

Excel 2016: Create and Manage Worksheets and Workbooks

Lesson I - Create Worksheets and Workbooks Part I Fill-in-the-Blanks

Instructions: While watching Lesson I, fill in the missing words according to the information presented by the instructor. [References are found in the brackets.]

Create Worksheets and Workbooks

1. Excel is known as an Office _____ program. [Tour of Excel]
2. The _____ is used to store shortcuts within Excel. [Create a Blank Workbook]
3. _____ are unavailable to unregistered copies of Excel. [Create a Workbook Using Templates]
4. The _____ and Enter keys on the keyboard are used to navigate within Excel. [Add Data to a Worksheet]

Creating Workbooks

Knowing how to create workbooks is the foundation of your Excel knowledge. Whether it is a blank workbook or one built using a template, you will need to know how to build them.

Purpose:

Upon completing this project, you will know how to create a blank workbook and create a workbook from a template.

Steps for Completion:

1. Launch Excel 2016.
2. Click the Blank workbook template to create a new workbook.
3. Click the File tab to return to the Backstage view.
4. Click New.
5. In the Suggested Searches area, click Business. Notice the business templates that display.
6. Click in the search box above the templates.
7. Type: **checklist**
8. Click the search button (the magnifying glass). Notice that many checklists appear, with not all of them being business checklists.
9. Click one of the checklist templates.
10. Click the Create button. A new file, based off of the template chosen, will be created.
11. Close the file. There is no need to save changes.

Project Details

Project File:

N/A

Estimated Completion Time:

10 minutes

Video Reference:

Domain I

Topic: Create Worksheets and Workbooks

Subtopics: Create a Blank Workbook; Create a Workbook Using Templates

Objectives Covered:

I.0 Create and Manage Worksheets and Workbooks

I.1 Create Worksheets and Workbooks

I.1.1 Create a workbook