



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:

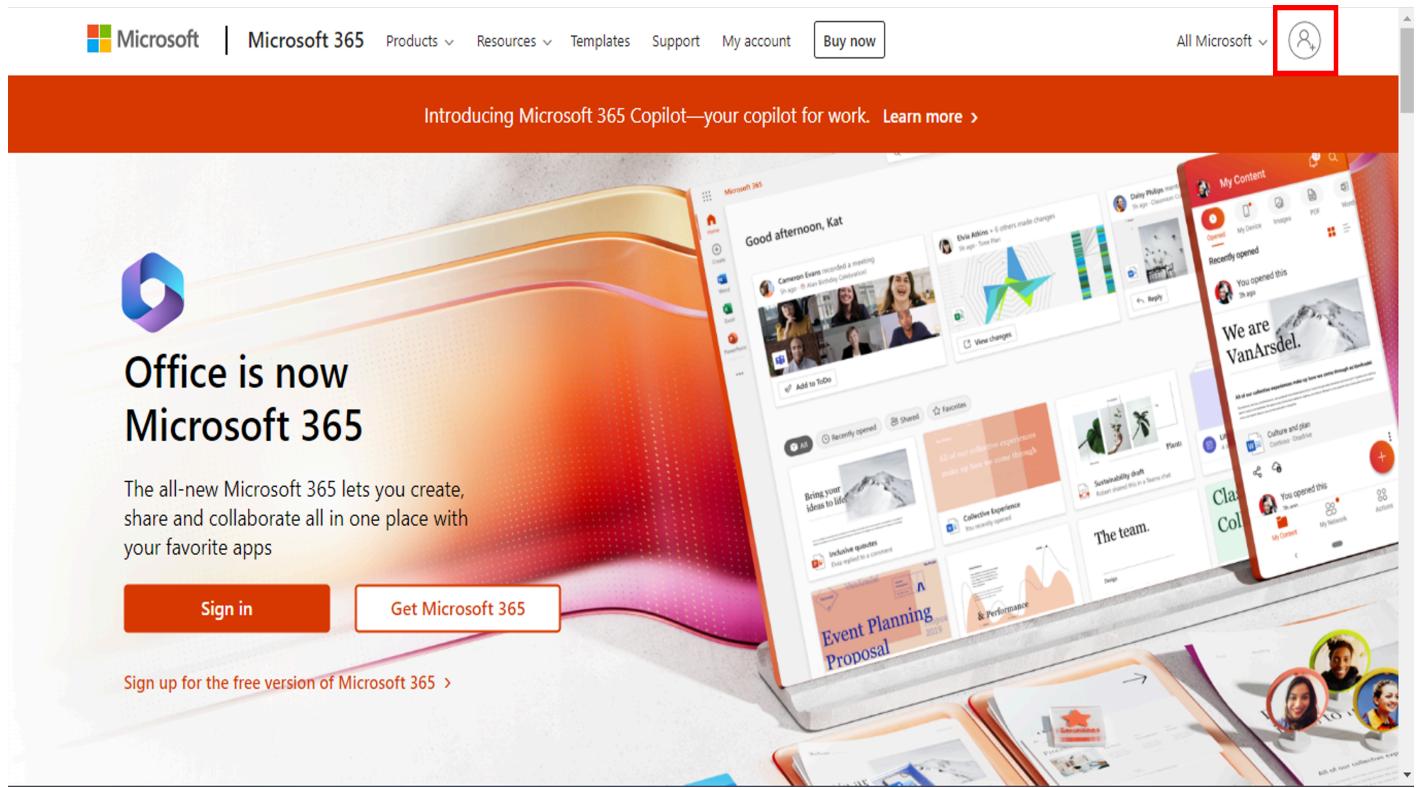
- Sign up for a Microsoft Account to use Excel for the web
- Sign in, upload and open a workbook in Excel for the web

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

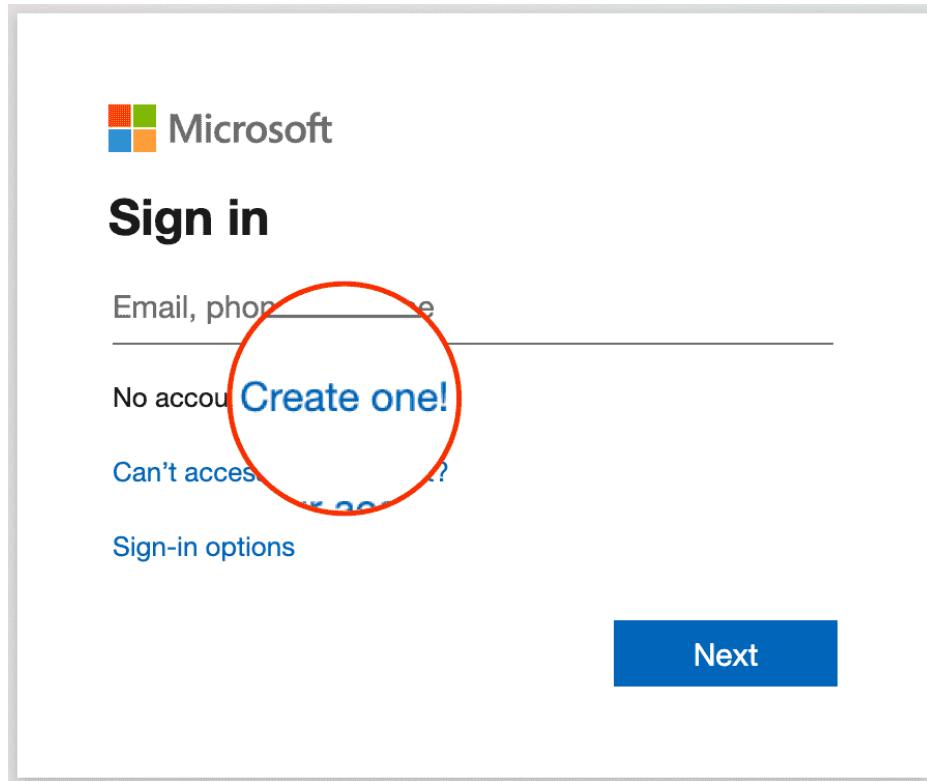
In this exercise, you will sign up for a Microsoft Account to use Excel for the web.

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

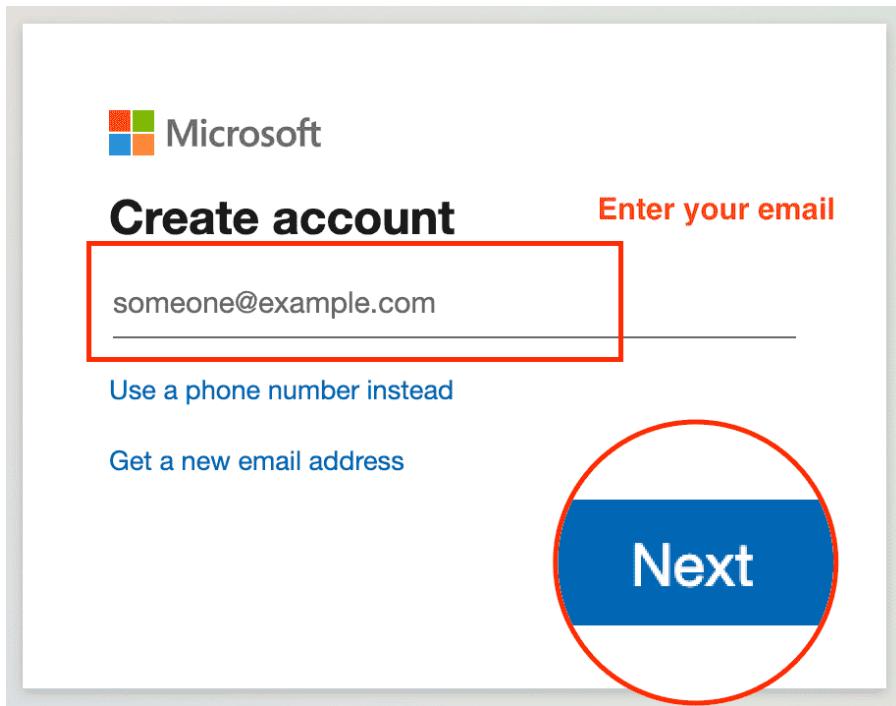
1. Go to www.office.com. Click **Sign in**



2. Click **Create one!**

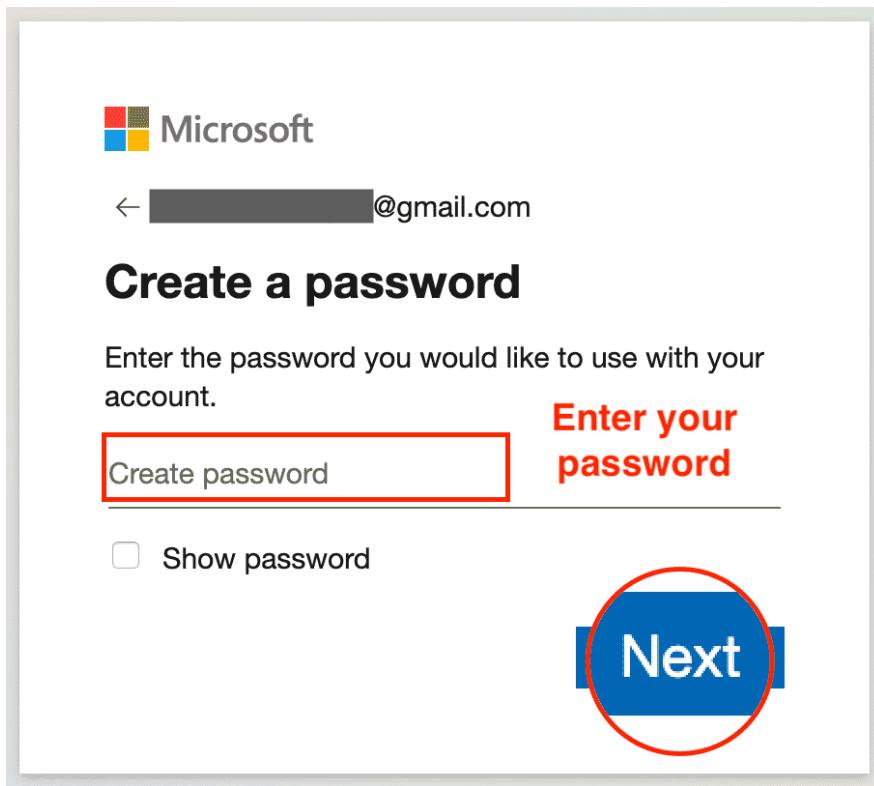


3. Enter your existing email id with which you want to create a Microsoft account. Click **Next**.



The screenshot shows the Microsoft account creation process starting with entering an email address. The Microsoft logo is at the top left. A large red box highlights the input field where 'someone@example.com' is typed. To the right, the text 'Enter your email' is displayed in red. Below the input field, there are two links: 'Use a phone number instead' and 'Get a new email address'. A large blue 'Next' button is centered at the bottom, enclosed in a red circle.

4. Enter your password and click Next.



The screenshot shows the Microsoft account creation process continuing to the password creation step. The Microsoft logo is at the top left. Above the input field, it says '← [REDACTED]@gmail.com'. The text 'Create a password' is prominently displayed. A red box highlights the input field for creating a password. To the right, the text 'Enter your password' is displayed in red. Below the input field is a checkbox labeled 'Show password'. A large blue 'Next' button is centered at the bottom, enclosed in a red circle.

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](#).

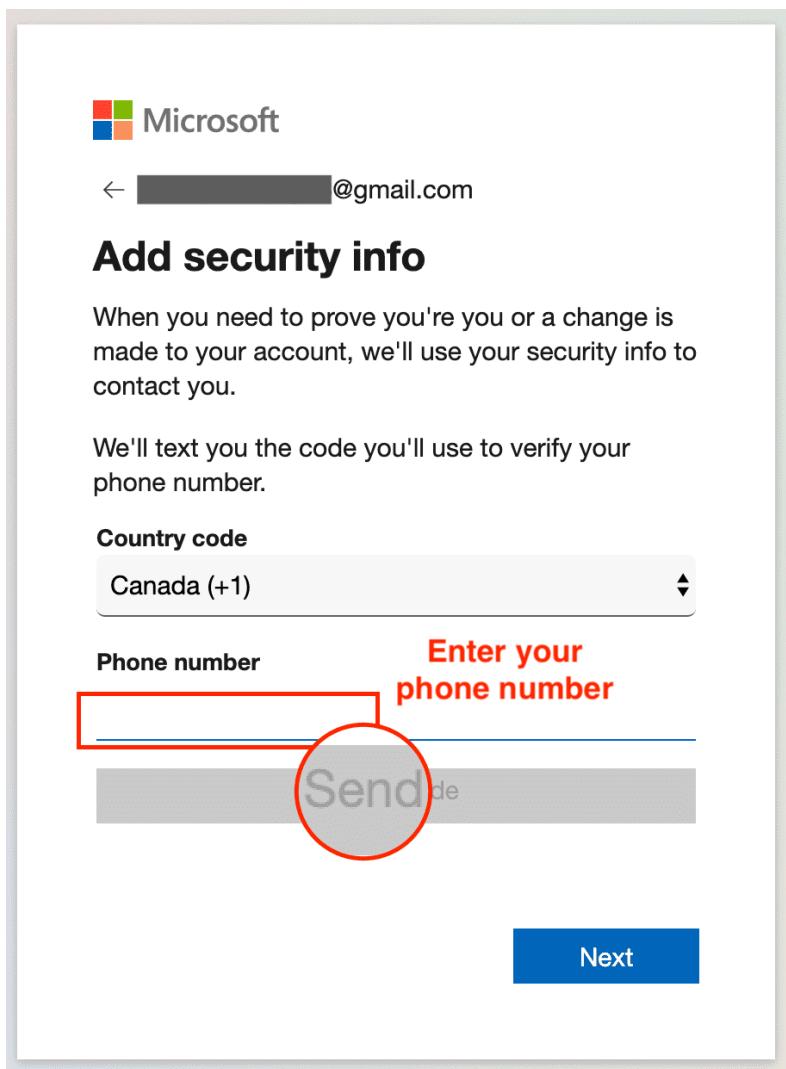
Enter the verification code sent to your email address

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 account setup page titled "Add security info". At the top left is the Microsoft logo and a back arrow. Below it is the email address "← [REDACTED]@gmail.com". The main heading "Add security info" is bold and centered. A descriptive text follows: "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 text states: "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 with a red border and a red circle highlighting the "Send" button. A red annotation "Enter your phone number" is placed above the input field. A blue "Next" button is at the bottom.

← [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 the 'Add security info' step of the Microsoft sign-up process. At the top, it says 'Microsoft' and shows an email address starting with '@gmail.com'. Below that, the heading 'Add security info' is displayed. A note states: '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 note 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)'. A field for 'Phone number' is partially visible. A blue button labeled 'I didn't get a code' is present. Below it, there are two fields: 'Enter the access code' (highlighted with a red border) and 'Enter the code you received on your phone as text'. A large blue 'Next' button is at the bottom, with a red circle drawn around it.

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**.

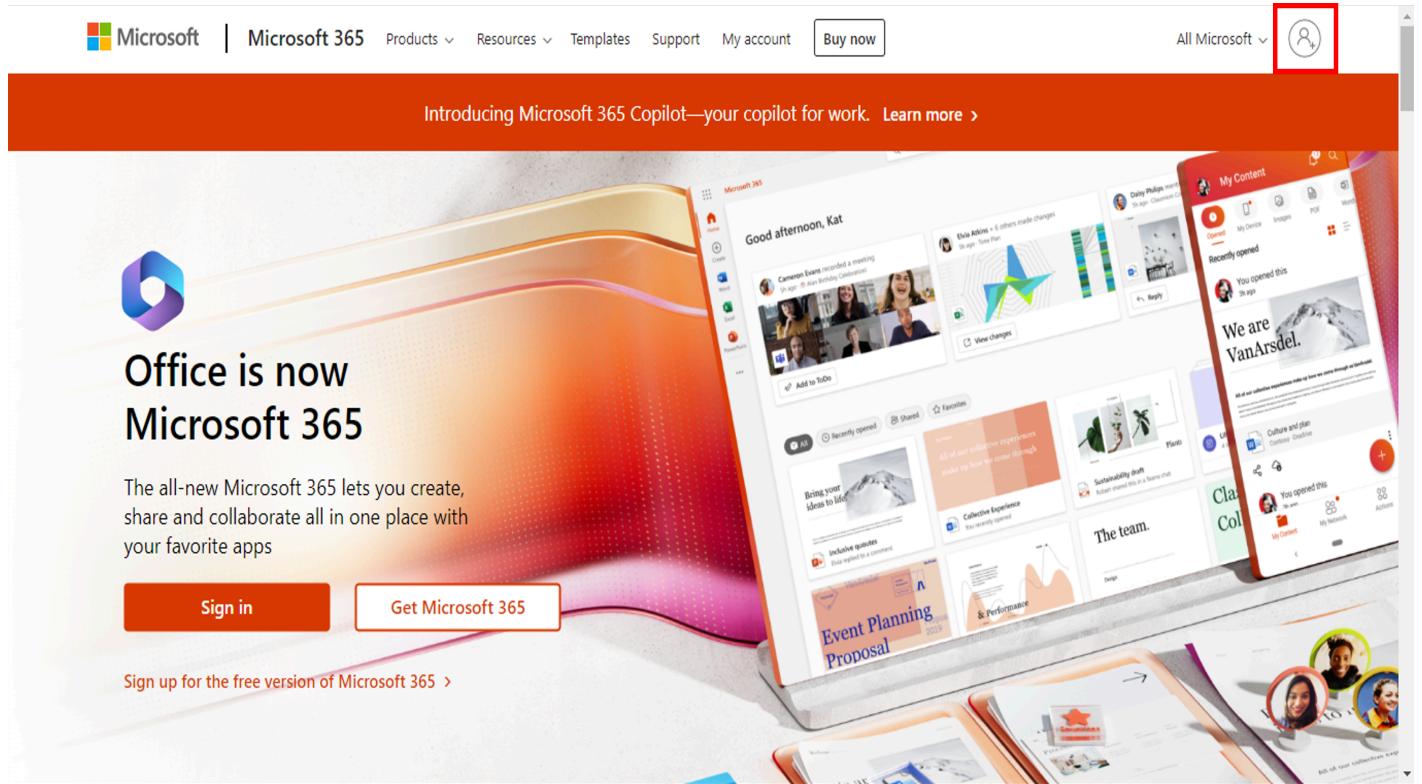
The screenshot shows the Microsoft 365 home screen. At the top, it says 'Microsoft 365' and has a search bar. On the left, there's a sidebar with 'Home', 'Create', 'My Content', 'Apps', 'Word', 'Excel', 'PowerPoint', 'Outlook', and an ellipsis. The main area is titled 'Welcome to Microsoft 365' and shows a 'Free' trial offer. It features a 'Create New' section with various options: 'Document Word', 'Presentation PowerPoint', 'Workbook Excel' (which is highlighted with a red box), 'Form Forms', 'Quiz Forms', 'List Lists', 'Design Designer', and 'Video Clipchamp'. There are also buttons for 'Install apps' and 'Buy Microsoft 365'. At the bottom, there's a 'Start using Microsoft 365' button and a 'Feedback' button.

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

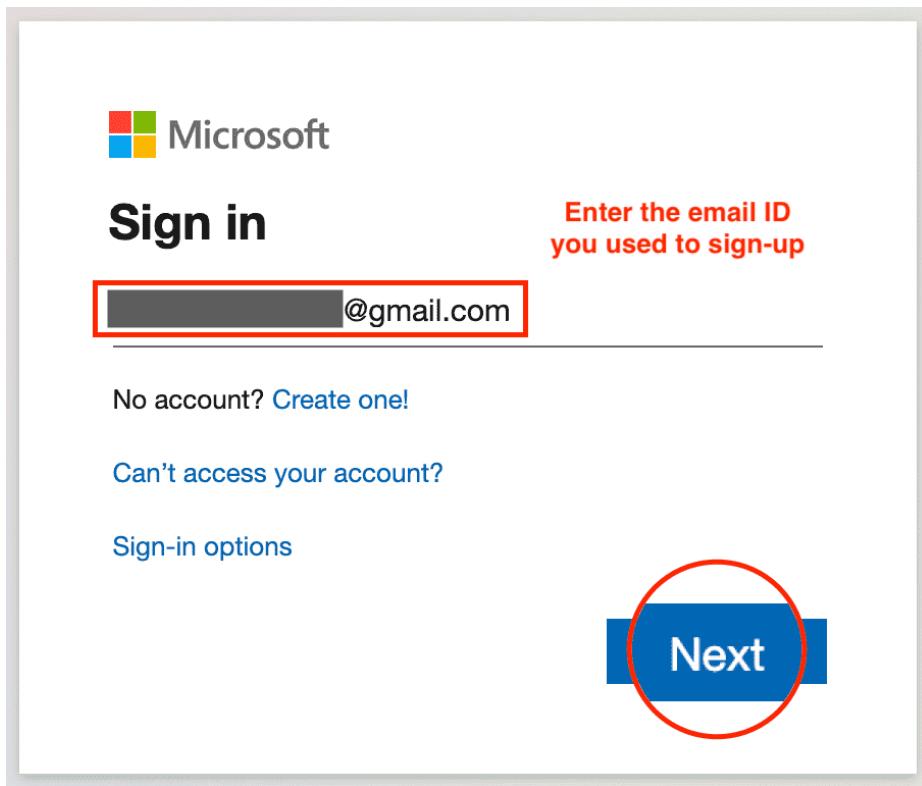
In this exercise, you will sign in to Excel for the web, open a new workbook and then upload and open a workbook.

Task A: Sign in to Excel for the web

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

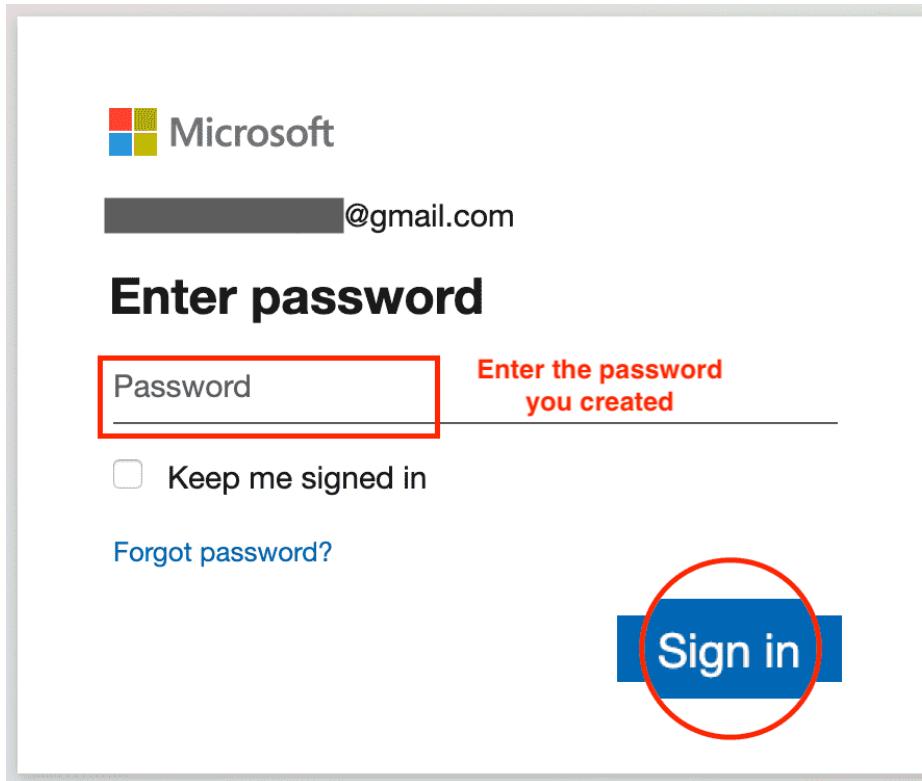


2. Enter your sign in email.



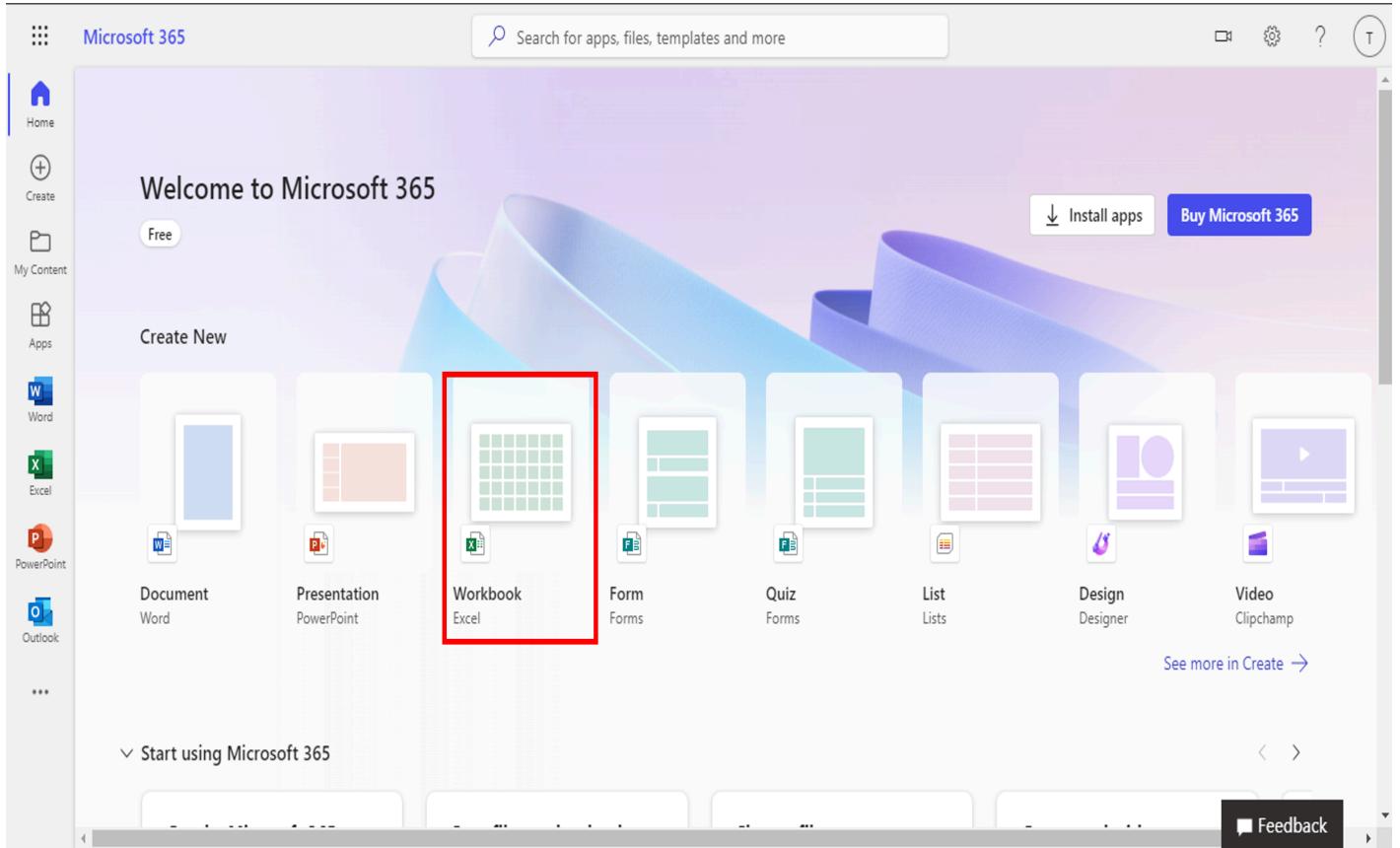
The Microsoft sign-in page features the Microsoft logo at the top left. In the center, the word "Sign in" is displayed in a large, bold, black font. To the right of the sign-in button, there is a red text instruction: "Enter the email ID you used to sign-up". Below this instruction is a text input field containing a placeholder email address: "[REDACTED]@gmail.com", which is highlighted with a red rectangular border. At the bottom of the page, there are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". A large blue "Next" button is positioned in the center, surrounded by a red circle.

3. Enter your password.



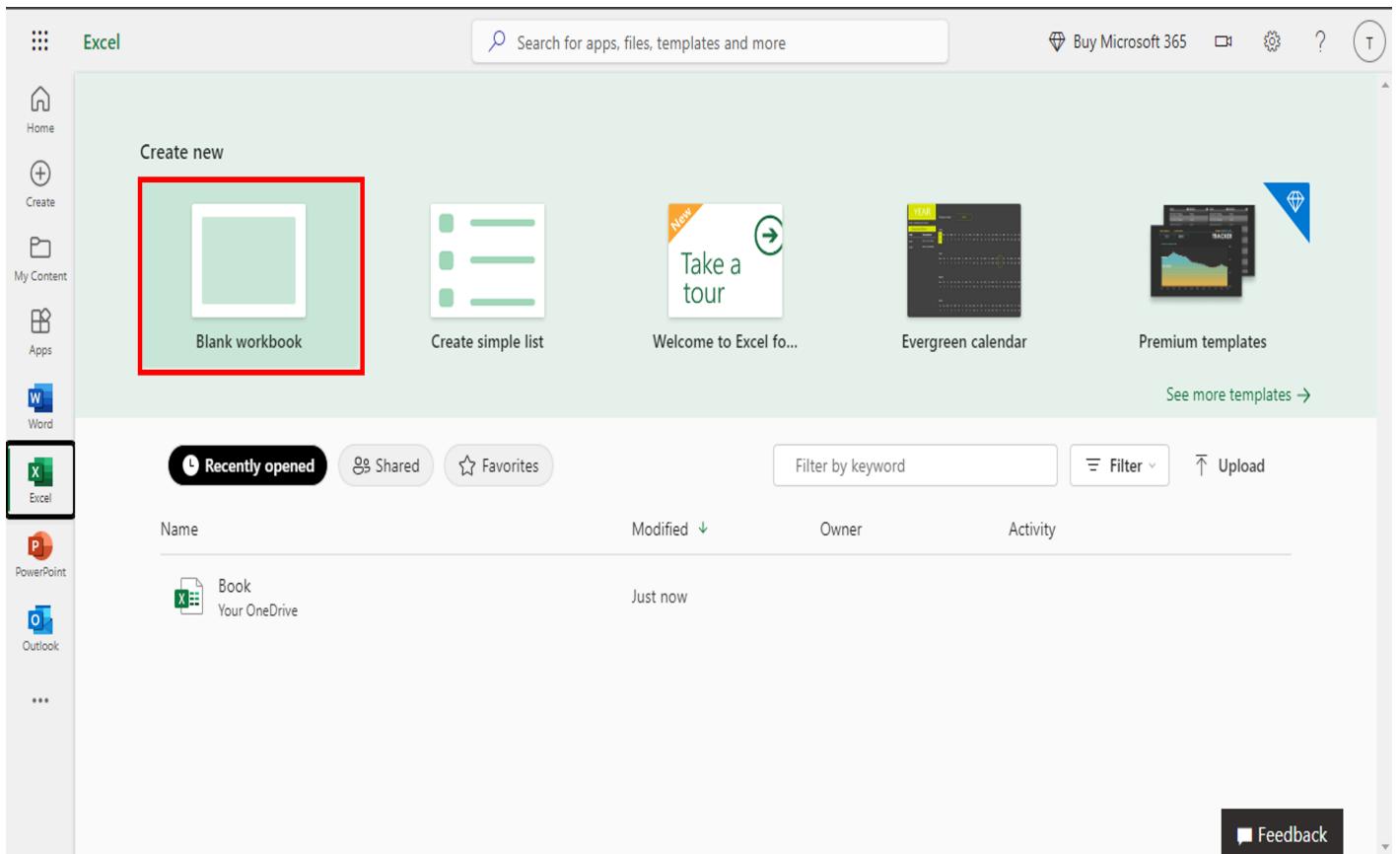
The "Enter password" page starts with the Microsoft logo at the top left. Below it, the email address "[REDACTED]@gmail.com" is shown. The main heading "Enter password" is centered in a large, bold, black font. To the right of the input field, a red text instruction reads: "Enter the password you created". A text input field labeled "Password" is present, also highlighted with a red rectangular border. Below the input field is a checkbox labeled "Keep me signed in". At the bottom left, there is a link "Forgot password?". A large blue "Sign in" button is located at the bottom center, surrounded by a red circle.

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.

The screenshot shows a blank Microsoft Excel spreadsheet. The top menu bar includes File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, and Help. The ribbon toolbar below has various icons for text, tables, charts, and formulas. The main workspace is a grid of cells labeled A1 through L20. The status bar at the bottom shows 'Calculation Mode: Automatic', 'Workbook Statistics', 'Give Feedback to Microsoft', and a zoom level of '100%+'.

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 image consists of two vertically stacked screenshots of the Microsoft 365 App Launcher. Both screenshots show the same interface with minor differences in the 'Recently opened' section.

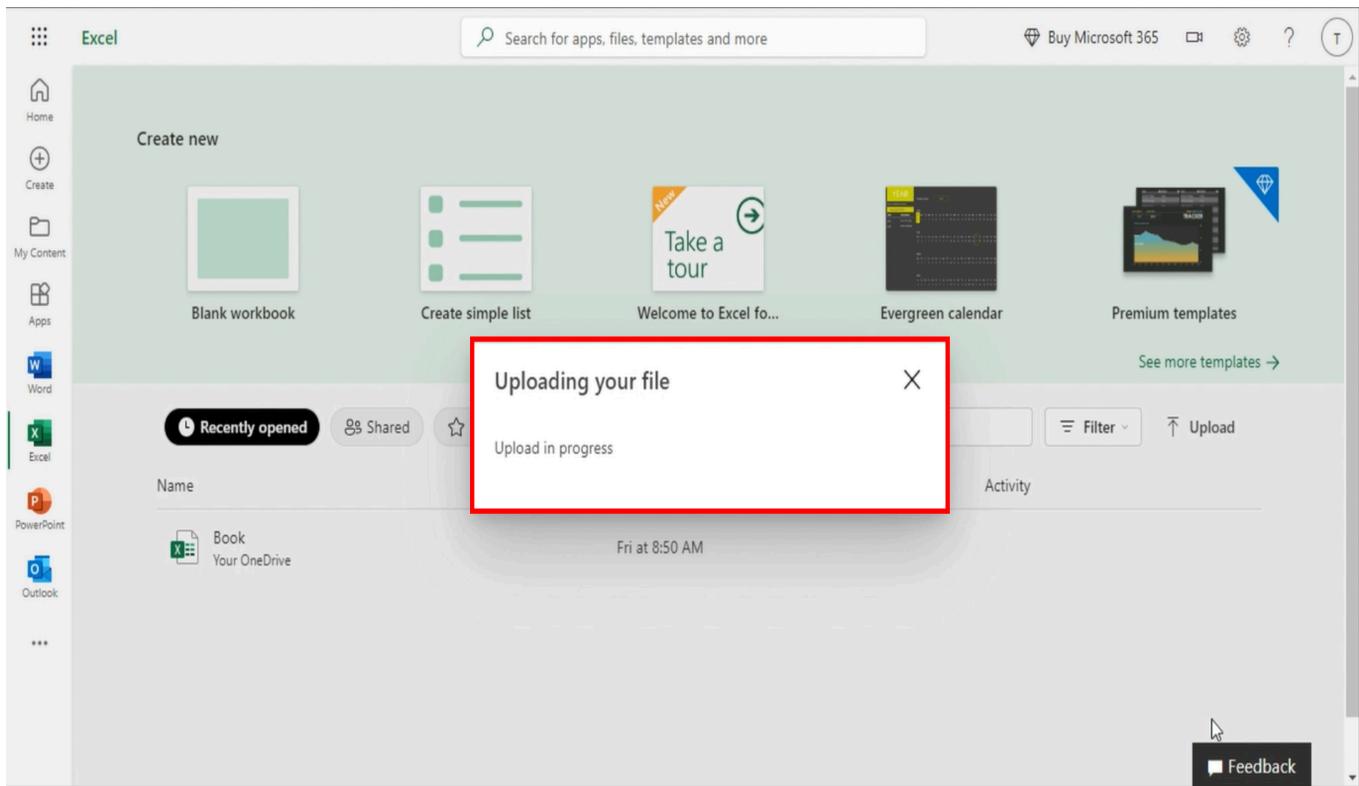
Top Screenshot:

- The left sidebar shows various Microsoft apps: Outlook, OneDrive, Teams, Word, Excel (highlighted with a red box), PowerPoint, OneNote, To Do, Family Safety, Calendar, Clipchamp, Designer, and Skype.
- The main area displays several templates: 'Create simple list', 'Welcome to Excel fo...', 'Evergreen calendar', and 'Premium templates'.
- At the bottom, there are filters for 'Shared', 'Favorites', 'Modified' (sorted by newest), 'Owner', and 'Activity'.
- On the far right, there are buttons for 'Feedback' and 'Upload'.

Bottom Screenshot:

- The left sidebar shows the 'Excel' icon.
- The main area displays the 'Recently opened' section, showing a single item: 'Book Your OneDrive'.
- At the bottom, there are filters for 'Shared', 'Favorites', 'Modified' (sorted by newest), 'Owner', and 'Activity'.
- On the far right, there are buttons for 'Feedback' and 'Upload' (highlighted with a red box).

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.

The screenshot shows a Microsoft Excel for the web spreadsheet titled "indian_startup_funding_Lab1 2". The table contains 20 rows of data, each representing a startup with details like name, date, industry vertical, subvertical, location, investors, and investment amount. The columns are labeled A through G. The data includes entries for Lenskart.com, Healthians, Licious, InCred, Trell, Rivigo, Ecozen, Rein Games, CarDekho, Dhruva Space, Paytm, Aye Finance, Clumio, Digital Mall Asia, Furtados School of Music, Healthians, Medikabazaar, Burger Singh, and Niniacart.

Sr No	Date	Startup Name	Industry Vertical	SubVertical	City Location	Investors Name	Investment
1	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	SAIF Partners, Spring Canter Investment Ltd.	Series F
8	8 12-12-2019	Ecozen	Technology	Agritech	Pune	Sathguru Catalyster 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	Dhruva 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 Dalwa Ventures, DG Incubation	Series B
18	29 18-11-2019	Medikabazaar	Healthcare	B2B platform for medical supplies	Mumbai	Ackermans & van Haaren, HealthQuad, Rebright Partners, Toppan 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	Aerotech	Bengaluru	Trifecta Capital Advisors	Debt Fun

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

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