

Lab 7 Activity 1 - Understanding the Excel Interface

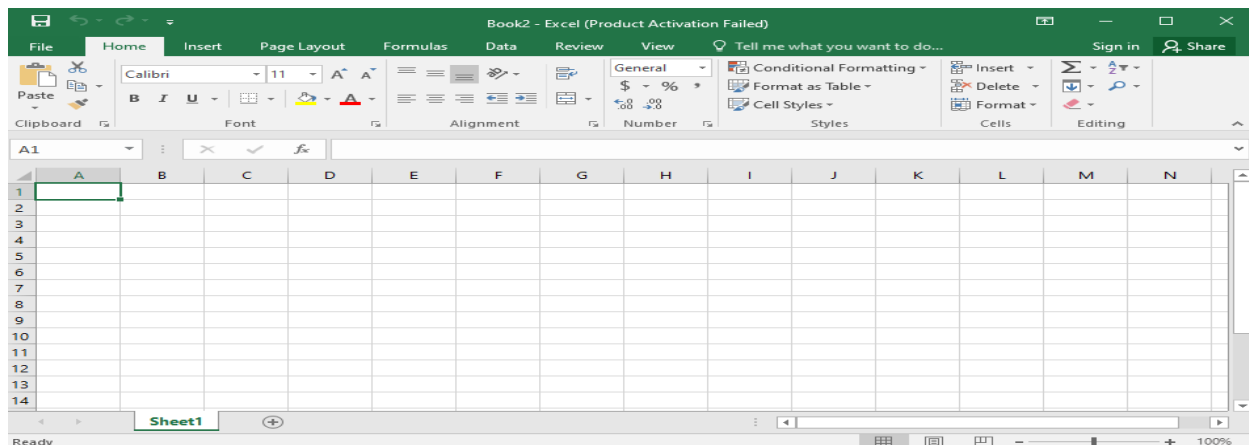
Objective: Learn the essential components of MS Excel and basic cell operations.

1. Open MS Excel and create a new workbook.
2. Identify and explore the Ribbon, Formula Bar, Cells, Rows, and Columns.
3. Enter sample data into a few cells and experiment with resizing columns and rows.
4. Save the file with an appropriate name.

Solutions:

Task 1:

- Open Microsoft Excel on your computer.
- Click on Blank Workbook to create a new spreadsheet.



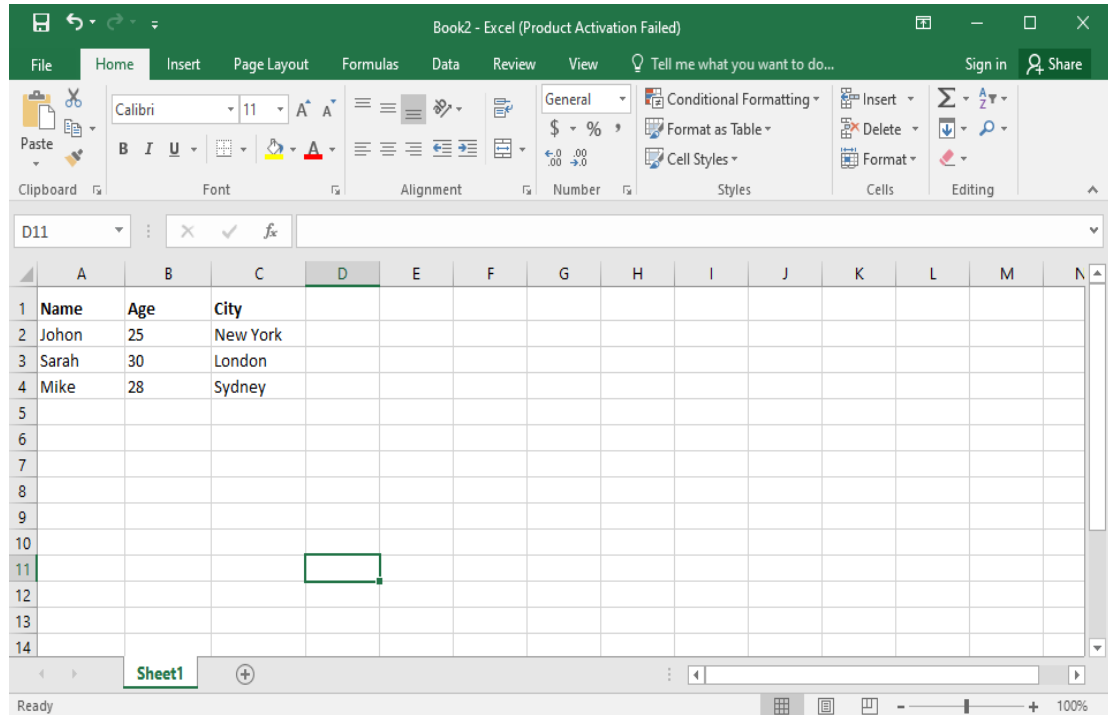
Task 2:

Familiarize yourself with the key components:

1. Ribbon – Located at the top, contains tabs like Home, Insert, Page Layout, Formulas, Data, Review, View.
2. Formula Bar – Found below the Ribbon, used to enter and edit data/formulas in a selected cell.
3. Cells – Small rectangular boxes where you enter data (e.g., A1, B2, C3).
4. Rows – Numbered (1, 2, 3 ...) along the left side.
5. Columns – Labeled with letters (A, B, C ...) at the top.

Task 3:

1. Click on Cell A1 and type: Name
2. Click on Cell B1 and type: Age
3. Click on Cell C1 and type: City
4. Move your cursor to the line between Column A & B (at the top).
5. Click and drag to widen or narrow the column.
6. Similarly, adjust row height by dragging the line between two row numbers.



Task 4:

1. Click **File > Save As**.
2. Choose a location (e.g., **Documents** or **Desktop**).
3. Name the file, e.g., **Excel_Practice.xlsx**.
4. Click **Save**.