Lecture two:How we use excel

1. Create a new file in excel

When the user creates a new file inside Excel, he must follow these steps:

- ✓ Click on Microsoft Office.
- ✓ Then click New under Templates.
- ✓ You will find options that you can use to create a blank workbook.
- ✓ Categorized by template. Categorized from an existing file. Then click Create.

2. Save the new file

When you create a new file in Excel and you want to save it, you should do the following:

- ✓ Click Microsoft Office.
- ✓ Click on the word Save.
- ✓ You can use a keyboard shortcut to save the file, by pressing CTRL+S.

3. Open file

- ✓ Click the Microsoft Office button.
- ✓ Click Open.
- ✓ You can use the keyboard shortcut to display the Open dialog by pressing CTRL+O.

4. Close excel

- ✓ To terminate or close a file in Excel, click on the Close button.
- ✓ you can choose to end the program from the Microsoft Office menu.