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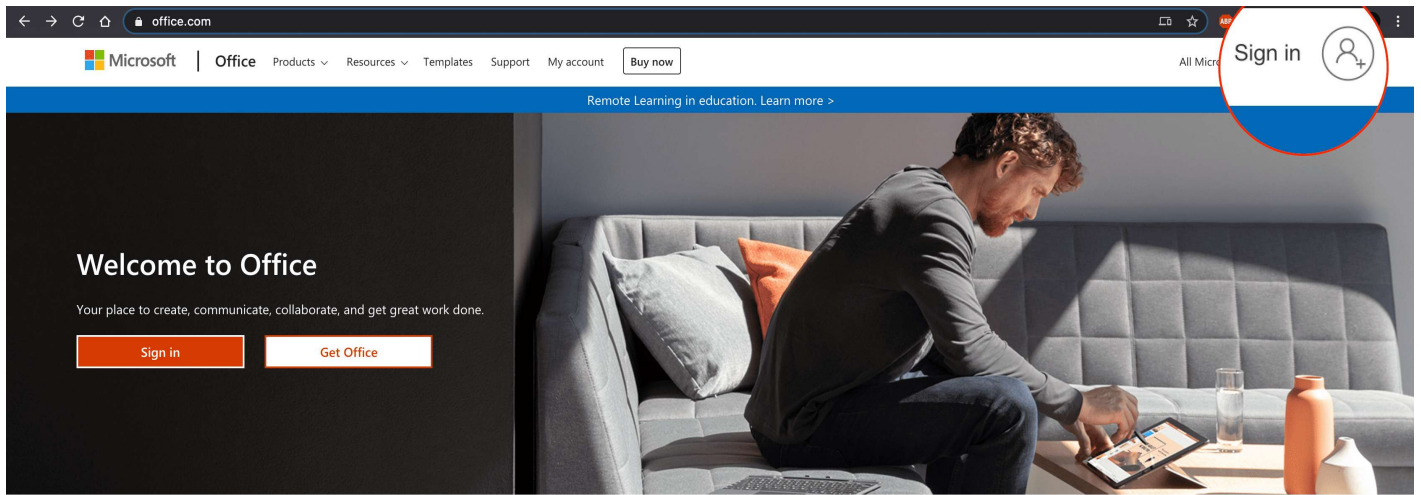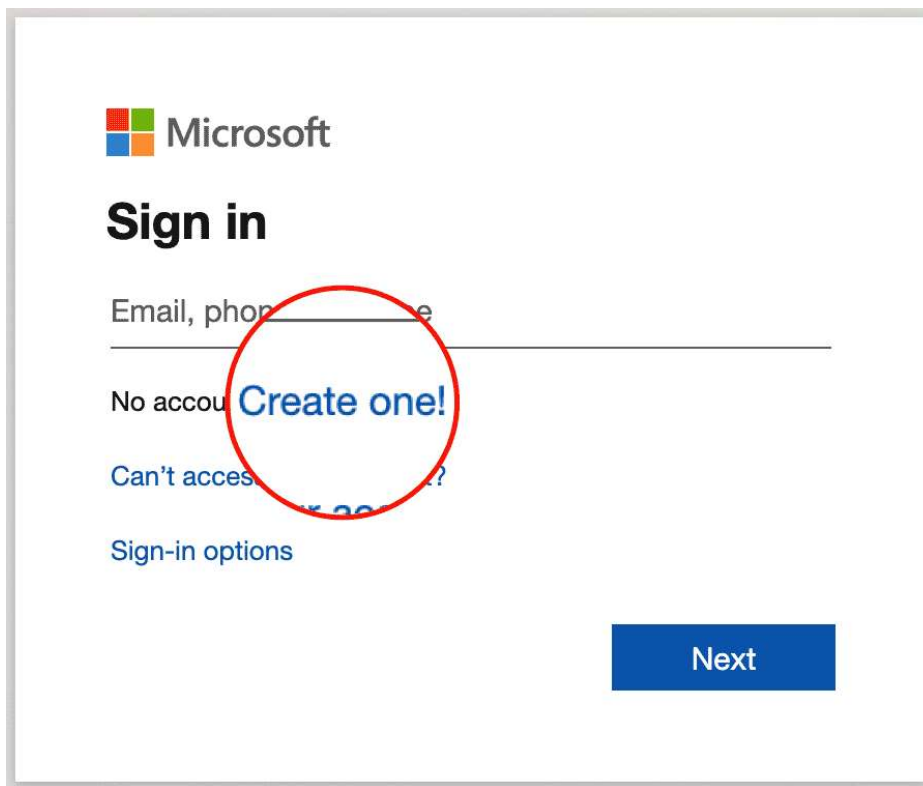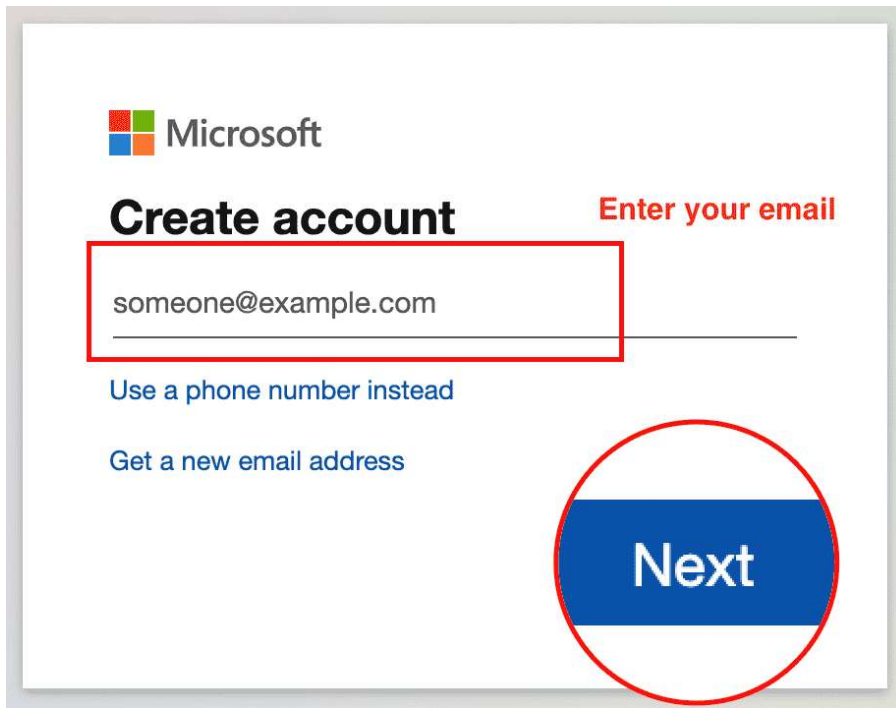
Sign in to use your favorite productivity apps from any device

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**.
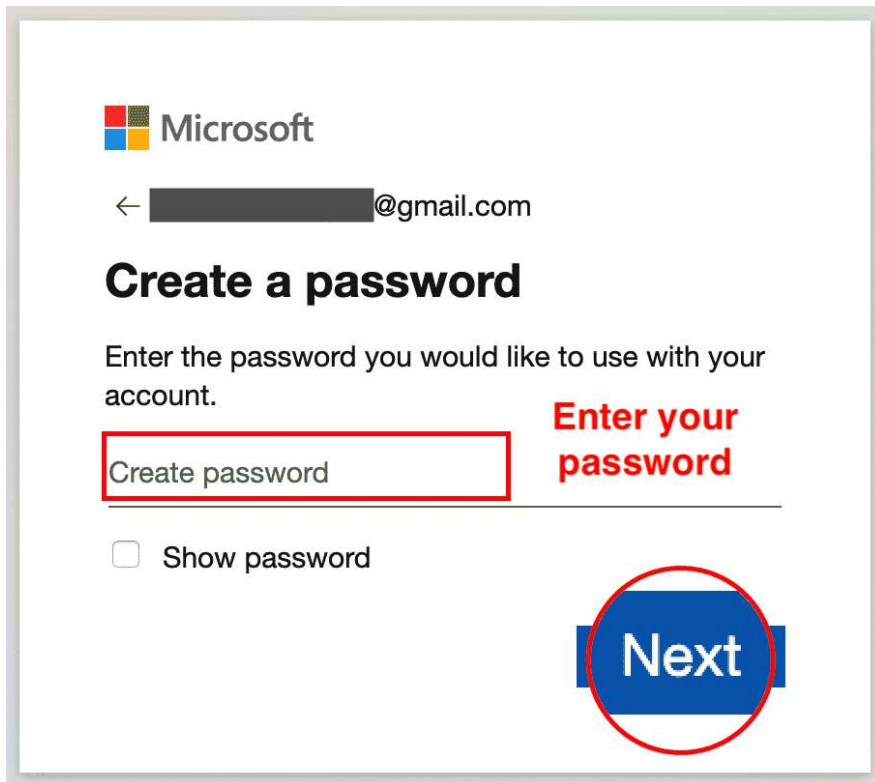

5. Enter the code you received by email. Click **Next**.
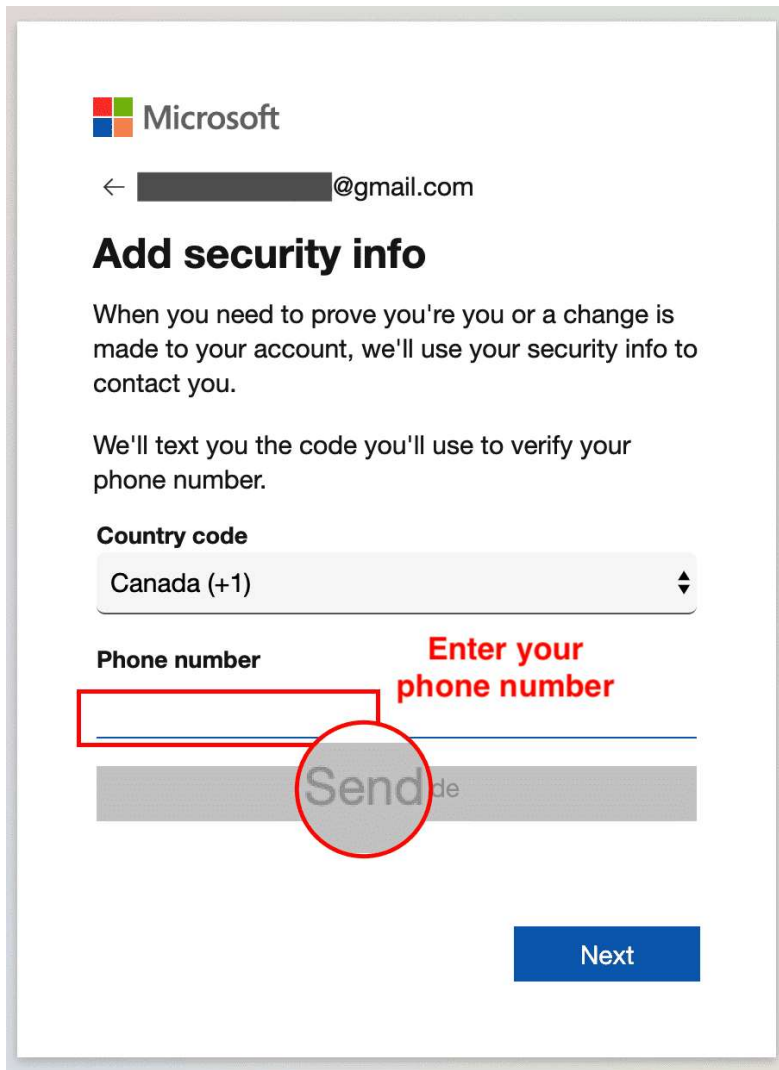
6. Enter your phone number and click **Send Code**.

7. Enter the access code you received as a text on your phone, then click **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**.
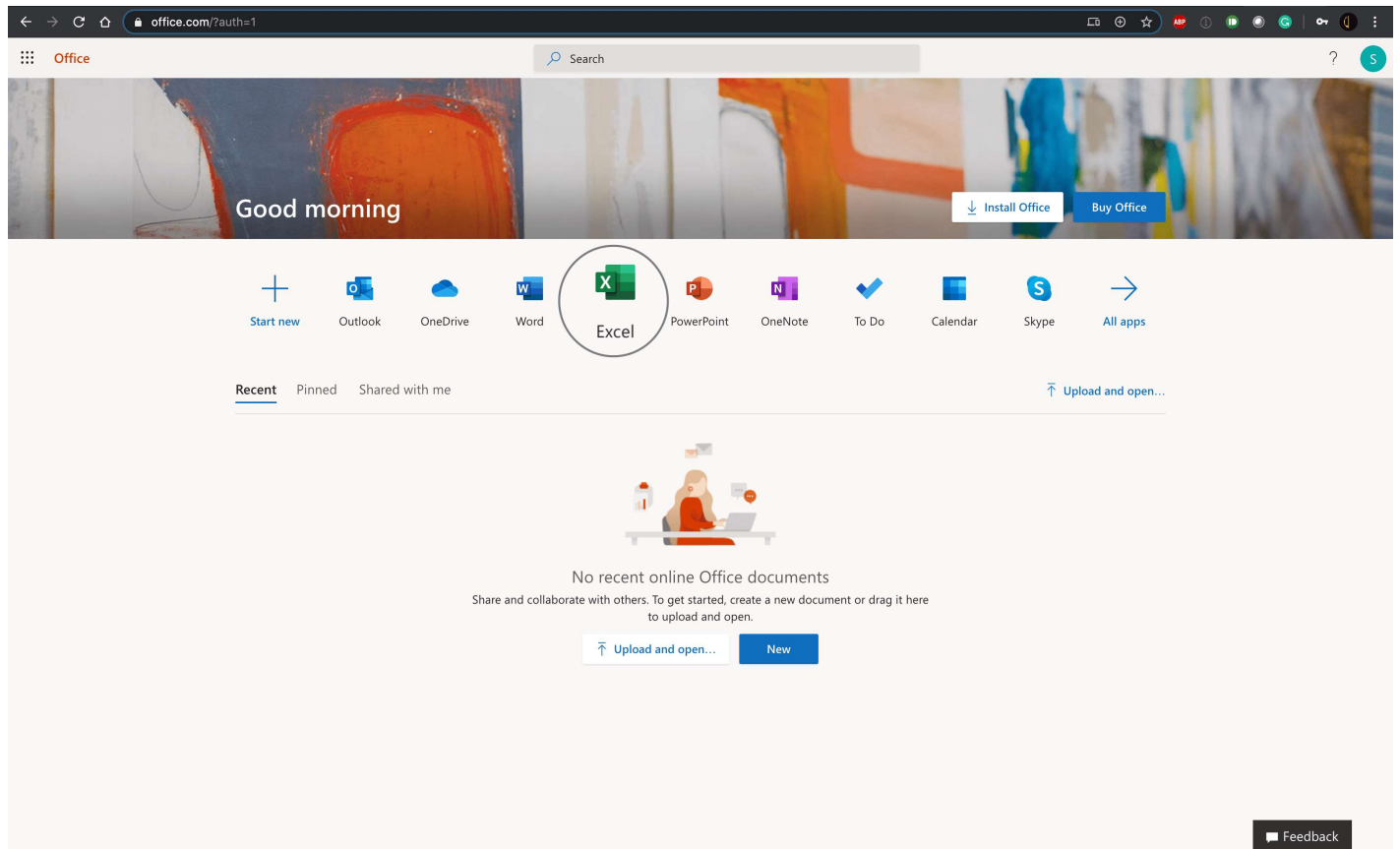
Exercise 2: Sign-in, Upload and Open a Workbook in Excel for the web

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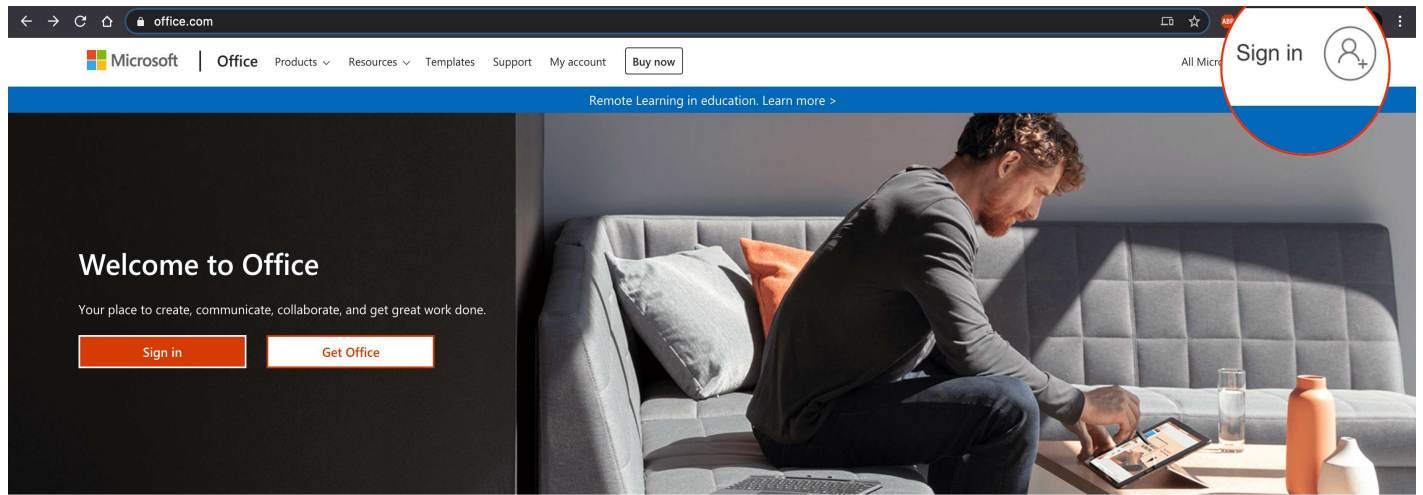
Sign in to use your favorite productivity apps from any device

2. Enter your sign in email.

3. Enter your password.

4. You are now signed in.

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

1. Click on the **Excel** icon.
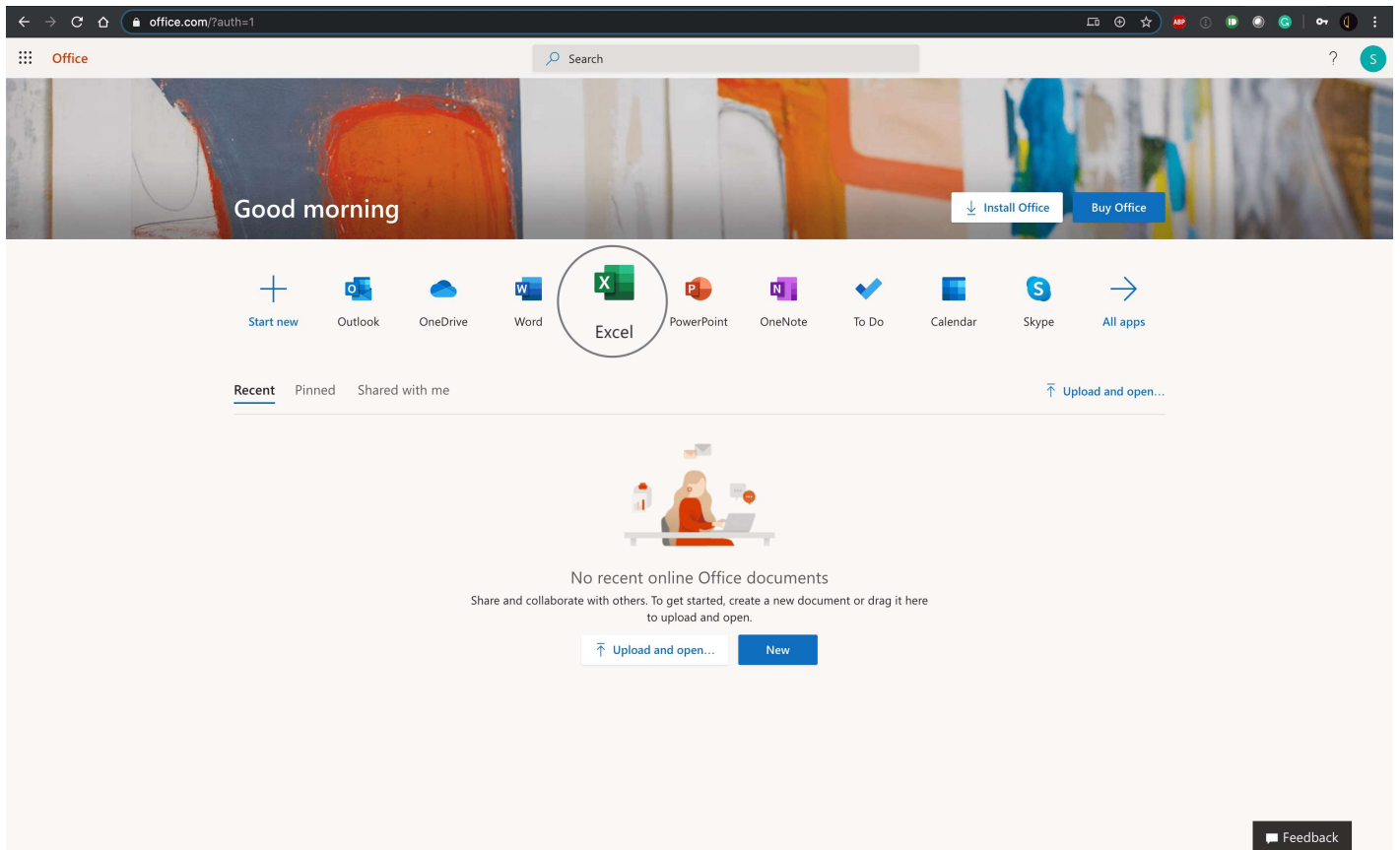
2. Click **New blank workbook**.
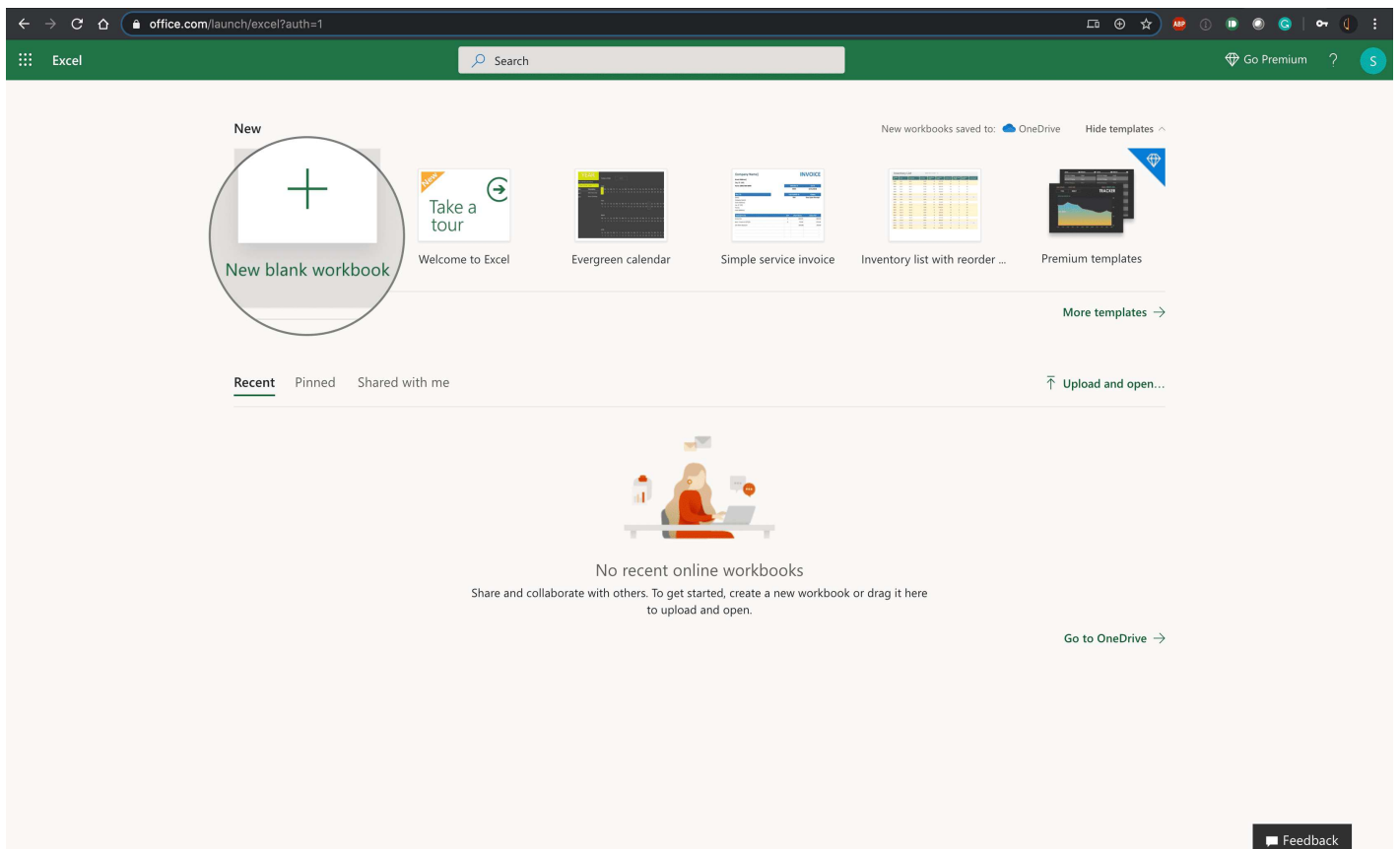
3. You have successfully opened a new workbook in Excel for the web.
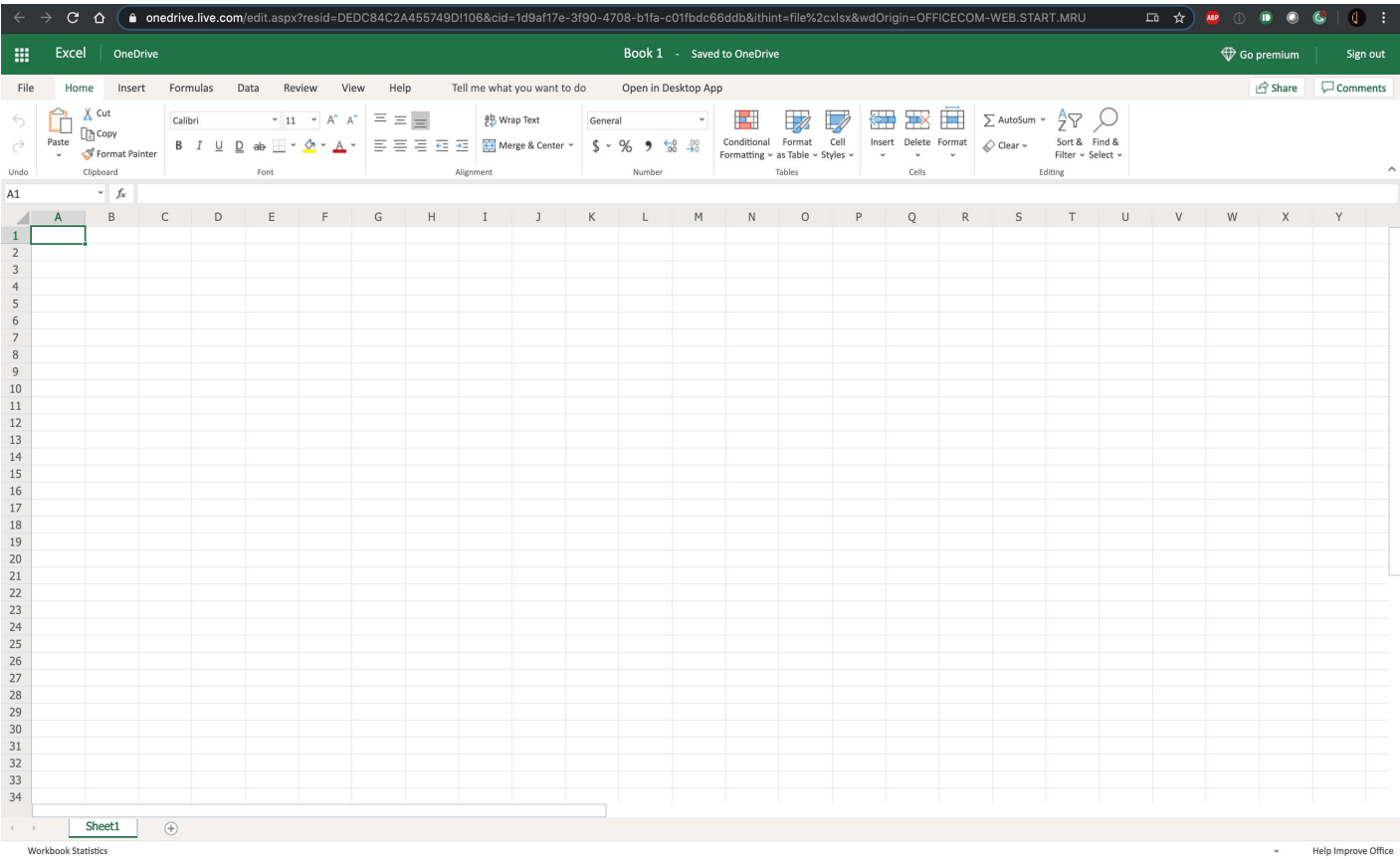
Task C: Upload and Open a workbook in Excel for the web

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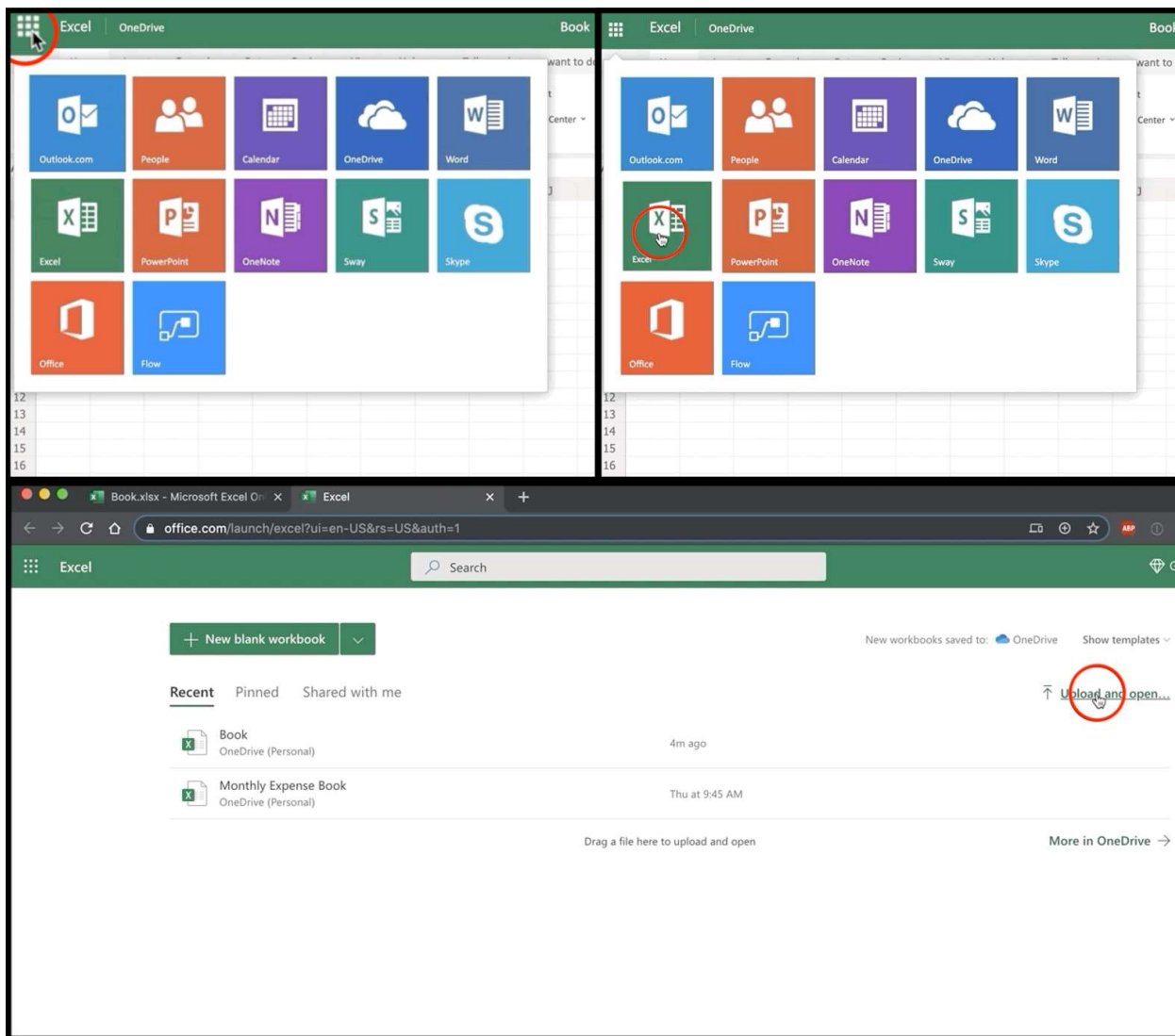
3. The file will be uploaded to your OneDrive of the Microsoft Account you signed up and used to open Excel for the web.

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

	C	D	E	F	G	H	I	J	K	L	M
1	Startup Name	Industry Vertical	SubVertical	City Location	Investors Name	InvestmentnType	Amount in USD	Remarks			
2	Lenskart.com	E-Commerce	Online Eyewear Shopping Portal	Faridabad	SoftBank Vision Fund	Series G	231,000,000.00				
3	Healthians	B2B-focused foodtech startu	Food Solutions For Corporate	Bengaluru	Paytm, NPTK, Sabre Partners and Neoplux	Series C	12,000,000.00				
4	Licious	E-Commerce	Online Meat And Seafood Ordering Star	Bengaluru	Vertex Growth Fund	Series E	30,000,000.00				
5	InCred	Finance	Non-Banking Financial Company	Mumbai		Debt Funding	5,900,000.00				
6	Trell	Video	Experience Discovery Platform	Bengaluru	Ruizheng Investment	Seed Round	2,000,000.00				
7	Rivigo	Technology	Logistics Services and Solutions	Gurgaon	SAIF Partners, Spring Canter Investment Ltd.	Series F	20,000,000.00				
8	Ecozen	Technology	Agritech	Pune	Sathguru Catalyzer Advisors	Series A	6,000,000.00				
9	Rein Games	Gaming	Real money based gaming startup	Noida	Manipal Education and Medical Group (MEMG)	Seed Round	50,000,000.00				
10	CarDekho	E-Commerce	Automobile	Gurgaon	Ping An Global Voyager Fund	Series D	70,000,000.00				
11	Dhruva Space	Aerospace	Satellite Communication	Bengaluru	Mumbai Angels, Ravikanth Reddy	Seed	50,000,000.00				
12	Paytm	FinTech	Mobile Wallet	Noida	Vijay Shekhar Sharma	Funding Round	1,000,000,000.00				
13	Aye Finance	FinTech	Financial Services To MSMEs	Gurgaon	FinTech	Debt Funding	17,411,265.00				
14	Clumio	SaaS	Recovery software	San Jose,	Altimeter Capital, Sutter Hill Ventures	Series C	135,000,000.00				
15	Digital Mall Asia	E-Commerce	Virtual e-commerce platform	Delhi	Amour Infrastructure	Seed Funding	220,000,000.00				
16	Furtados School of Music	Education	Music Education	Tulangan	IAN Fund and DSG Consumer Partners		200,000,000.00				
17	Healthians	Health and Wellness	Healthcare services	Gurgaon	DG Daiwa Ventures, DG Incubation	Series B	12,000,000.00				
18	Medikabazaar	Healthcare	B2B platform for medical supplies	Mumbai	Ackermans & van Haaren, HealthQuad, Rebright Partners, Toppan	Series B	15,800,000.00				
19	Burger Singh	Food and Beverage	Indian Burger Brand	Gurgaon	RB Investments	Venture	undisclosed				
20	Ninjacart	B2B Marketing	Agritech	Bengaluru	Trifecta Capital Advisors	Debt Funding	26,000,000.00				
21	Vogo Automotive	Last Mile Transportation	Scooter sharing app	Kormangala	Matrix Partners, Stellaris Venture Partners, Kalaari Capital	Series B	283,000,000.00				
22	Misters	Health and wellness	Men's Health and Wellness brand	Gurgaon	Sauce.vc, Rainforest Ventures	Series B	486,000.00				
23	Freshworks	Software	Business and customer engagement too	San Francisco	Sequoia, CapitalG, Accel	Series H	150,000,000.00				
24	Sunstone Eduversity Pvt. L	Education	Elearning	Gurgaon	Prime Venture Partners, LetsVenture, PS1 Venture and GlobalLogi	Seed	1,500,000.00				
25	SuperGaming	Video Games	Social gaming platform	Pune	Dream Incubator	Seed Funding	1,300,000.00				
26	eBikeGo	Last Mile Transportation	Electric bike rental	Amritsar	Startup Buddy	Seed	300,000.00				
27	The Man Company	Consumer Goods	Beauty and Grooming	Gurgaon	Ayushmann Khurana	Corporate Round	unknown				
28	Dunzo	Customer Service	Delivery Service	Bengaluru	Lightbox	Series D	45,000,000.00				
29	Udaan	B2B	Business development	Bengaluru	Altimeter Capital, DST Global	Series D	585,000,000.00				
30	FPL Technologies	FinTech	Financial Services	Pune	Matrix Partners India, Sequoia India	Maiden Round	4,500,000.00				
31	Cashflo	FinTech	Invoice discounting platform and SME le	Mumbai	SAIF Partners	Series A	3,300,000.00				
32	Digital F5	Advertising, Marketing	Digital marketing firm	Mumbai	TIW Private Equity	Private Equity Round	6,000,000.00				
33	3rdFlix	SaaS	Education Technology	Hyderabad	Exfinity Venture Partners	pre-series A	5,000,000.00				
34	75F	IoT	Building automation system	Burnsville	Breakthrough Energy Ventures	Series A	18,000,000.00				
35	Myelin Foundry	Information Technology	Deep-technology	Bengaluru	Endiya Partners	Seed	1,000,000.00				
36	Atomberg Technology	Consumer Technology	Consumer Electronics, Home Appliances	Mumbai	A91 Partners	Series A	10,000,000.00				
37	GOQii	Health and Wellness	Wearable Fitness Bands	Menlo Park	Bennett Coleman and Company Ltd (BCCL)	Series C	450,000,000.00				
38	Vyapar App	Accounting	Mobile-based Accounting Software	Bengaluru	India Quotient, Axilor Ventures	Series A	5,000,000.00				
39	Rapido Bike Taxi	Transportation	Bike Taxi	Bengaluru	Westbridge Capital	Series B	3,900,000,000.00	nan			
40	Zendrive	Automotive	Road Safety Analytics	San Francisco	XL Innovate	Series B	37,000,000.00	nan			
41	Lol Foods	Consumer Goods	Low carb food for Diabetics	Bengaluru	Rashmi Daga (founder, FreshMenu), Raveen Sastry (co-founder, N	Seed Round	500,000.00	nan			
42	Tala	FinTech	Digital Lending Platform	Santa Monica	RPS Ventures	Series D	110,000,000.00	nan			
43	AdmitKard	EdTech	University Admissions	Noida	Growth DNA	Seed Round	1,000,000.00	nan			
44	INDwealth	FinTech	Wealth Management	Gurgaon	Tiger Global Management	Venture Round	15,000,000.00	nan			
45	HungerBox	Food and Beverage	B2B Foodtech	Bengaluru	Qne87 Communications Ltd	Series C	6,500,000.00				

Calculation Mode: Automatic   Workbook Statistics

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
2020-05-28	1.0	Sandip Saha Joy	Initial version created