

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:

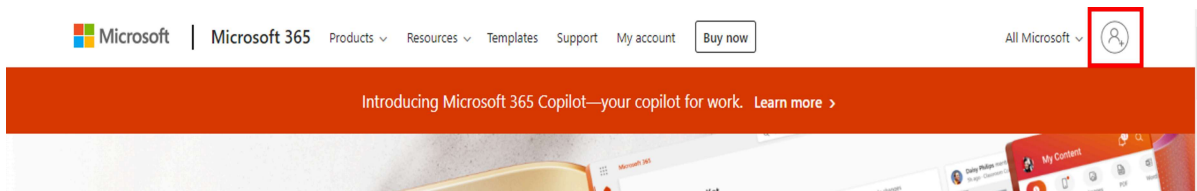
- Sign up for a Microsoft Account to use Excel for the web
- Sign in, upload and open a workbook in Excel for the web

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

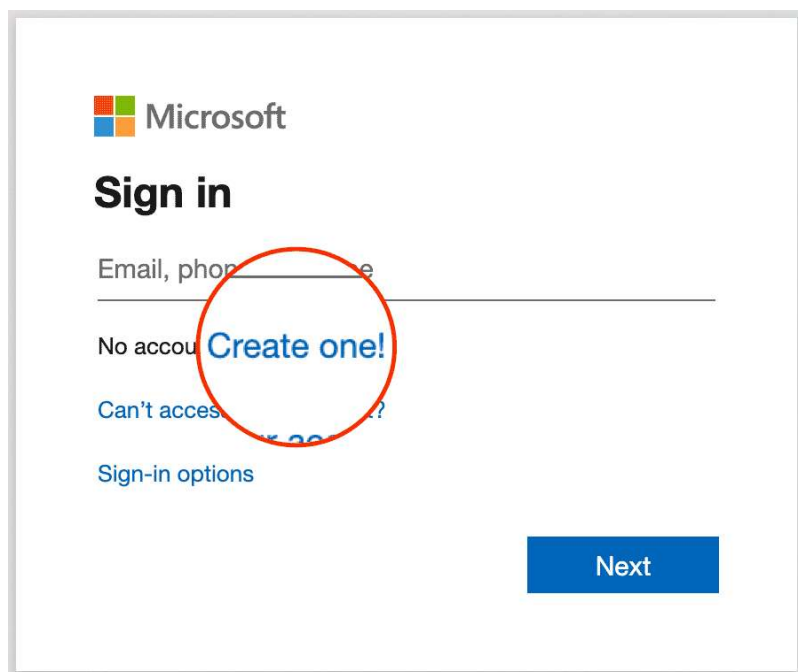
In this exercise, you will sign up for a Microsoft Account to use Excel for the web.

- 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**

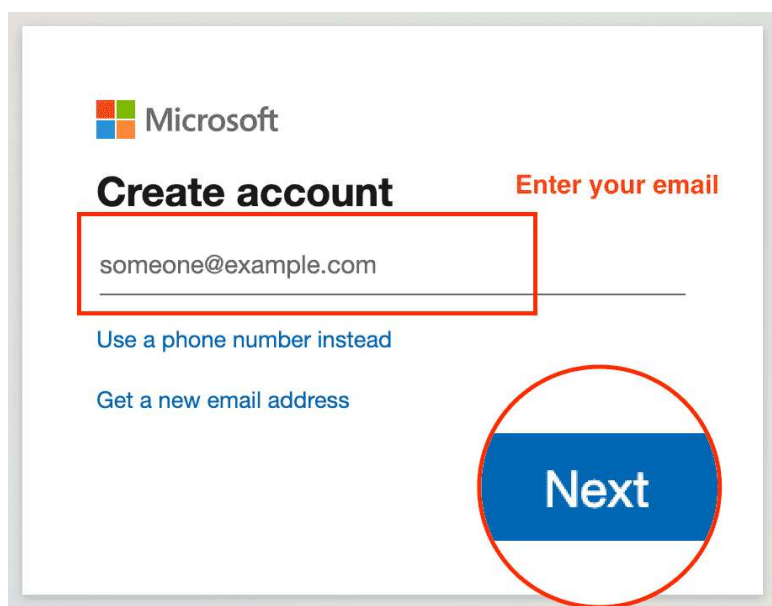


2. Click **Create one!**



The image shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field with the placeholder text "Email, phone, or app". To the right of this field, the text "Create one!" is written in blue, and it is circled in red. Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom left, there is a link for "Sign-in options". At the bottom right, there is a blue button with the text "Next".

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



The image shows the Microsoft "Create account" screen. At the top left is the Microsoft logo. Below it, the text "Create account" is displayed in a large, bold font. To the right of this text, the text "Enter your email" is written in red. Below the "Create account" text, there is a text input field containing the email address "someone@example.com". This input field is outlined with a red rectangle. Below the input field, there are two links: "Use a phone number instead" and "Get a new email address". At the bottom right, there is a blue button with the text "Next", which is circled in red.

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



← [redacted]@gmail.com

Create a password

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

Create password

**Enter your
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](#).

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**.

Microsoft

← [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**.

Microsoft

← [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

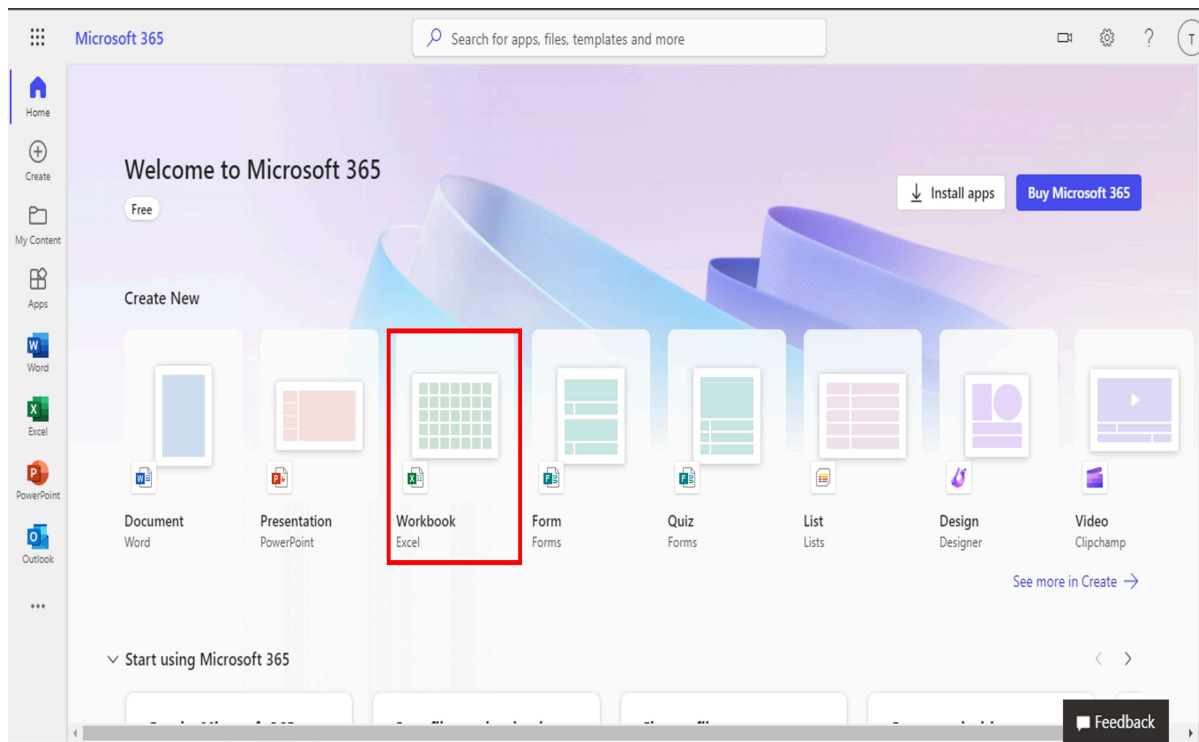
I didn't get a code

Enter the access code

Enter the code you received on your phone as text

Next

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**.

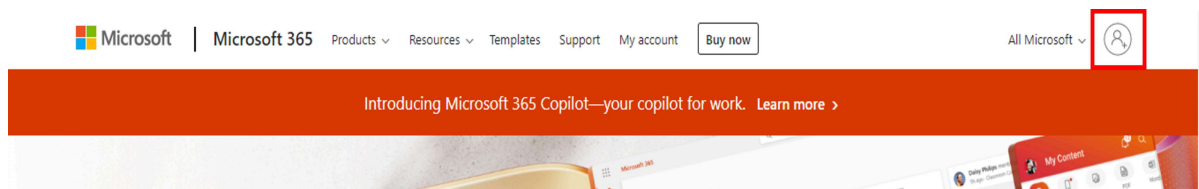


Exercise 2: Sign-in, Upload and Open a Workbook in Excel for the web

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.



Sign in

Enter the email ID
you used to sign-up

@gmail.com

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

3. Enter your password.



@gmail.com

Enter password

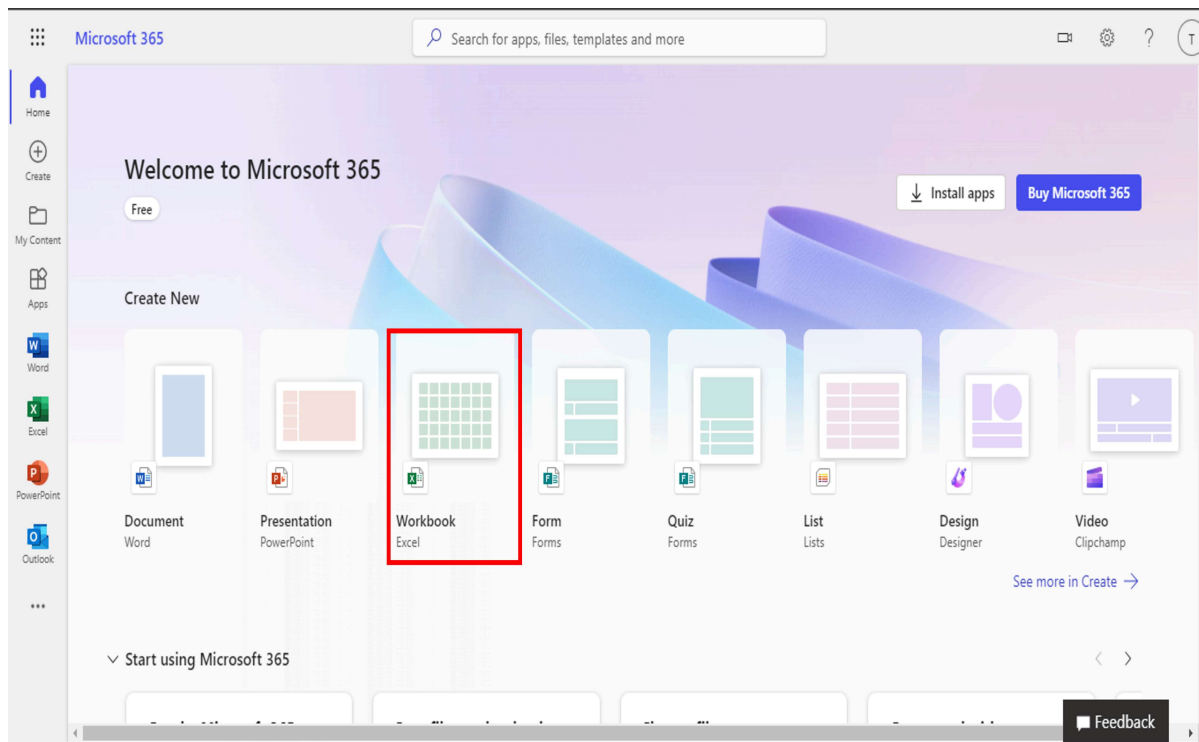
Enter the password
you created

☐ Keep me signed in

[Forgot password?](#)

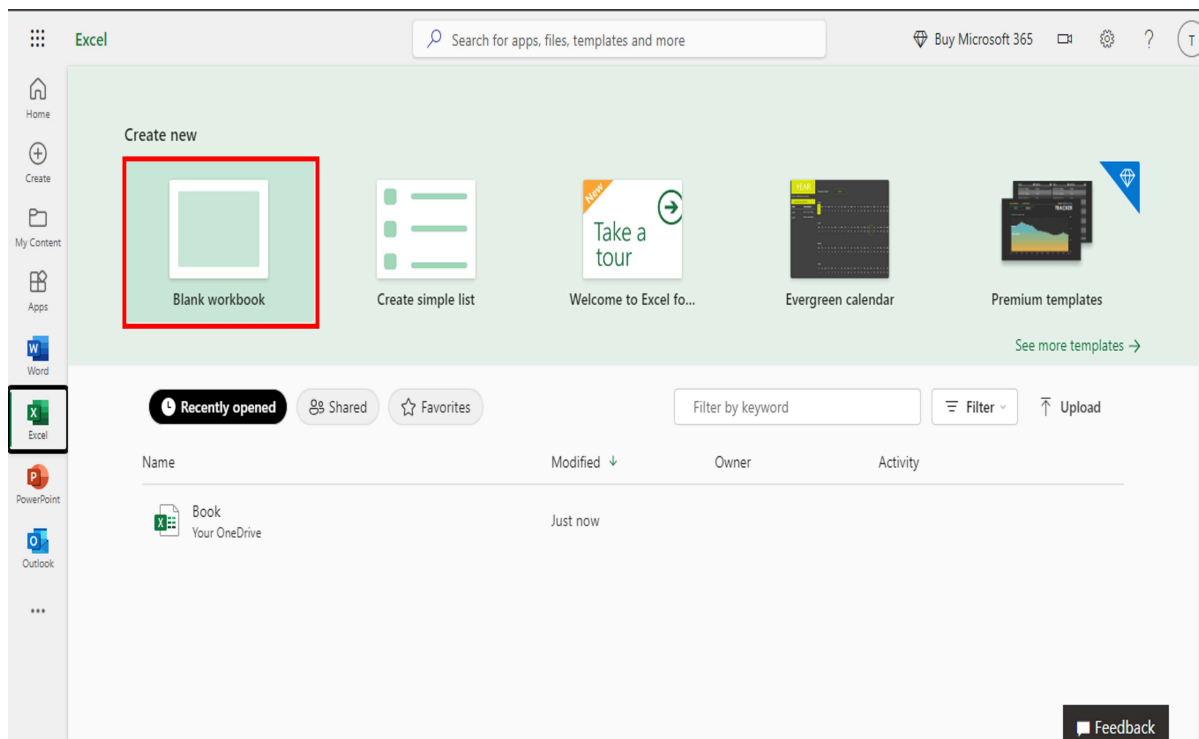
Sign in

4. You are now signed in.

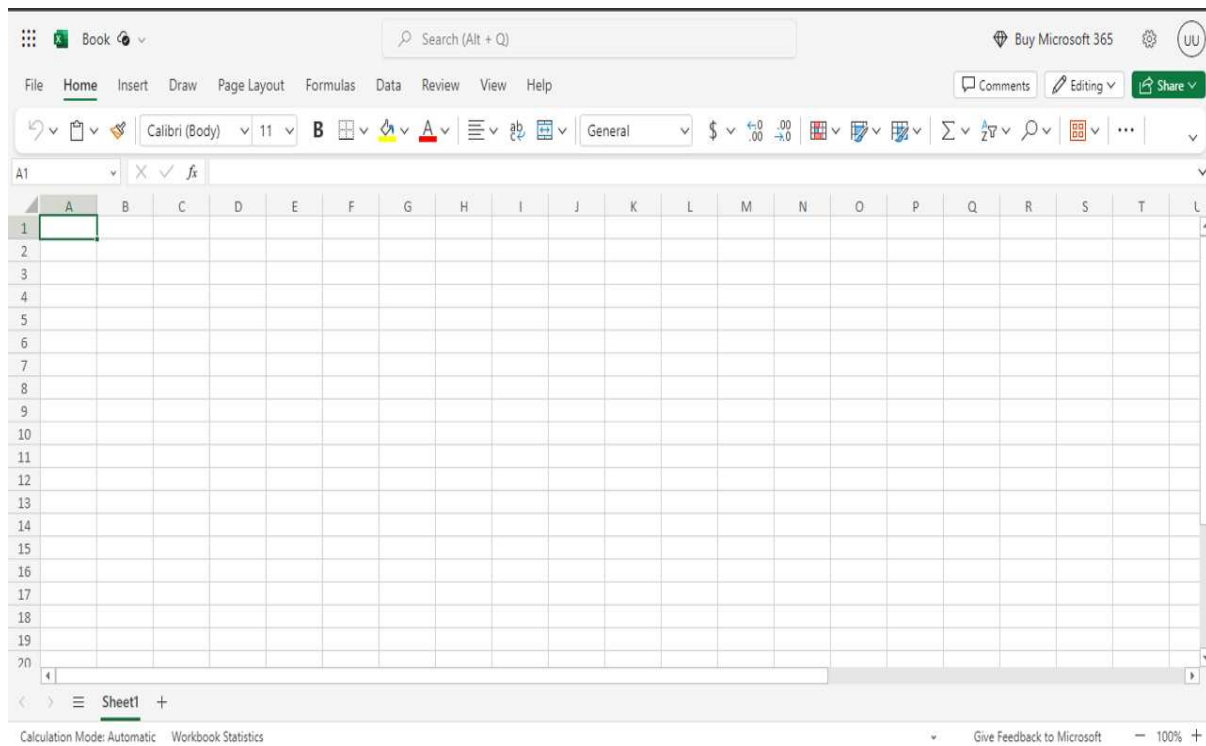


Task B: Open a new workbook in Excel for the web

1. Click on the **Excel** icon.
2. Click **New blank workbook**.

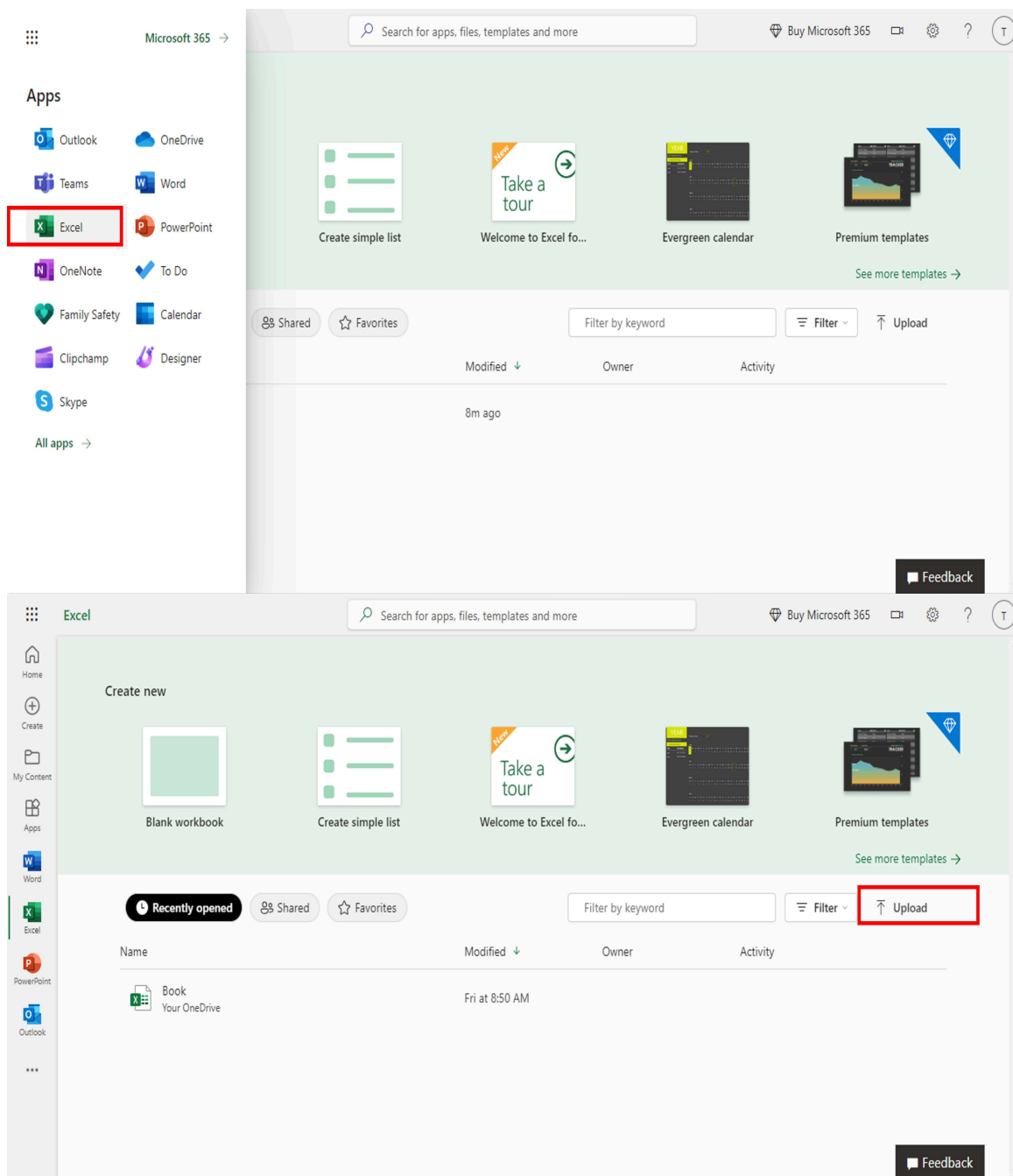


3. You have successfully opened a new workbook in Excel for the web.

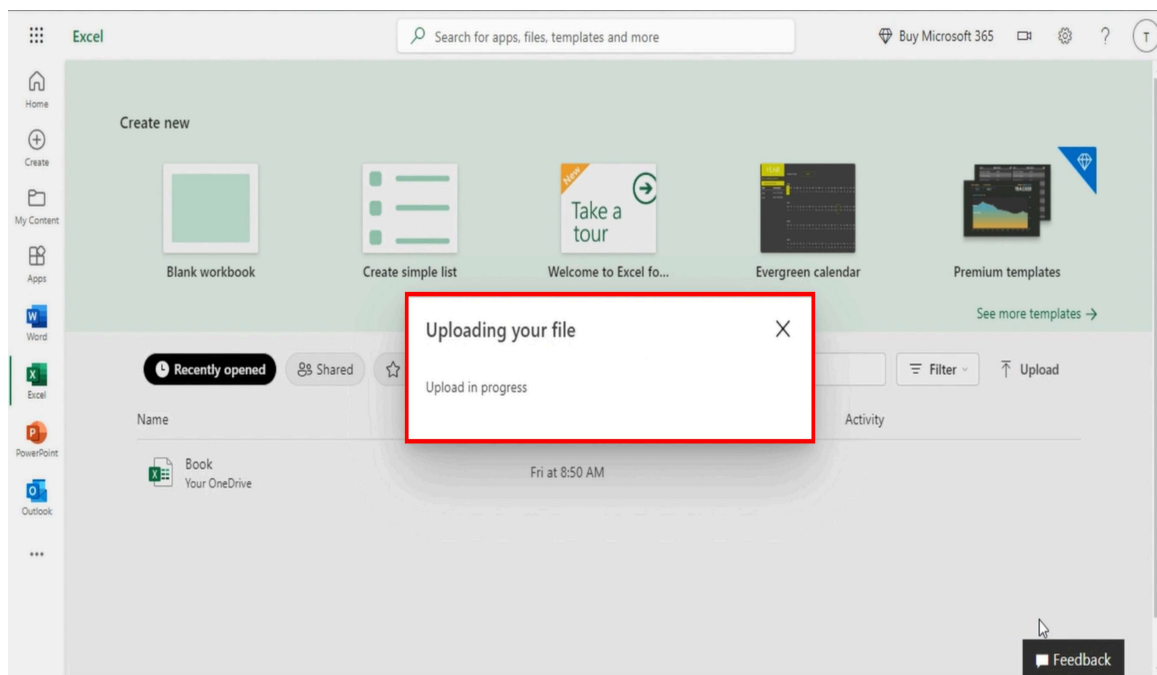


Task C: Upload and Open a workbook in Excel for the web

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.



4. You have successfully uploaded and opened a workbook in Excel for the web.

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
2	12-17-12-2019	Healthians	B2B-focused foodtech start	Food Solutions For Corporate	Bengaluru	Paytm, NPTK, Sabre Partners and Neoplux	Series C
3	13-16-12-2019	Licious	E-Commerce	Online Meat And Seafood Ordering Start	Bengaluru	Vertex Growth Fund	Series E
4	14-16-12-2019	InCred	Finance	Non-Banking Financial Company	Mumbai		Debt Fun
5	15-14-12-2019	Trell	Video	Experience Discovery Platform	Bengaluru	Ruizheng Investment	Seed Rou
6	11-13-12-2019	Rivigo	Technology	Logistics Services and Solutions	Gurgaon	SAIF Partners, Spring Canter Investment Ltd.	Series F
7	8-12-12-2019	Ecozen	Technology	AgriTech	Pune	Sathguru Catalyzer Advisors	Series A
8	16-11-12-2019	Rein Games	Gaming	Real money based gaming startup	Noida	Manipal Education and Medical Group (MEMG)	Seed Rou
9	9-06-12-2019	CarDekho	E-Commerce	Automobile	Gurgaon	Ping An Global Voyager Fund	Series D
10	10-03-12-2019	Dhruva Space	Aerospace	Satellite Communication	Bengaluru	Mumbai Angels, Ravikanth Reddy	Seed
11	32-25-11-2019	Paytm	FinTech	Mobile Wallet	Noida	Vijay Shekhar Sharma	Funding F
12	24-20-11-2019	Aye Finance	FinTech	Financial Services To MSMEs	Gurgaon	FinTech	Debt Fun
13	26-20-11-2019	Clumio	SaaS	Recovery software	San Jose,	Altimeter Capital, Sutter Hill Ventures	Series C
14	28-19-11-2019	Digital Mall Asia	E-Commerce	Virtual e-commerce platform	Delhi	Amour Infrastructure	Seed Fun
15	31-19-11-2019	Furtados School of Music	Education	Music Education	Tulangan	IAN Fund and DSG Consumer Partners	
16	22-18-11-2019	Healthians	Health and Wellness	Healthcare services	Gurgaon	DG Daiwa Ventures, DG Incubation	Series B
17	29-18-11-2019	Medikabazaar	Healthcare	B2B platform for medical supplies	Mumbai	Ackermans & van Haaren, HealthQuad, Rebright Partners, Toppar	Series B
18	21-17-11-2019	Burger Singh	Food and Beverage	Indian Burger Brand	Gurgaon	RB Investments	Venture
19	23-15-11-2019	Ninjacart	B2B Marketine	AgriTech	Bengaluru	Trifecta Capital Advisors	Debt Fun

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

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