



IBM Developer  
SKILLS NETWORK

## 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:

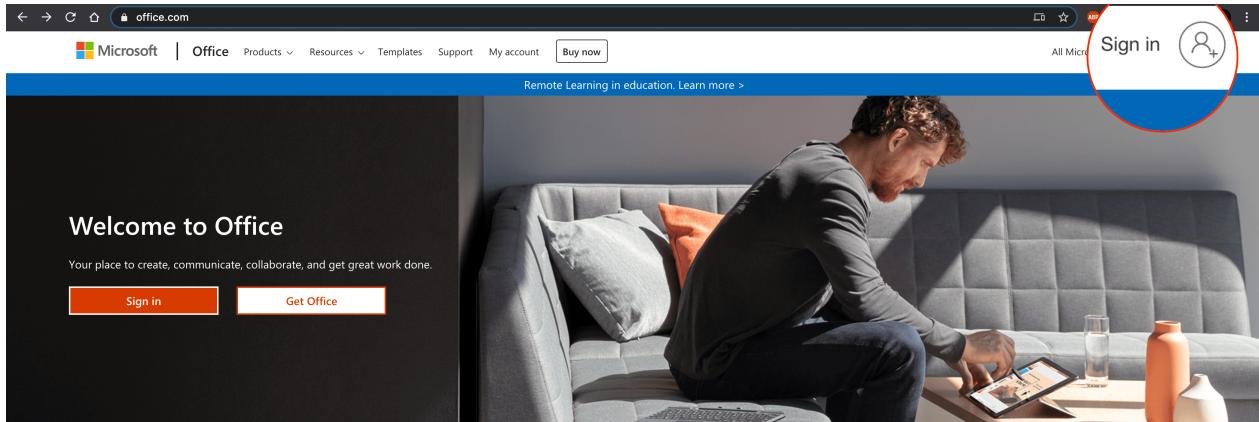
- Sign up for a Microsoft Account to use Excel for the web
- Sign in, upload and open a workbook in Excel for the web

## 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.

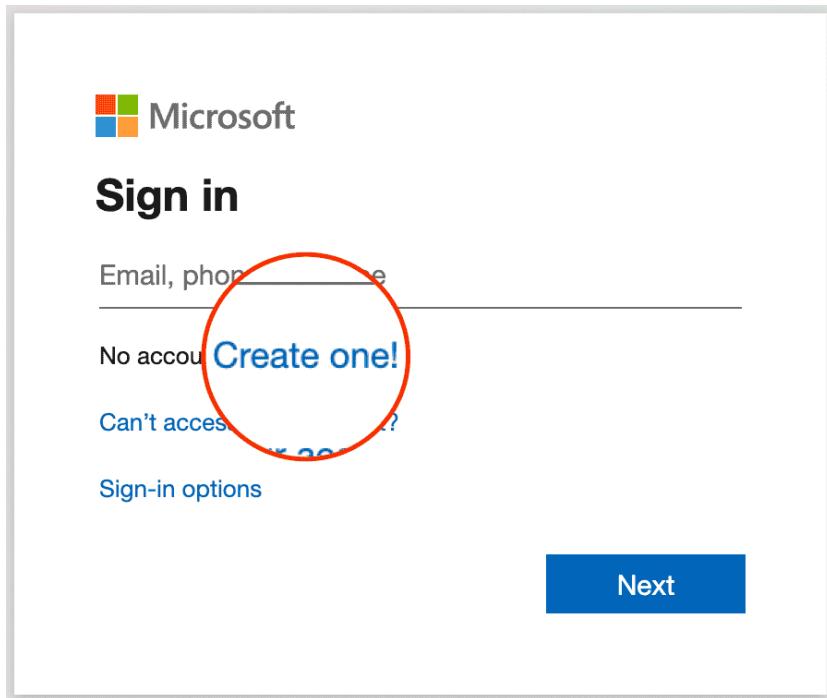
1. Go to [www.office.com](http://www.office.com). Click **Sign in**



**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**.



## Create account

Enter your email

someone@example.com

Use a phone number instead

Get a new email address

Next

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



← [REDACTED]@gmail.com

## Create a password

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

Enter your  
password

Create password

Show password

Next

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



← [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](#).

[REDACTED]  
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**.



← [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". It asks for a phone number to verify the account. A dropdown menu shows "Canada (+1)". Below it is a field for "Phone number" with a redacted input. A blue button labeled "I didn't get a code" is visible. Below the phone number field, there are two options: "Enter the access code" (highlighted with a red box) and "Enter the code you received on your phone as text" (highlighted with red text). A large blue "Next" button is at the bottom, circled in red.

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**.

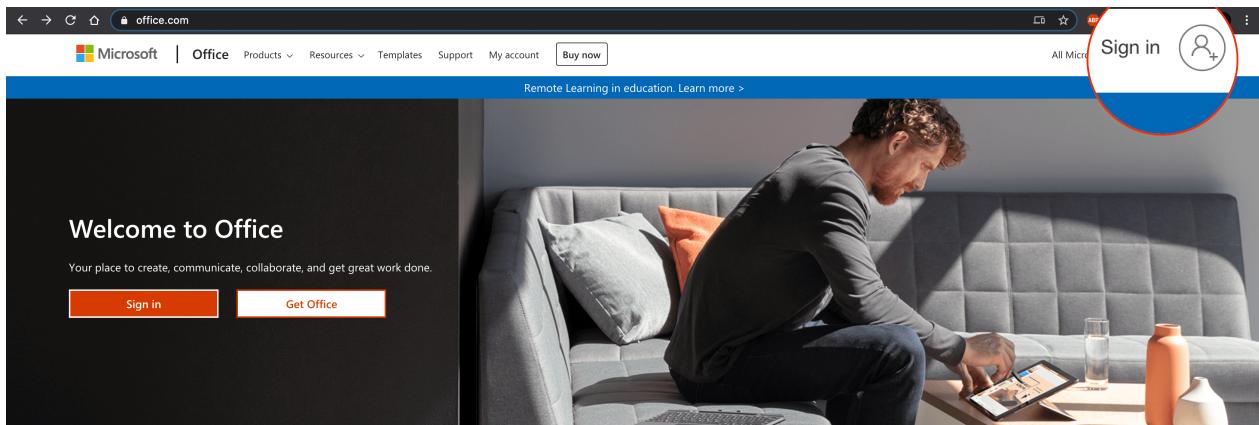
The screenshot shows the Microsoft Office 365 landing page. At the top, there's a banner with the text "Good morning". Below the banner are links for "Install Office" and "Buy Office". The main navigation bar includes icons for "Start new", "Outlook", "OneDrive", "Word", "Excel" (which is highlighted with a red circle), "PowerPoint", "OneNote", "To Do", "Calendar", "Skype", and "All apps". Below the navigation bar, there are sections for "Recent", "Pinned", and "Shared with me" documents. A central area says "No recent online Office documents" with a "Upload and open..." button. At the bottom right, there's a "Feedback" button.

# 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.



## Sign in

Enter the email ID  
you used to sign-up

[REDACTED]@gmail.com

No account? [Create one!](#)

Can't access your account?

[Sign-in options](#)

Next

3. Enter your password.



[REDACTED]@gmail.com

## Enter password

Password

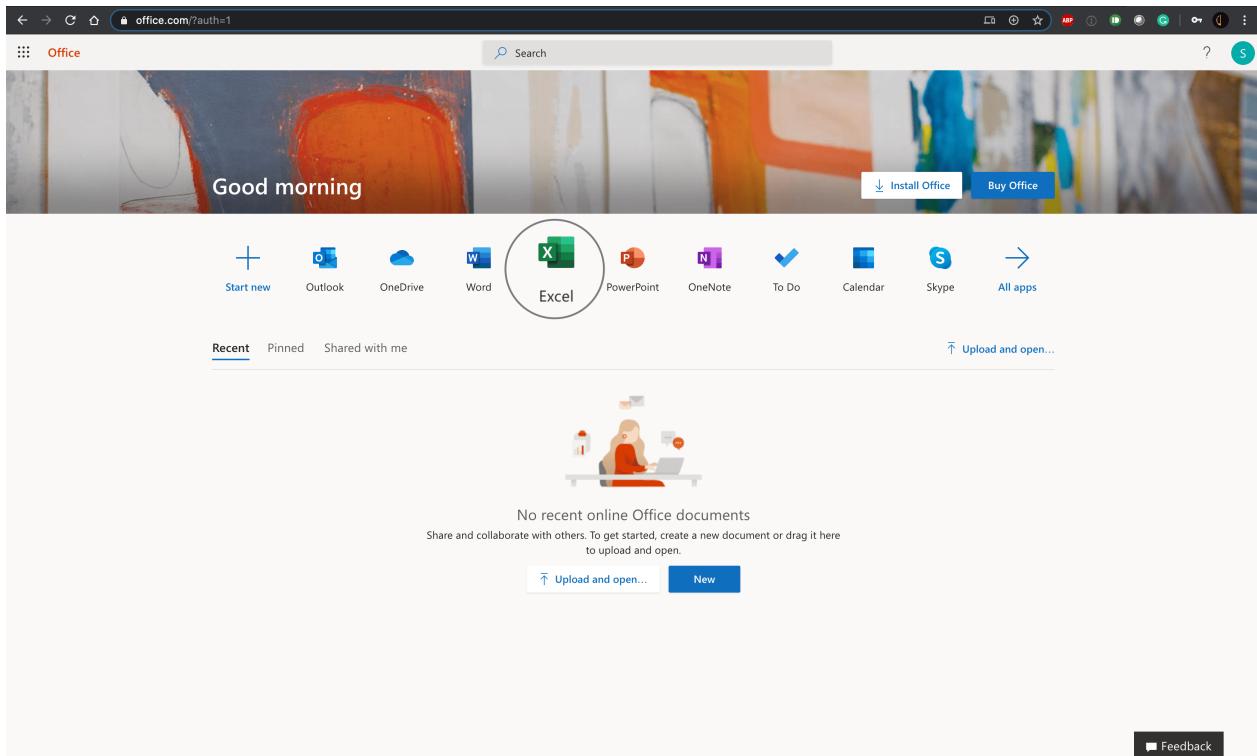
Enter the password  
you created

Keep me signed in

[Forgot password?](#)

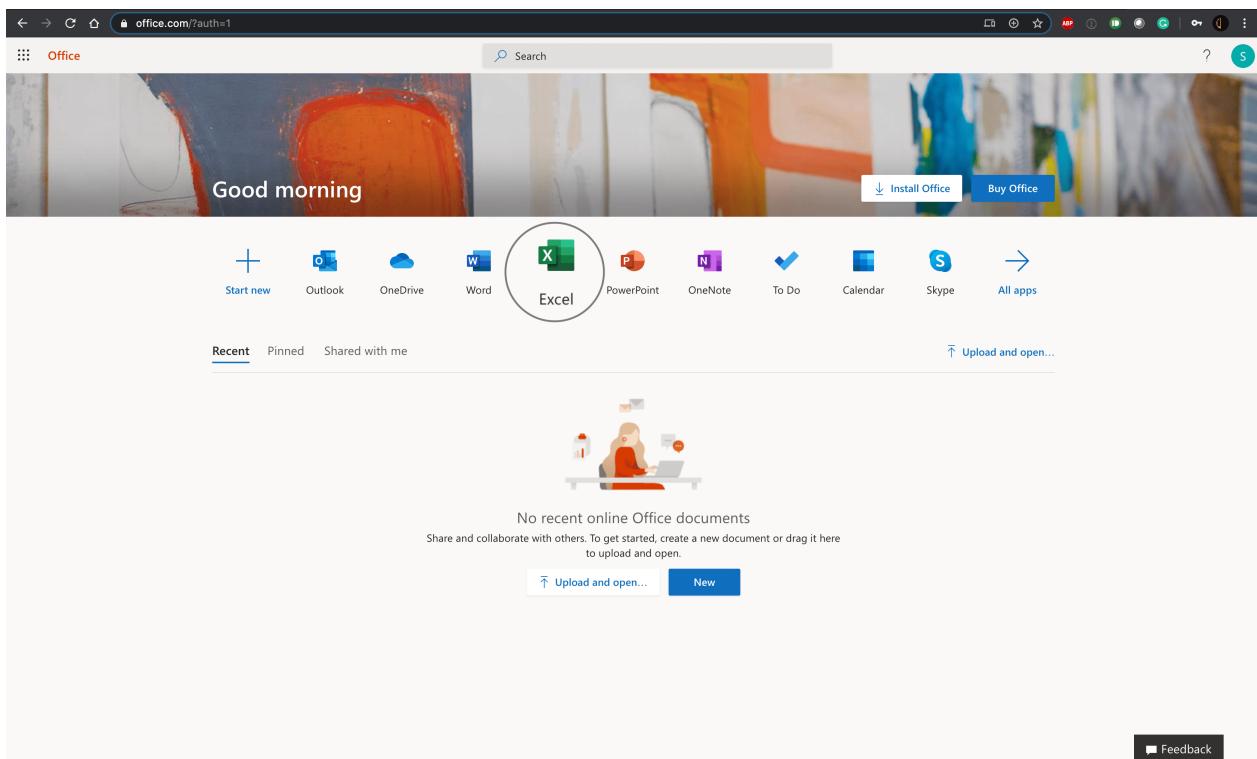
Sign in

4. You are now signed in.

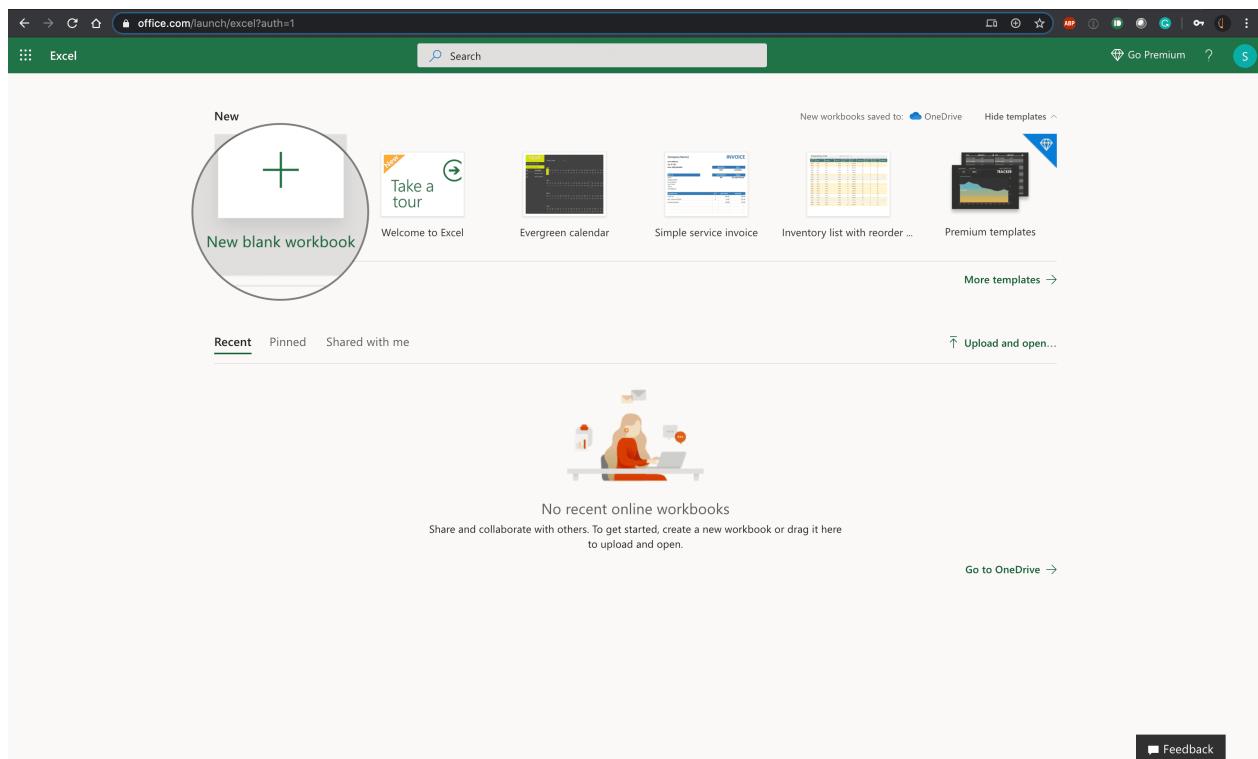


## Task B: Open a new workbook in Excel for the web

1. Click on the **Excel** icon.



2. Click **New blank workbook**.

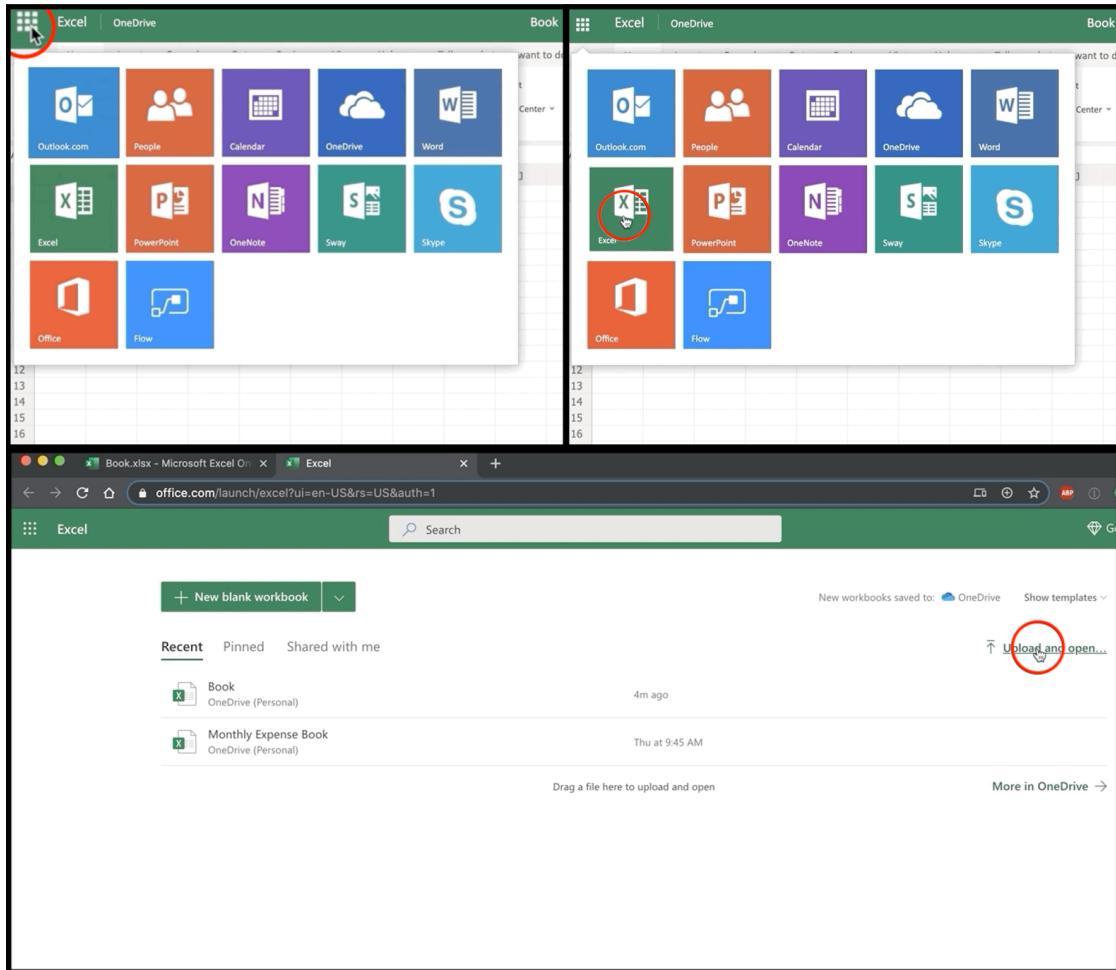


3. You have successfully opened a new workbook in Excel for the web.

This screenshot shows a blank Microsoft Excel for the web workbook titled 'Book 1 - Saved to OneDrive'. The interface includes a ribbon menu with tabs like File, Home, Insert, Formulas, Data, Review, View, and Help. The Home tab is selected, displaying various tools for font, alignment, and number formats. The main workspace is a grid of cells from A1 to Z34, with cell A1 currently selected. The bottom of the screen shows the 'Sheet1' tab and standard Excel navigation buttons.

## 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.

## 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 |                              |                              |   |               |  |                      |                      |         |   |   |   |   |  |
|-------------------------------------|------------------------------|------------------------------|---|---------------|--|----------------------|----------------------|---------|---|---|---|---|--|
| 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          | Fardibabad    | SoftBank Vision Fund   | Series G             | 231,000,000.00       |         |   |   |   |   |  |
| 2                                   | Heathians                    | B2B-focused foodtech startup | Food Ordering For Corporate             | Bengaluru     | Paytm, NPTX, Sabre Partners and Neoplux                              | Series C             | 12,000,000.00        |         |   |   |   |   |  |
| 3                                   | Licious                      | E-Commerce                   | Online Meat And Seafood Ordering Start  | 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     | RuiZheng Investment  | Seed Round           | 2,000,000.00         |         |   |   |   |   |  |
| 6                                   | Rivigo                       | Technology                   | Logistics Services and Solutions        | Gurgaon       | SAIF Partners, Spring Center Investment Ltd.                         | Series F             | 20,000,000.00        |         |   |   |   |   |  |
| 7                                   | Ecozen                       | Technology                   | AgriTech                                | Pune          | Sathguru Catalyst Advisors   | Series A             | 6,000,000.00         |         |   |   |   |   |  |
| 8                                   | Rein Games                   | Gaming                       | Real money based gaming startup         | Noida         | Manipal Education and Medical Group (MEMG)                           | Seed Round           | 50,000,000.00        |         |   |   |   |   |  |
| 9                                   | CarDekho                     | E-Commerce                   | Automobile                              | Gurgaon       | Ping An Global Voyager Fund  | Series D             | 70,000,000.00        |         |   |   |   |   |  |
| 10                                  | Dhruva Space                 | Aerospace                    | Satellite Communication                 | Bengaluru     | Mobile Angels, Ravikarhan Reddy                                      | Seed                 | 50,000,000.00        |         |   |   |   |   |  |
| 11                                  | Paytm                        | FinTech                      | Mobile Wallet                           | Noida         | Rijiju Shekhar Sharma  | Funding Round        | 1,000,000.00         |         |   |   |   |   |  |
| 12                                  | AA Finance                   | FinTech                      | Financial Services To MSMEs             | Gurgaon       | FinTech  | Debt Funding         | 17,411,265.00        |         |   |   |   |   |  |
| 13                                  | Qumio                        | SaaS                         | Reccovery software                      | San Jose,     | Altimeter Capital, Sutter Hill Ventures                              | Series C             | 135,000,000.00       |         |   |   |   |   |  |
| 14                                  | Digital Mall Asia            | E-Commerce                   | Virtual e-commerce platform             | Delhi         | Amour Infrastructure   | Seed Funding         | 220,000,000.00       |         |   |   |   |   |  |
| 15                                  | Furtados School of Music     | Education                    | Music Education                         | Tulangalan    | IAN Fund and DSG Consumer Partners                                   |                      | 200,000,000.00       |         |   |   |   |   |  |
| 16                                  | Healthians                   | Health and Wellness          | Healthcare services                     | Gurgaon       | DG Daiva Ventures, DG Incubation                                     | Series B             | 12,000,000.00        |         |   |   |   |   |  |
| 17                                  | Medikalibazaar               | Healthcare                   | B2B platform for medical supplies       | Mumbai        | Ackermans & van Haaren, HealthQuad, Rebright Partners, Toppan        | Series B             | 15,800,000.00        |         |   |   |   |   |  |
| 18                                  | Burger Singh                 | Food and Beverage            | Indian Burger Brand                     | Gurgaon       | RB Investments   | Venture              | undisclosed          |         |   |   |   |   |  |
| 19                                  | Ninjicart                    | B2B Marketing                | AgriTech                                | Bengaluru     | Trifecta Capital Advisors  | Debt Funding         | 26,000,000.00        |         |   |   |   |   |  |
| 20                                  | Vego Automotive              | Last Mile Transportation     | Scooter sharing app                     | Kormangala    | Matrix Partners, Stellaris Venture Partners, Kalari Capital          | Series B             | 283,000,000.00       |         |   |   |   |   |  |
| 21                                  | Misters                      | Health and wellness          | Men's Health and Wellness brand         | Gurgaon       | Sauve vc, Rainforest Ventures  | Series B             | 486,000.00           |         |   |   |   |   |  |
| 22                                  | Freshworks                   | Software                     | Business and customer engagement too    | San Francisco | Sequoia, CapitalG, Accel   | Series H             | 150,000,000.00       |         |   |   |   |   |  |
| 23                                  | Sunstone Eduversity Pvt. Ltd | Education                    | Elearning                               | Gurgaon       | Prime Venture Partners, LetsVenture, PS1 Venture and GlobalLogi Seed |                      | 1,500,000.00         |         |   |   |   |   |  |
| 24                                  | SuperGaming                  | Social Gaming                | Social media gaming platform            | Pune          | Dream Incubator  | Seed Funding         | 1,300,000.00         |         |   |   |   |   |  |
| 25                                  | RoboBike                     | Last Mile Transportation     | Electric bike rental                    | Anantapur     | Shreyas  | Seed                 | 300,000.00           |         |   |   |   |   |  |
| 26                                  | The Man Company              | Consumer Goods               | Beauty and Grooming                     | Gurgaon       | Ayushmann Khurana  | Corporate Round      | unknown              |         |   |   |   |   |  |
| 27                                  | Dunzo                        | Customer Service             | Delivery Service                        | Bengaluru     | Lightbox   | Series D             | 45,000,000.00        |         |   |   |   |   |  |
| 28                                  | Uidian                       | B2B                          | Business development                    | Bengaluru     | Altimeter Capital, DST Global  | Series D             | 585,000,000.00       |         |   |   |   |   |  |
| 29                                  | PPL Technologies             | FinTech                      | Financial Services                      | Pune          | Matrix Partners India, Sequoia India                                 | Maiden Round         | 4,500,000.00         |         |   |   |   |   |  |
| 30                                  | Cashfro                      | FinTech                      | Invoice discounting platform and SME le | Mumbai        | SAIF Partners  | Series A             | 3,300,000.00         |         |   |   |   |   |  |
| 31                                  | Digital F5                   | Advertising, Marketing       | Digital marketing firm                  | Mumbai        | TIW Private Equity   | Private Equity Round | 6,000,000.00         |         |   |   |   |   |  |
| 32                                  | 3rdFix                       | SaaS                         | Education Technology                    | Hyderabad     | Exfinity Venture Partners  | pre-series A         | 5,000,000.00         |         |   |   |   |   |  |
| 33                                  | 75F                          | IoT                          | Building automation system              | Burnsville    | Breakthrough Energy Ventures   | Series A             | 18,000,000.00        |         |   |   |   |   |  |
| 34                                  | Myelin Foundry               | Information Technology       | Deep-technology                         | Bengaluru     | Endiya Partners  | Seed                 | 1,000,000.00         |         |   |   |   |   |  |
| 35                                  | Atomberg Technology          | Consumer Technology          | Consumer Electronics, Home Appliances   | Mumbai        | A91 Partners   | Series A             | 10,000,000.00        |         |   |   |   |   |  |
| 36                                  | GOQii                        | Health and Wellness          | Wearable Fitness Band                   | Menlo Park    | Bennett Coleman and Company Ltd (BCLL)                               | Series C             | 450,000,000.00       |         |   |   |   |   |  |
| 37                                  | Vypair App                   | Accommodation                | Business Travel Accounting Software     | Bengaluru     | Redwood Capital, Axilor Ventures                                     | Series A             | 5,000,000.00         |         |   |   |   |   |  |
| 38                                  | Reebob Bike Taxi             | Transportation               | Bike Taxi                               | Bengaluru     | Westbridge Capital   | Series B             | 3,900,000,000.00 nan |         |   |   |   |   |  |
| 39                                  | Zendrive                     | Automotive                   | Road Safety Analytics                   | San Francisco | XI Innovate  | Series B             | 37,000,000.00 nan    |         |   |   |   |   |  |
| 40                                  | Loi Foods                    | Consumer Goods               | Low carb food for Diabetics             | Bengaluru     | Rashmi Daga (founder, FreshMenu), Raveen Sastry (co-founder, N       | Seed Round           | 500,000.00 nan       |         |   |   |   |   |  |
| 41                                  | Tala                         | FinTech                      | Digital Lending Platform                | Santa Monica  | RPS Ventures   | Series D             | 110,000,000.00 nan   |         |   |   |   |   |  |
| 42                                  | AdmitKard                    | EdTech                       | University Admissions                   | Noida         | Growth DNA   | Seed Round           | 1,000,000.00 nan     |         |   |   |   |   |  |
| 43                                  | INDWealth                    | FinTech                      | Wealth Management                       | Gurgaon       | Tiger Global Management  | Venture Round        | 15,000,000.00 nan    |         |   |   |   |   |  |
| 44                                  | Unacademy                    | EdTech and SaaS              | EdTech                                  | Bengaluru     | Unacademy Limited  | Series C             | € 200,000,000.00 nan |         |   |   |   |   |  |

Calculation Mode: Automatic Workbook Statistics

Help Improve Office — 100% +

**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                            |

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