

# 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://trik.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:

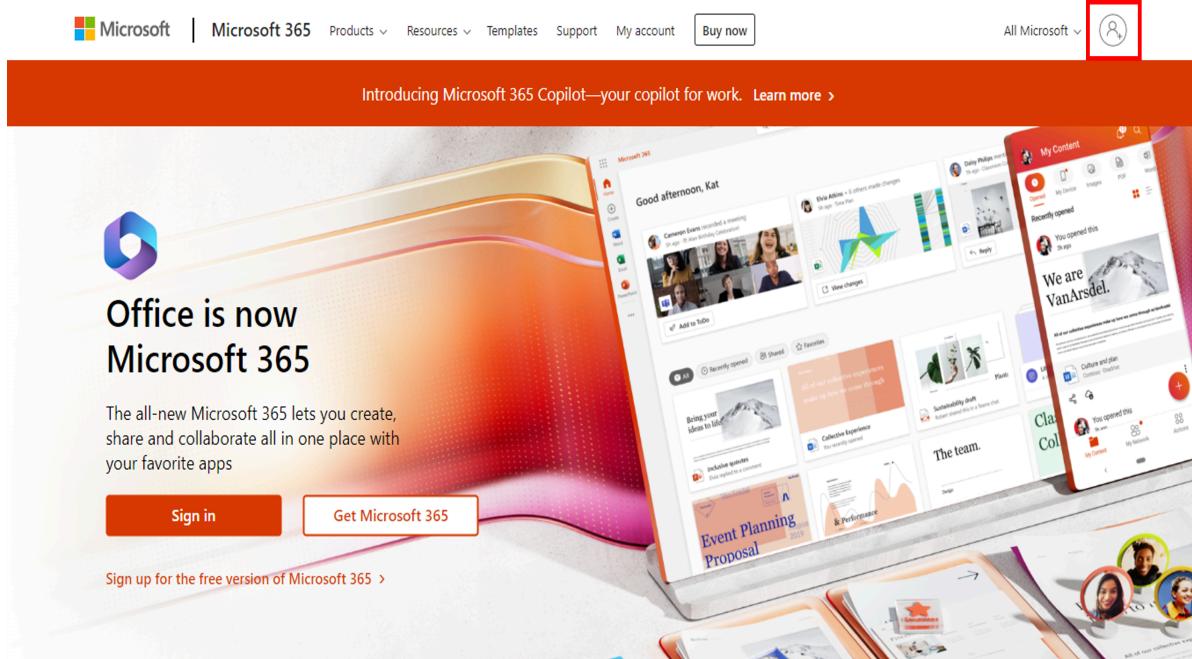
- Sign up for a Microsoft Account to use Excel for the web
- Sign in, upload and open a workbook in Excel for the web

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

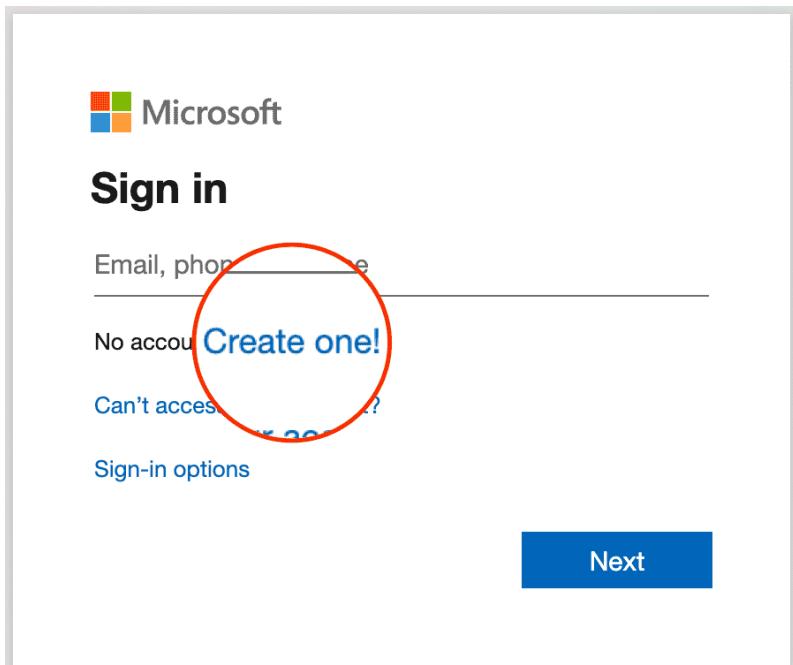
In this exercise, you will sign up for a Microsoft Account to use Excel for the web.

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

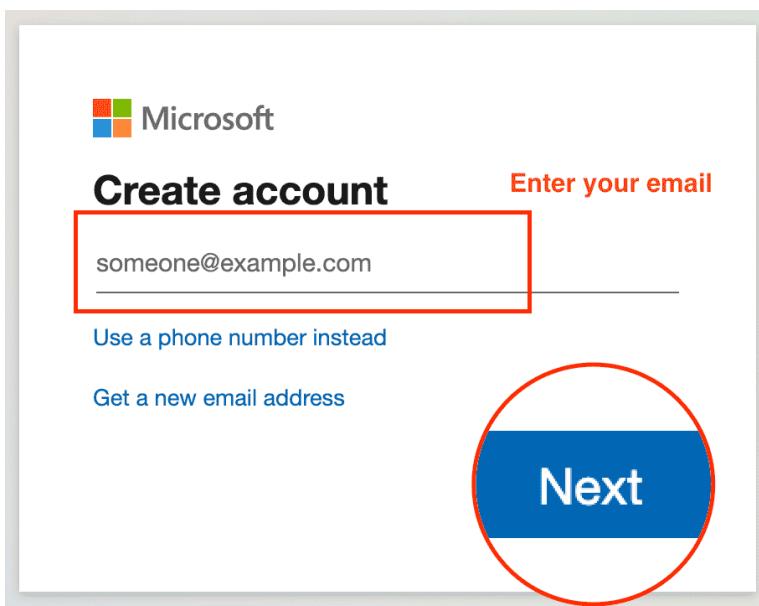
1. Go to [www.office.com](https://www.office.com). Click **Sign in**



2. Click **Create one!**



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



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

 Microsoft

← [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**.

 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](#).

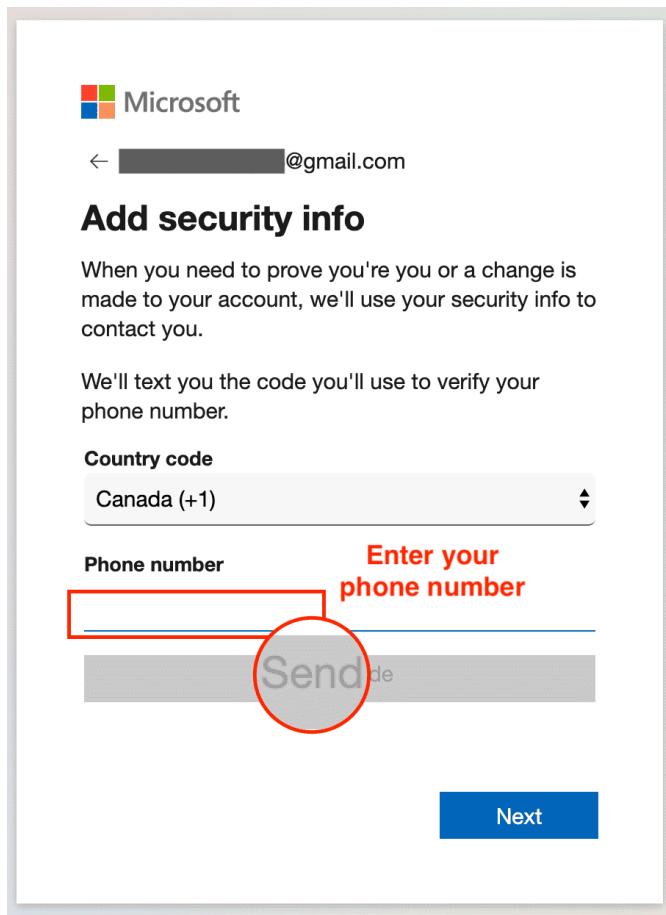
Enter code Enter the verification code sent to your email address

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](#).

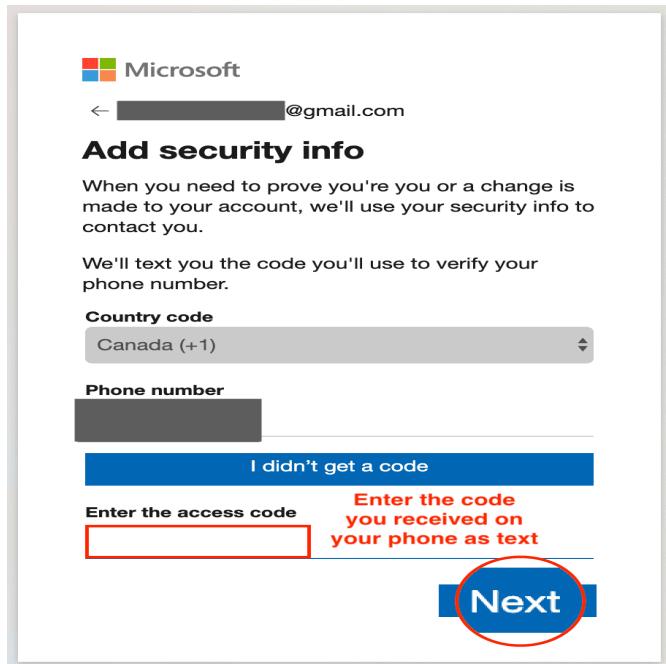
Next

6. Enter your phone number and click **Send Code**.



The screenshot shows a Microsoft sign-up page titled "Add security info". At the top left is the Microsoft logo and the email address "← [REDACTED]@gmail.com". Below the title is a paragraph explaining that Microsoft will use security info to contact the user if there's a change to their account. It states that they will text the user a code to verify their phone number. A dropdown menu shows "Country code" set to "Canada (+1)". Below it is a "Phone number" input field with a red border and a red circle highlighting the "Send" button below it. The "Send" button is grey with white text. To the right of the input field, the text "Enter your phone number" is displayed in red. At the bottom is a blue "Next" button.

7. Enter the access code you received as a text on your phone, then click **Next**.



This screenshot shows the continuation of the Microsoft sign-up process. The "Add security info" title and the "← [REDACTED]@gmail.com" email are at the top. The explanatory text and country code selection are identical to the previous screen. The "Phone number" input field is now greyed out. Below it is a blue "I didn't get a code" button. The "Enter the access code" input field is highlighted with a red border and has a red circle around the "Next" button below it. To the right of the input field, the text "Enter the code you received on your phone as text" is shown in red. The "Next" button is blue with white text.

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 homepage with a sidebar on the left containing icons for Home, Create, My Content, Apps, Word, Excel, PowerPoint, Outlook, and more. The main area features a large banner with the text "Welcome to Microsoft 365" and a "Free" button. Below the banner is a section titled "Create New" with various options: Document (Word), Presentation (PowerPoint), Workbook (Excel), Form (Forms), Quiz (Forms), List (Lists), Design (Designer), and Video (Clipchamp). The "Workbook Excel" icon is highlighted with a red box. At the bottom of the page, there is a "Feedback" button.

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

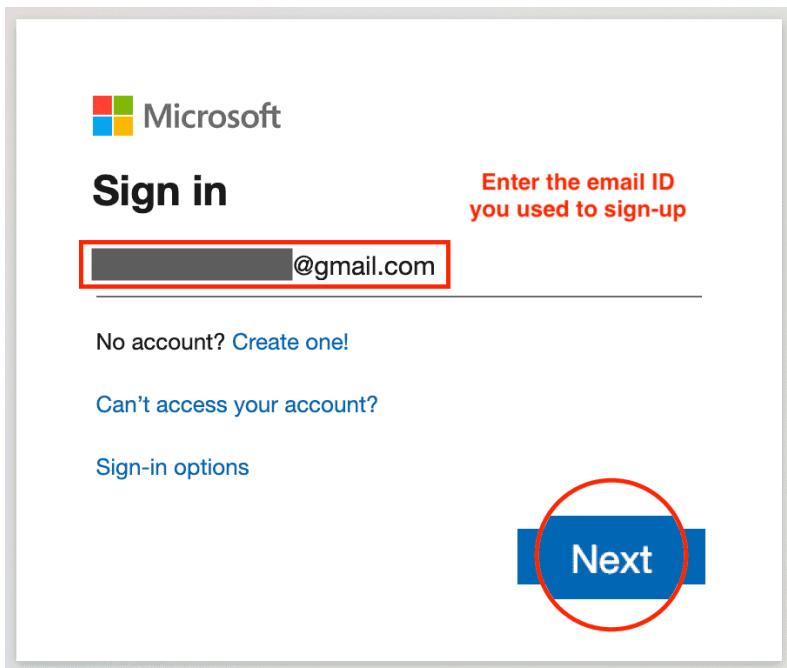
In this exercise, you will sign in to Excel for the web, open a new workbook and then upload and open a workbook.

### Task A: Sign in to Excel for the web

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

The screenshot shows the Microsoft 365 sign-in page. At the top, there is a navigation bar with the Microsoft logo, "Microsoft 365", "Products", "Resources", "Templates", "Support", "My account", and a "Buy now" button. To the right of the "My account" button is a user profile icon, which is highlighted with a red box. Below the navigation bar, there is a large orange banner with the text "Introducing Microsoft 365 Copilot—your copilot for work. [Learn more >](#)". The main content area features a large image of a laptop screen displaying the Microsoft 365 interface with various documents and collaboration tools. On the left side of the main content, there is a message: "Office is now Microsoft 365" and "The all-new Microsoft 365 lets you create, share and collaborate all in one place with your favorite apps". Below this message are two buttons: "Sign in" and "Get Microsoft 365". At the bottom of the page, there is a link: "Sign up for the free version of Microsoft 365 >".

2. Enter your sign in email.



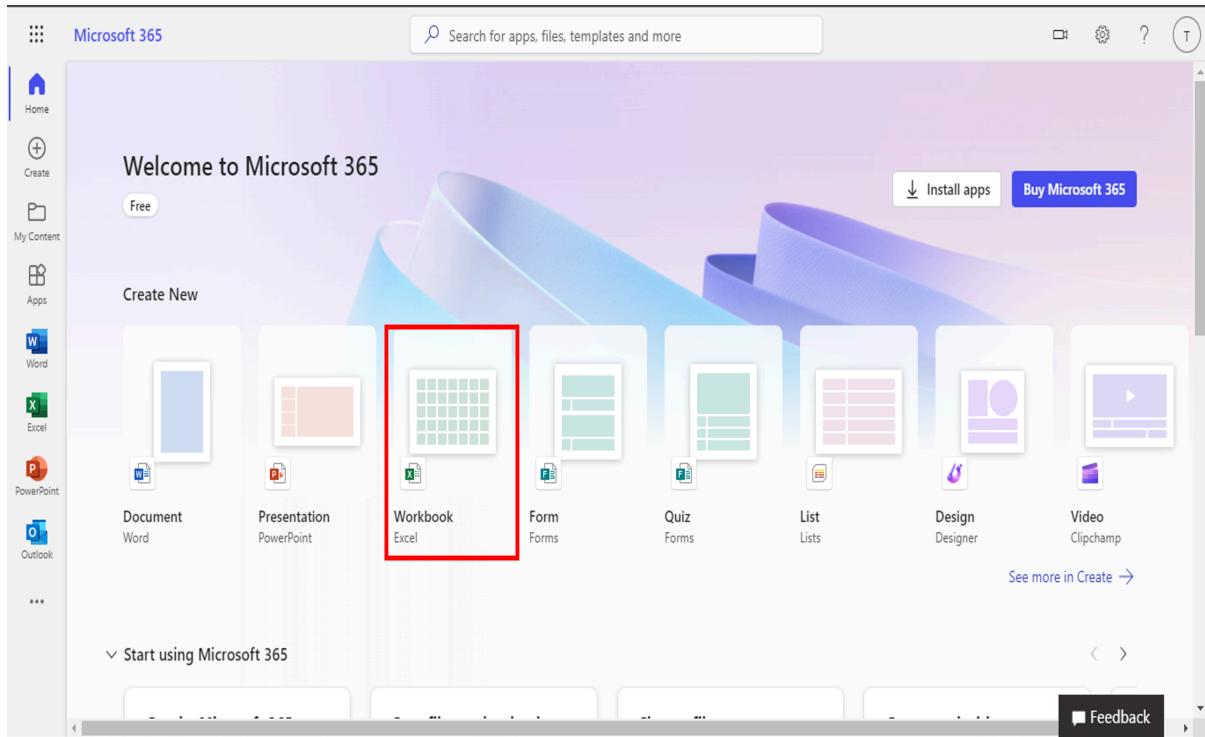
The Microsoft sign-in page features the Microsoft logo at the top left. In the center, the word "Sign in" is displayed in a large, bold, black font. To the right of the sign-in button, a red text box contains the instruction "Enter the email ID you used to sign-up". Below this, a red-bordered input field shows the placeholder "@gmail.com". Underneath the input field, there is a link "No account? Create one!". Further down, another link "Can't access your account?" is visible. A "Sign-in options" link is located below these links. At the bottom right of the page is a blue "Next" button, which is circled in red.

3. Enter your password.



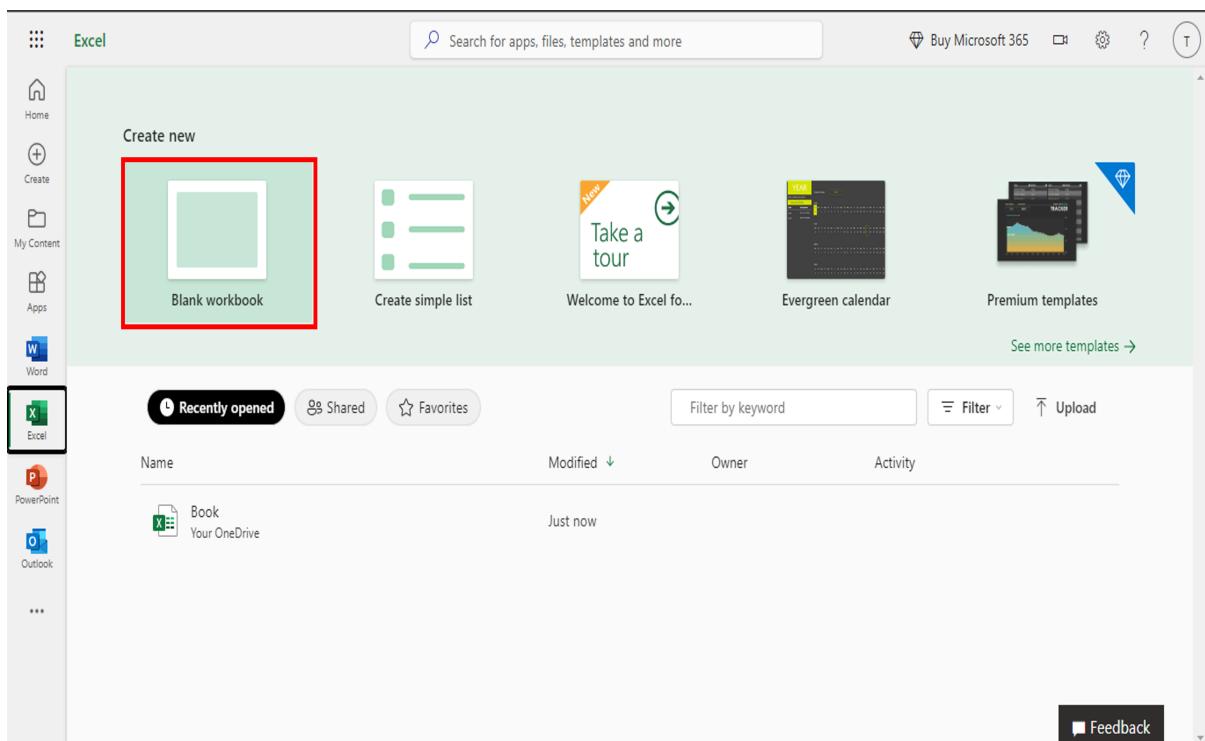
The "Enter password" page starts with the Microsoft logo at the top left. It displays the email address "@gmail.com" in a red-bordered input field. Below this, the text "Enter password" is shown in a large, bold, black font. To the right of the password field, a red text box contains the instruction "Enter the password you created". A red-bordered input field labeled "Password" is positioned below the instructions. Next to it is a checkbox labeled "Keep me signed in". Below these fields, a blue "Sign in" button is centered, with a red circle highlighting it. There is also a "Forgot password?" link at the bottom left.

4. You are now signed in.

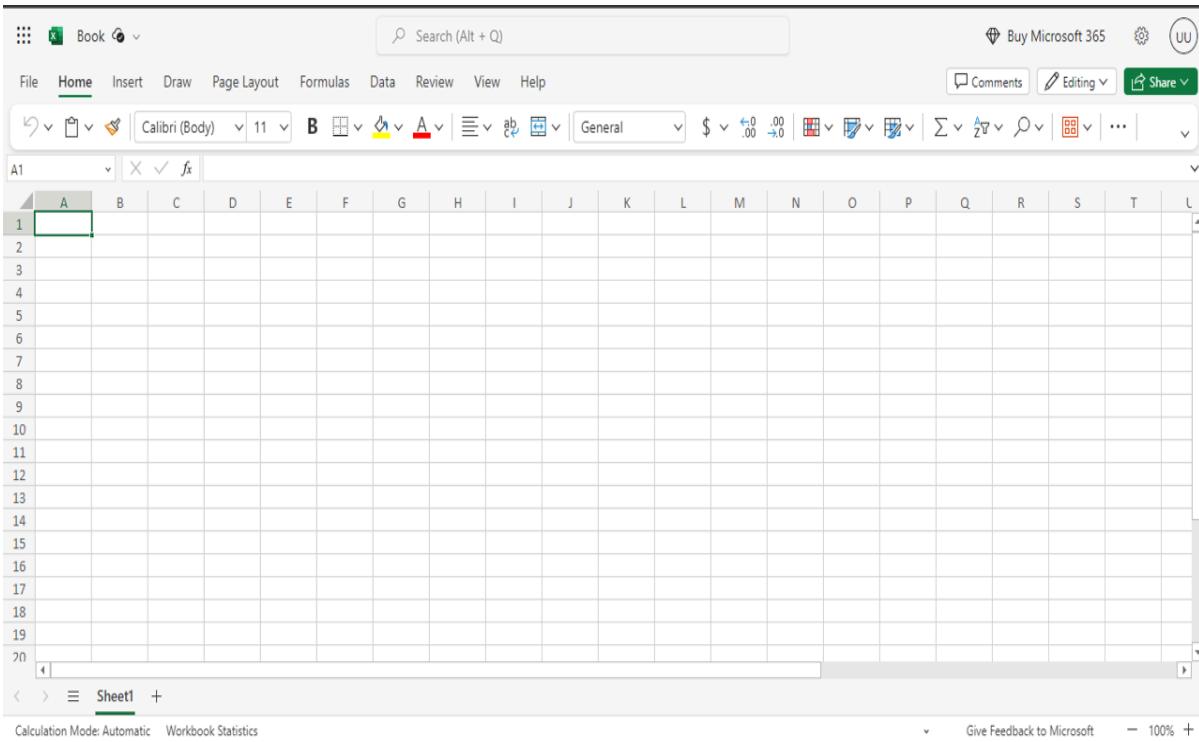


## Task B: Open a new workbook in Excel for the web

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

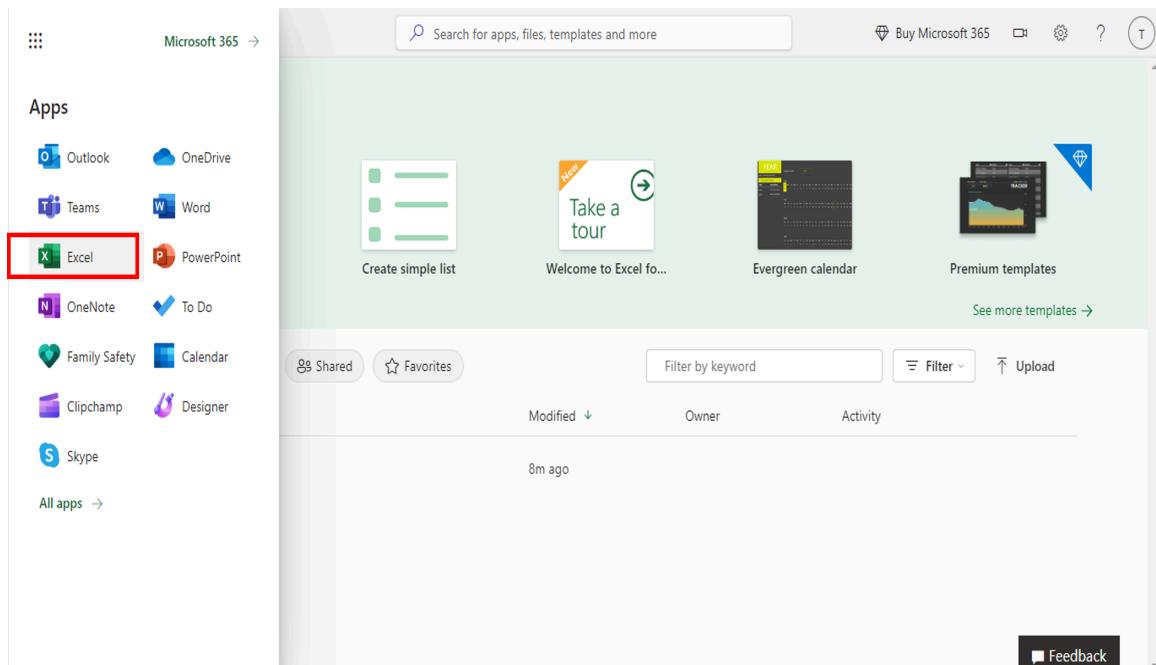


3. You have successfully opened a new workbook in Excel for the web.

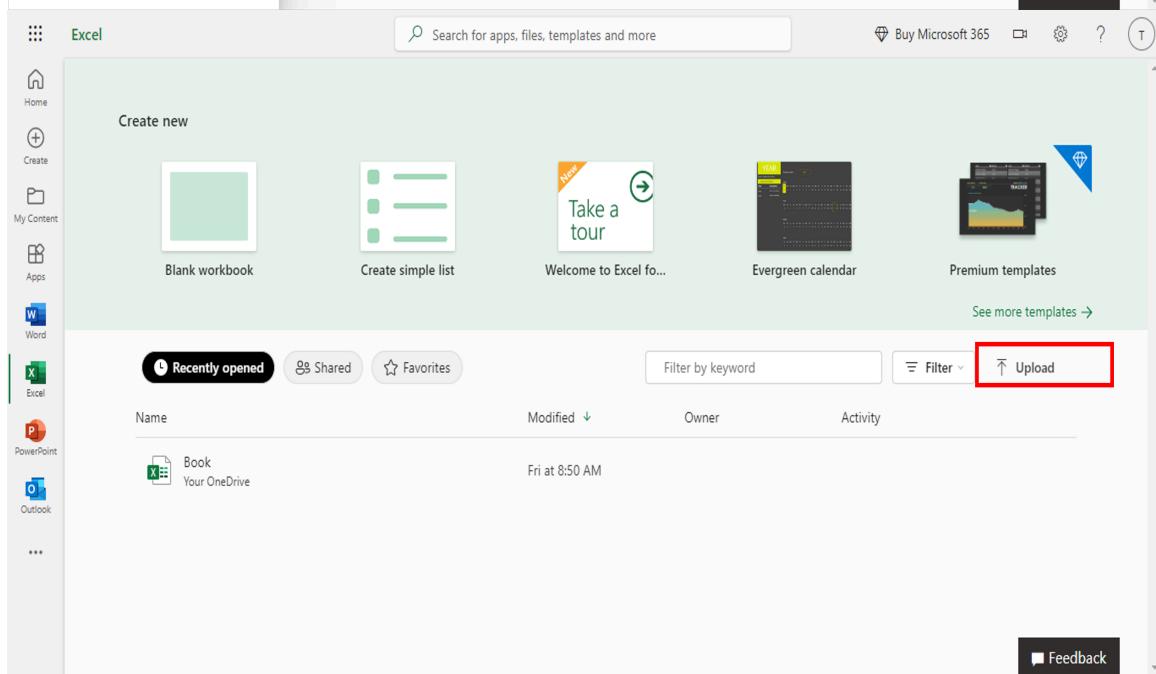


### Task C: Upload and Open a workbook in Excel for the web

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.



The screenshot shows the Microsoft 365 Apps interface. On the left, there's a sidebar with icons for various apps: Outlook, OneDrive, Teams, Word, PowerPoint, Excel (which is highlighted with a red box), OneNote, To Do, Family Safety, Calendar, Clipchamp, Designer, and Skype. Below this is a link to 'All apps'. The main area has a search bar at the top. It features several promotional cards: 'Create simple list', 'Welcome to Excel fo...', 'Evergreen calendar', and 'Premium templates'. Below these are buttons for 'Shared', 'Favorites', 'Filter by keyword', 'Filter', and 'Upload'. A table header row shows columns for 'Modified', 'Owner', and 'Activity'. A single item is listed: '8m ago'. At the bottom right is a 'Feedback' button.



This screenshot shows the Microsoft 365 Excel app page. The sidebar on the left includes icons for Home, Create, My Content, Apps, Word, PowerPoint, and Outlook, with Excel selected. The main content area is titled 'Create new' and includes options like 'Blank workbook', 'Create simple list', 'Welcome to Excel fo...', 'Evergreen calendar', and 'Premium templates'. It also features 'Recently opened' files, 'Shared' and 'Favorites' filters, and a 'Filter by keyword' input. The 'Upload' button is highlighted with a red box. Below this is a table with columns for 'Name', 'Modified', 'Owner', and 'Activity'. A file named 'Book Your OneDrive' is listed with a modification date of 'Fri at 8:50 AM'. The bottom right corner has a 'Feedback' button.

3. The file will be uploaded to your OneDrive of the Microsoft Account you signed up and used to open Excel for the web.

The screenshot shows the Microsoft Excel for the web interface. A red box highlights a modal dialog titled "Uploading your file" with the sub-instruction "Upload in progress". The background shows a list of recently opened files, including "Book Your OneDrive".

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 data about various startups, including their names, verticals, sub-verticals, locations, and investors. The table has columns for Sr No, Date, Startup Name, Industry Vertical, SubVertical, City Location, Investors Name, and Investment Type.

Sr No	Date	Startup Name	Industry Vertical	SubVertical	City Location	Investors Name	Investment Type
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	Ruizheng Investment	Debt Fund
5	15 14-12-2019	Trell	Video	Experience Discovery Platform	Bengaluru	SAIF Partners, Spring Canter Investment Ltd.	Seed Round
6	11 13-12-2019	Rivigo	Technology	Logistics Services and Solutions	Gurgaon	Sathguru Catalyst Advisors	Series F
7	8 12-12-2019	Ecozen	Technology	Agritech	Pune	Manipal Education and Medical Group (MEMG)	Series A
8	16 11-12-2019	Rein Games	Gaming	Real money based gaming startup	Noida	Ping An Global Voyager Fund	Seed Round
9	9 06-12-2019	CarDekho	E-Commerce	Automobile	Gurgaon	Mumbai Angels, Ravikanth Reddy	Series D
10	10 03-12-2019	Dhrvaa Space	Aerospace	Satellite Communication	Bengaluru	Vijay Shekhar Sharma	Funding Round
11	32 25-11-2019	Paytm	FinTech	Mobile Wallet	Noida	FinTech	Debt Fund
12	24 20-11-2019	Aye Finance	FinTech	Financial Services To MSMEs	Gurgaon	Altimeter Capital, Sutter Hill Ventures	Series C
13	26 20-11-2019	Clumio	SaaS	Recovery software	San Jose,	Amour Infrastructure	Seed Fund
14	28 19-11-2019	Digital Mall Asia	E-Commerce	Virtual e-commerce platform	Delhi	IAN Fund and DSG Consumer Partners	Series B
15	31 19-11-2019	Furtados School of Music	Education	Music Education	Tulangana	DG Daiwa Ventures, DG Incubation	Series B
16	22 18-11-2019	Healthians	Health and Wellness	Healthcare services	Gurgaon	Ackermans & van Haaren, HealthQuad, Rebright Partners, Toppan	Series B
17	29 18-11-2019	Medikabazaar	Healthcare	B2B platform for medical supplies	Mumbai	RB Investments	Venture
18	21 17-11-2019	Burger Singh	Food and Beverage	Indian Burger Brand	Gurgaon	Trifecta Capital Advisors	Debt Fund
19	23 15-11-2019	Niniacart	R2R Marketing	Aeritech	Renealuru		

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

## Author

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**Skills Network**

