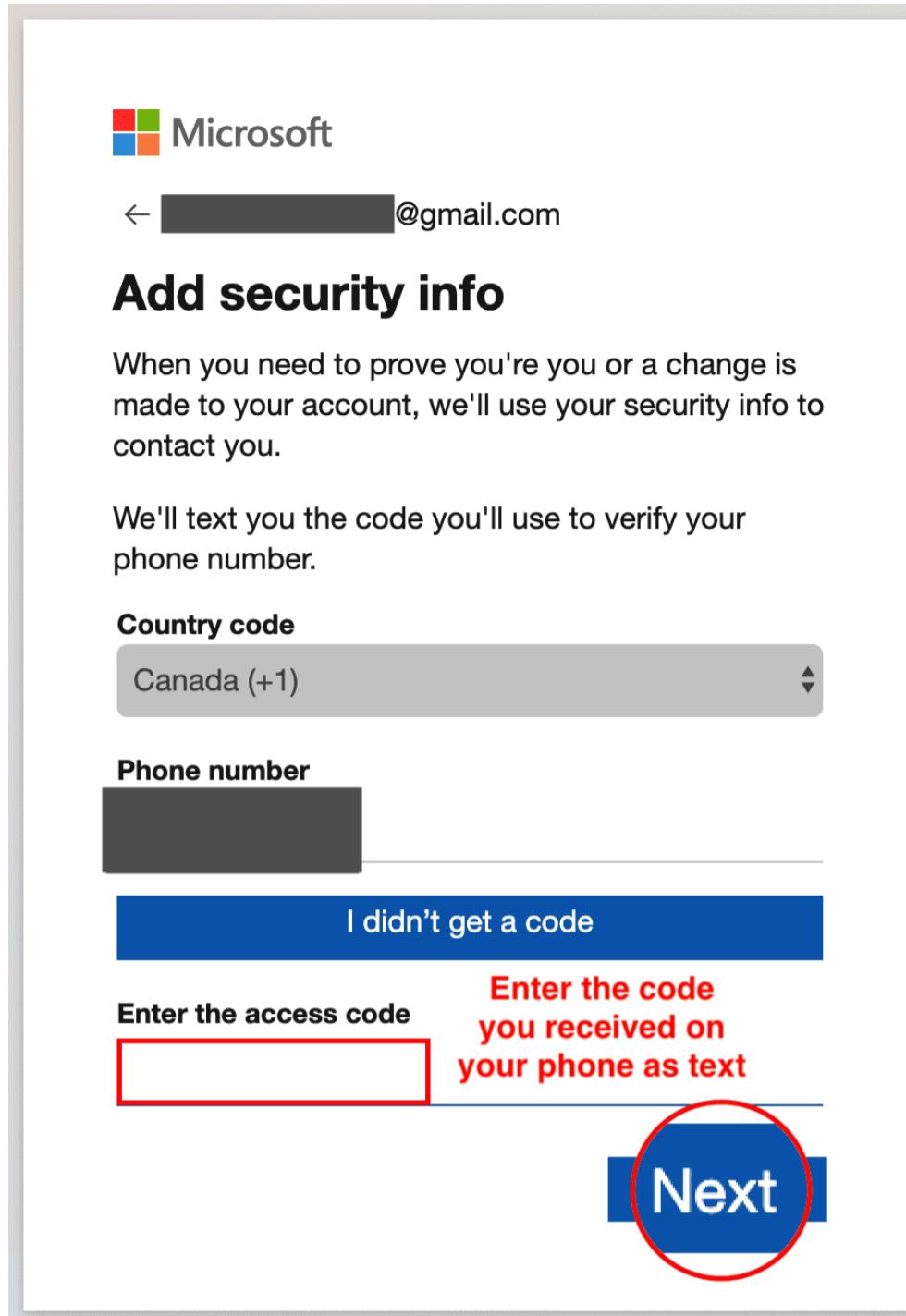
[REDACTED]

I didn't get a code

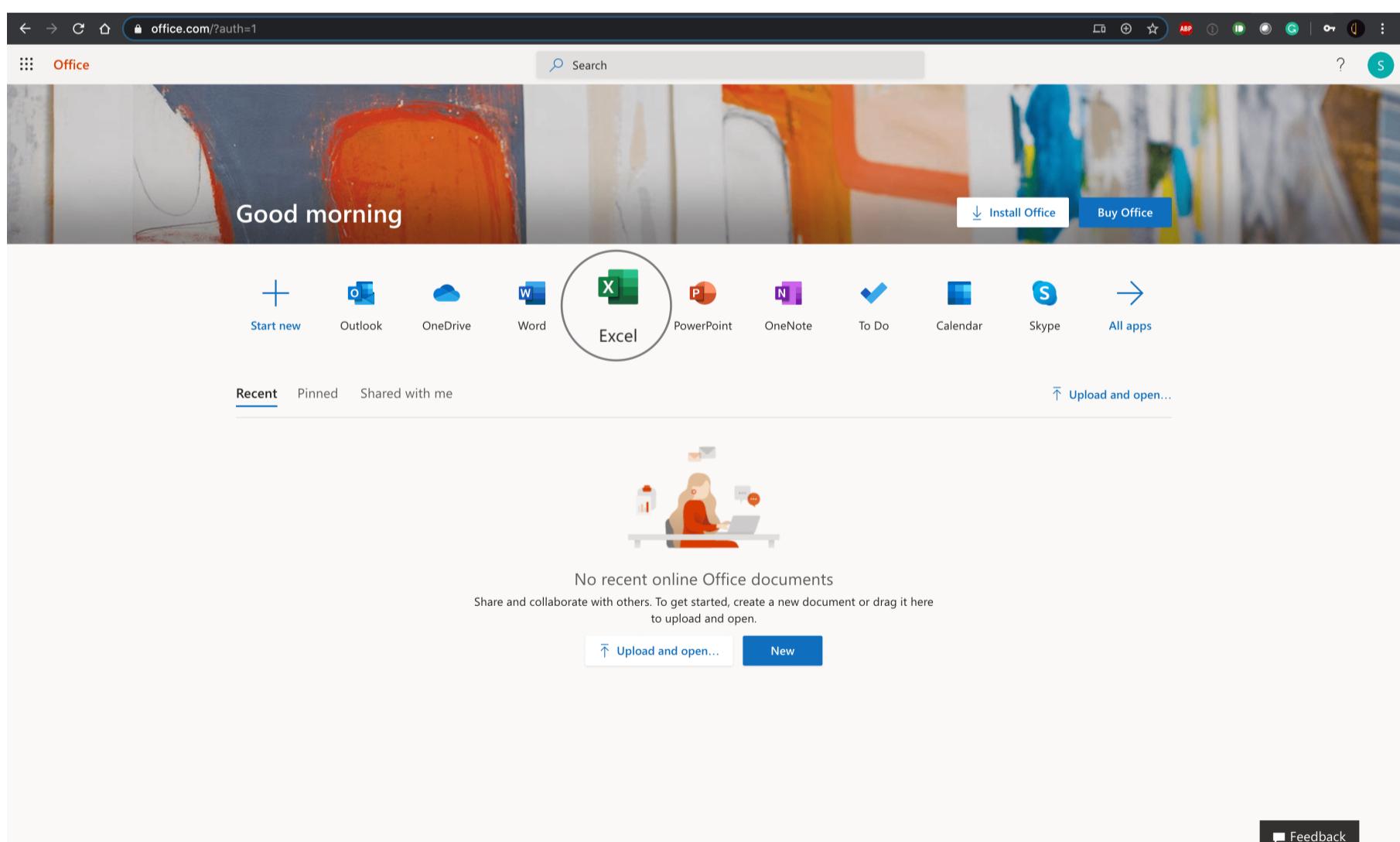
Enter the access code

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**.

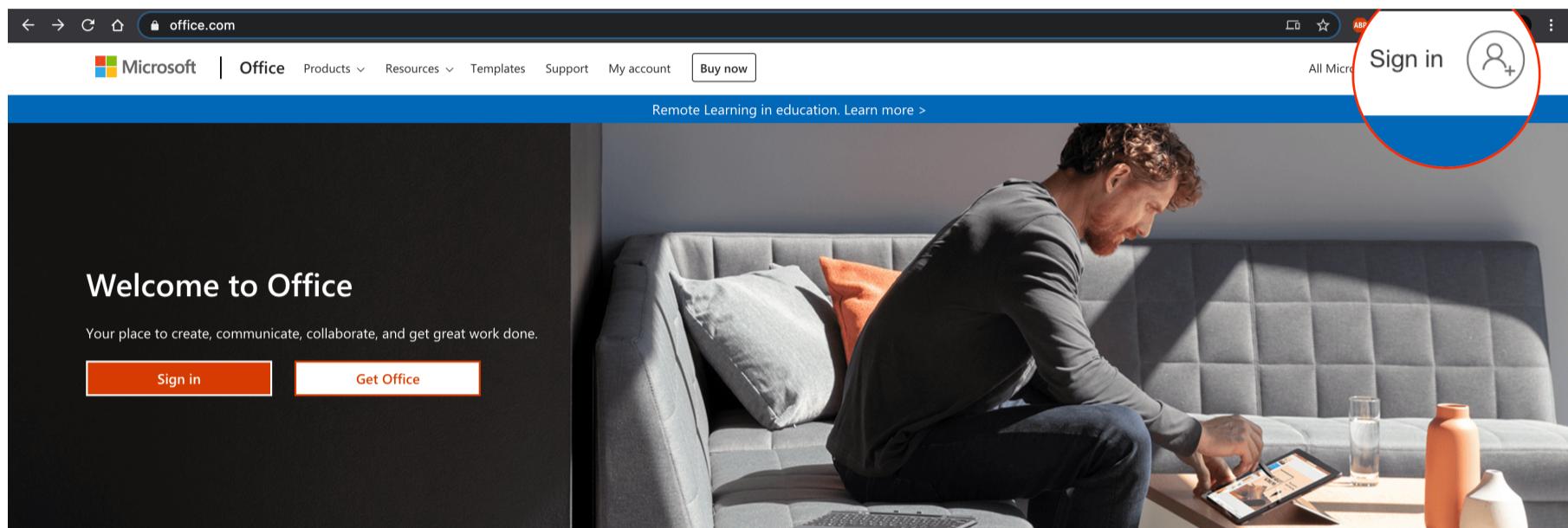


# Exercise 2: Sign-in, Upload and Open a Workbook in Excel for the web

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

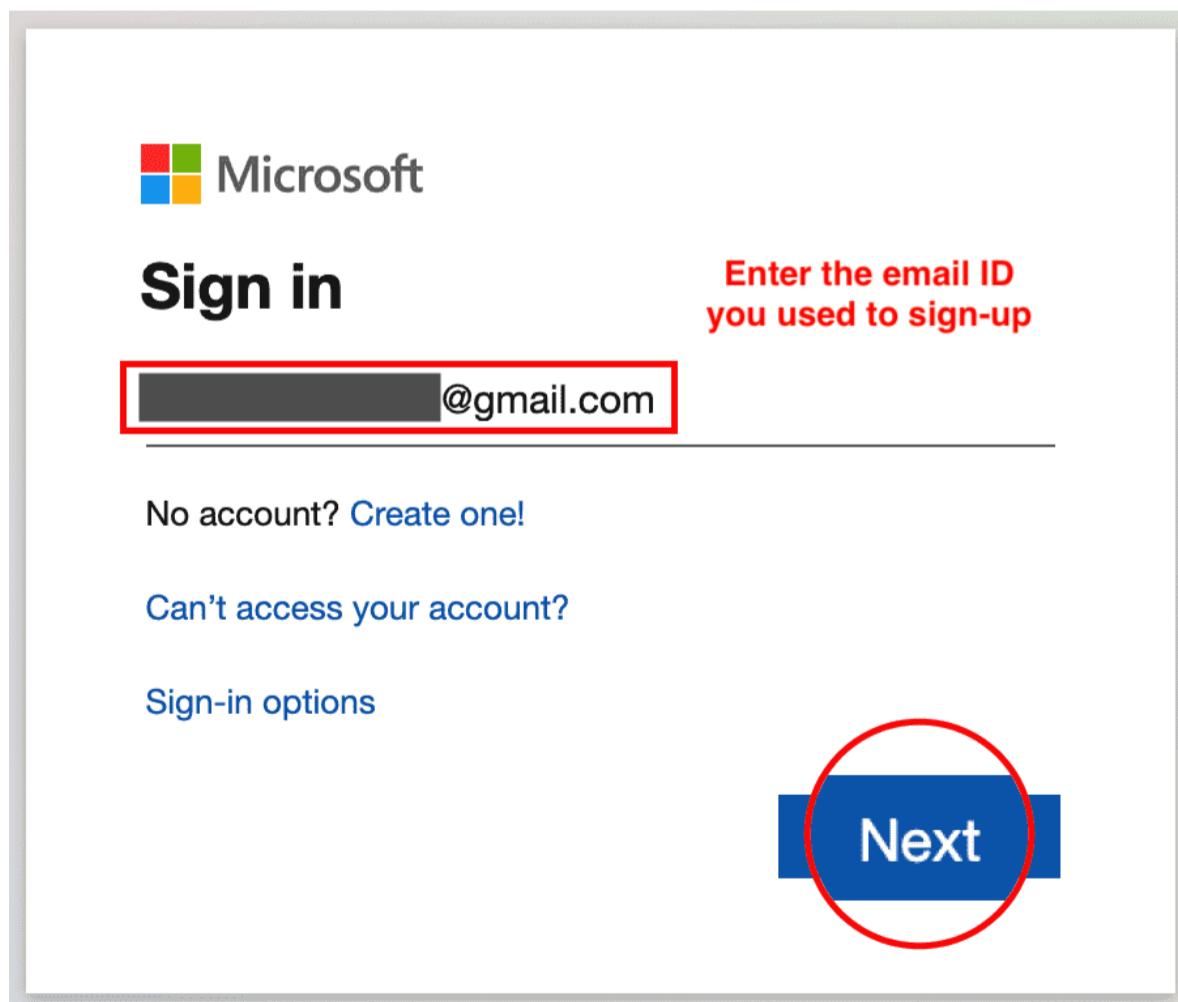
1. Go to [www.office.com](http://www.office.com). Click **Sign in**.



**Sign in to use your favorite productivity apps from any device**



2. Enter your sign in email.



3. Enter your password.

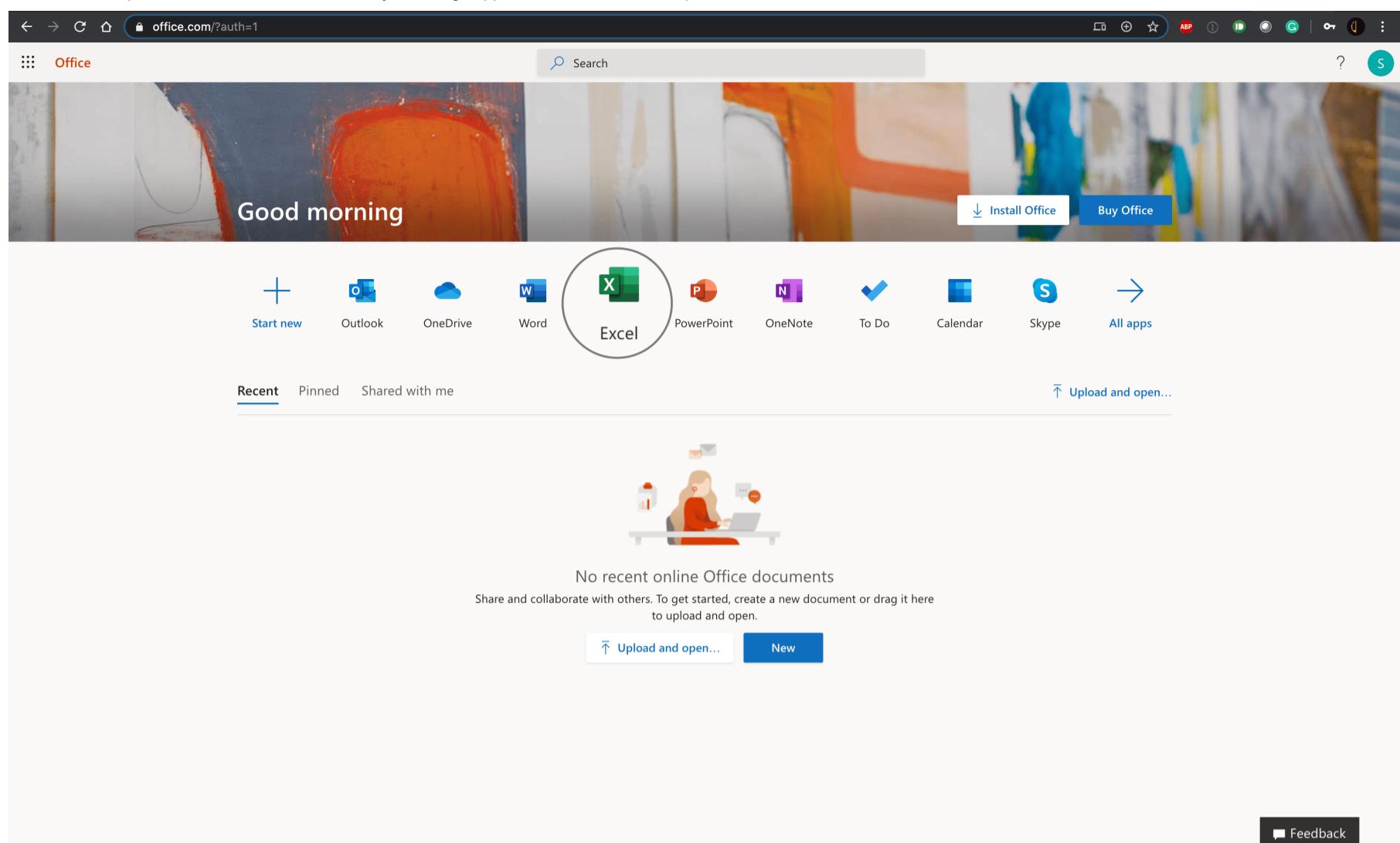


4. You are now signed in.

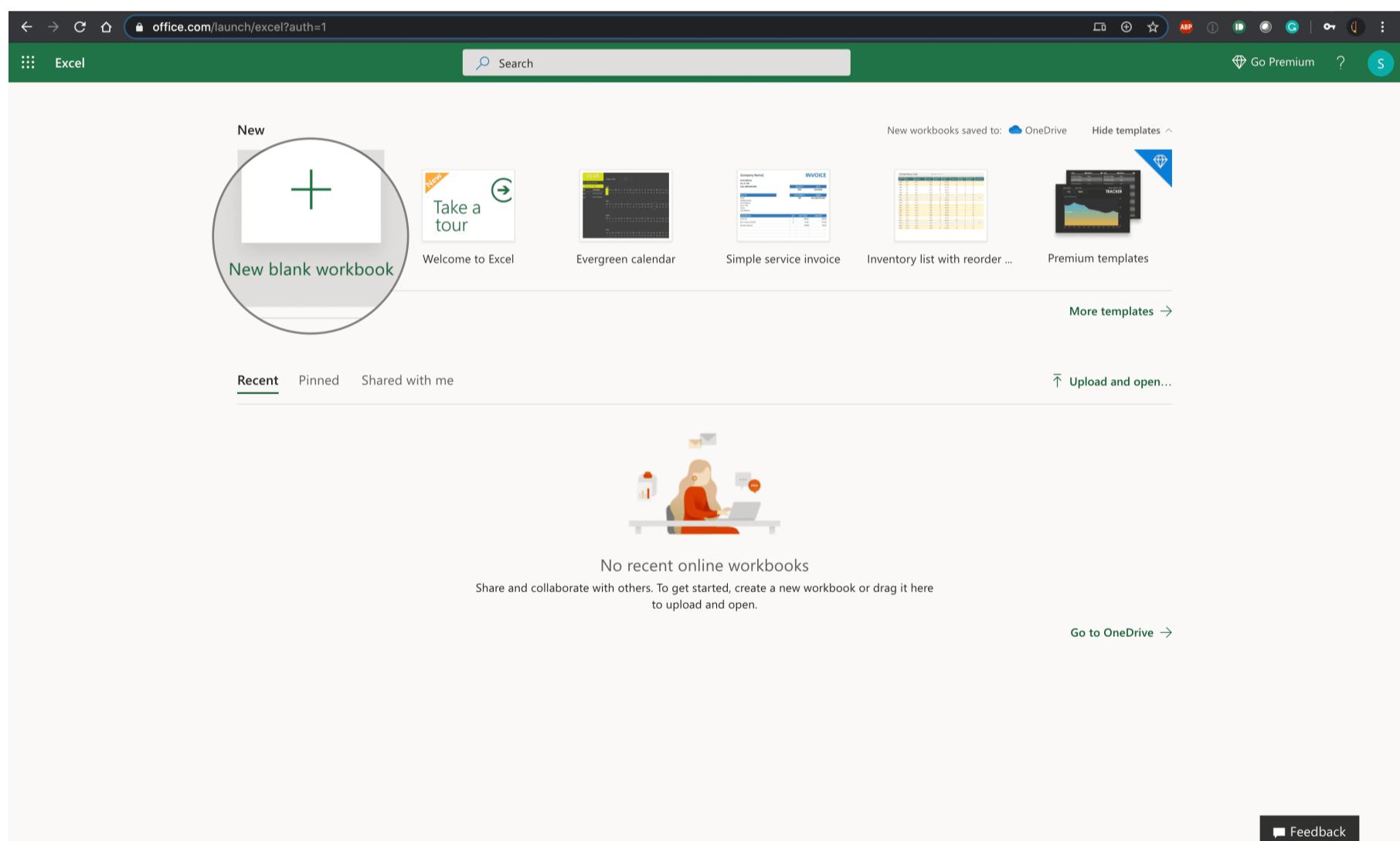
A screenshot of the Microsoft Office web interface at office.com/?auth=1. The dashboard features a "Good morning" greeting and a blurred background image of people. At the top, there's a search bar and a user profile icon. Below the header are icons for Start new, Outlook, OneDrive, Word, Excel (which is circled in red), PowerPoint, OneNote, To Do, Calendar, Skype, and All apps. The "Recent" tab is selected. In the center, there's a placeholder for recent documents with an "Upload and open..." button. At the bottom right is a "Feedback" button.

## 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.

The screenshot shows the Microsoft Excel for the web interface. The title bar reads "Book 1 - Saved to OneDrive". The ribbon menu includes "File", "Home", "Insert", "Formulas", "Data", "Review", "View", "Help", and "Tell me what you want to do". The "Home" tab is selected, displaying various font and alignment tools. The main area is a blank spreadsheet grid from A1 to Y34. The bottom navigation bar includes "Sheet1", "Help Improve Office", and "Workbook Statistics".

## 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 App Launcher and the "Upload and open..." dialog in Excel for the web. The App Launcher window (left) shows icons for Outlook.com, People, Calendar, OneDrive, Word, Excel, PowerPoint, OneNote, Sway, and Skype. The "Excel" icon is highlighted with a red circle. The "Upload and open..." dialog (right) shows the same icons, with the "Excel" icon also highlighted with a red circle. Below these windows, a browser window displays the URL <https://office.com/launch/excel?ui=en-US&rs=US&auth=1>. The browser interface includes a search bar, a "New blank workbook" button, and a "Recent" section listing "Book" and "Monthly Expense Book" from OneDrive (Personal). A red circle highlights the "Upload and open..." button in the browser's main content area.

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

## Uploading to OneDrive

Your file will be opened automatically after upload is complete.

21 KB/21 KB

Tip: You can now drag and drop files to upload them.

Cancel

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

indian_startup_funding_Lab1 - Saved													Sandip Saha Joy
C1	Startup Name	Industry Vertical	SubVertical	City Location	Investors Name	InvestmentType	Amount in USD	Remarks	J	K	L	M	
1	Lenskart.com	E-Commerce	Online Eyewear Shopping Portal	Faridabad	SoftBank Vision Fund	Series G	231,000,000.00						
2	Healthians	B2B-focused foodtech starti	Food Solutions For Corporate	Bengaluru	Paytm, NPTK, Sabre Partners and Neoplux	Series C	12,000,000.00						
3	Licious	E-Commerce	Online Meat And Seafood Ordering Star	Bengaluru	Vertex Growth Fund	Series E	30,000,000.00						
4	InCred	Finance	Non-Banking Financial Company	Mumbai		Debt Funding	5,900,000.00						
5	Trell	Video	Experience Discovery Platform	Bengaluru		Seed Round	2,000,000.00						
6	Rivigo	Technology	Logistics Services and Solutions	Gurgaon	Ruizheng Investment	Series F	20,000,000.00						
7	Ecozen	Technology	Agritech	Pune	SAIF Partners, Spring Canter Investment Ltd.	Series A	6,000,000.00						
8	Rein Games	Gaming	Real money based gaming startup	Noida	Sathguru Catalyster Advisors	Seed Round	50,000,000.00						
9	CarDekho	E-Commerce	Automobile	Gurgaon	Manipal Education and Medical Group (MEMG)	Series D	70,000,000.00						
10	Dhruba Space	Aerospace	Satellite Communication	Bengaluru	Ping An Global Voyager Fund	Series D	70,000,000.00						
11	Paytm	FinTech	Mobile Wallet	Noida	Mumbai Angels, Ravikanth Reddy	Seed	50,000,000.00						
12	Aye Finance	FinTech	Financial Services To MSMEs	Gurgaon	Vijay Shekhar Sharma	Funding Round	1,000,000,000.00						
13	Clumio	SaaS	Recovery software	San Jose,	FinTech	Debt Funding	17,411,265.00						
14	Digital Mall Asia	E-Commerce	Virtual e-commerce platform	Delhi	Altimeter Capital, Sutter Hill Ventures	Series C	135,000,000.00						
15	Furtados School of Music	Education	Music Education	Tulangan	Amour Infrastructure	Seed Funding	220,000,000.00						
16	Healthians	Health and Wellness	Healthcare services	Gurgaon	IAN Fund and DSG Consumer Partners	Series C	200,000,000.00						
17	Medikabazaar	Healthcare	B2B platform for medical supplies	Mumbai	DG Daiva Ventures, DG Incubation	Series B	12,000,000.00						
18	Burger Singh	Food and Beverage	Indian Burger Brand	Gurgaon	Ackermans & van Haaren, HealthQuad, Rebright Partners, Toppan	Series B	15,800,000.00						
19	Ninjacart	B2B Marketing	Agritech	Bengaluru	RB Investments	Venture	undisclosed						
20	Vogo Automotive	Last Mile Transportation	Scooter sharing app	Kormangala	Trifecta Capital Advisors	Debt Funding	26,000,000.00						
21	Misters	Health and wellness	Men's Health and Wellness brand	Gurgaon	Matrix Partners, Stellaris Venture Partners, Kalaari Capital	Series B	283,000,000.00						
22	Freshworks	Software	Business and customer engagement too	San Francisco	Sauce.vc, Rainforest Ventures	Series B	486,000,000.00						
23	Sunstone Eduveru Pvt. L	Education	Elearning	Gurgaon	Sequoia, CapitalG, Accel	Series H	150,000,000.00						
24	SuperGaming	Video Games	Social gaming platform	Pune	Prime Venture Partners, LetsVenture, PS1 Venture and GlobalLogi	Seed	1,500,000.00						
25	eBikeGo	Last Mile Transportation	Electric bike rental	Amritsar	Dream Incubator	Seed Funding	1,300,000.00						
26	The Man Company	Consumer Goods	Beauty and Grooming	Gurgaon	Startup Buddy	Seed	300,000.00						
27	Dunzo	Customer Service	Delivery Service	Bengaluru	Ayushman Khurana	Corporate Round	unknown						
28	Udaan	B2B	Business development	Bengaluru	Lightbox	Series D	45,000,000.00						
29	FPL Technologies	FinTech	Financial Services	Pune	Altimeter Capital, DST Global	Series D	585,000,000.00						
30	Cashflo	FinTech	Invoice discounting platform and SME le Mumbai	Mumbai	Matrix Partners India, Sequoia India	Maiden Round	4,500,000.00						
31	Digital F5	Advertising, Marketing	Digital marketing firm	Mumbai	SAIF Partners	Series A	3,300,000.00						
32	3rdFlix	SaaS	Education Technology	Hyderabad	TIW Private Equity	Private Equity Round	6,000,000.00						
33	75F	IoT	Building automation system	Burnsville	Exfinity Venture Partners	pre-series A	5,000,000.00						
34	Myelin Foundry	Information Technology	Deep technology	Bengaluru	Breakthrough Energy Ventures	Series A	18,000,000.00						
35	Atomberg Technology	Consumer Technology	Consumer Electronics, Home Appliances	Mumbai	Endiya Partners	Seed	1,000,000.00						
36	GOQi	Health and Wellness	Wearable Fitness Bands	Menlo Park	A91 Partners	Series A	10,000,000.00						
37	Vyapar App	Accounting	Mobile-based Accounting Software	Bengaluru	Bennett Coleman and Company Ltd (BCCL)	Series C	450,000,000.00						
38	Rapido Bike Taxi	Transportation	Bike Taxi	Bengaluru	India Quotient, Axilor Ventures	Series A	5,000,000.00						
39	Zendrive	Automotive	Road Safety Analytics	San Francisco	Westbridge Capital	Series B	3,900,000,000.00 nan						
40	Lol Foods	Consumer Goods	Low carb food for Diabetics	Bengaluru	XL Innovate	Series B	37,000,000.00 nan						
41	Tala	FinTech	Digital Lending Platform	Santa Monica	Rashmi Daga (founder, FreshMenu), Raveen Sastry (co-founder, IV	Seed Round	500,000.00 nan						
42	AdmitKard	EdTech	University Admissions	Noida	RPS Ventures	Series D	110,000,000.00 nan						
43	INDwealth	FinTech	Wealth Management	Gurgaon	Growth DNA	Seed Round	1,000,000.00 nan						
44	Umanoov	Food and Beverage	B2B Foodtech	Bengaluru	Tiger Global Management	Venture Round	15,000,000.00 nan						
					One97 Communications Ltd	Series C	6,500,000.00 nan						

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

## Author

- [Sandip Saha Joy](#)

## Other Contributor(s)

- [Steve Ryan](#)

## Changelog

Date	Version	Changed by	Change Description
2020-09-10	1.2	Steve Ryan	Added software/dataset info
2020-05-30	1.1	Steve Ryan	Modified refs to Excel Online and Excel on the web

Date	Version	Changed by	Change Description
2020-05-28	1.0	Sandip Saha Joy	Initial version created

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