



# 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:

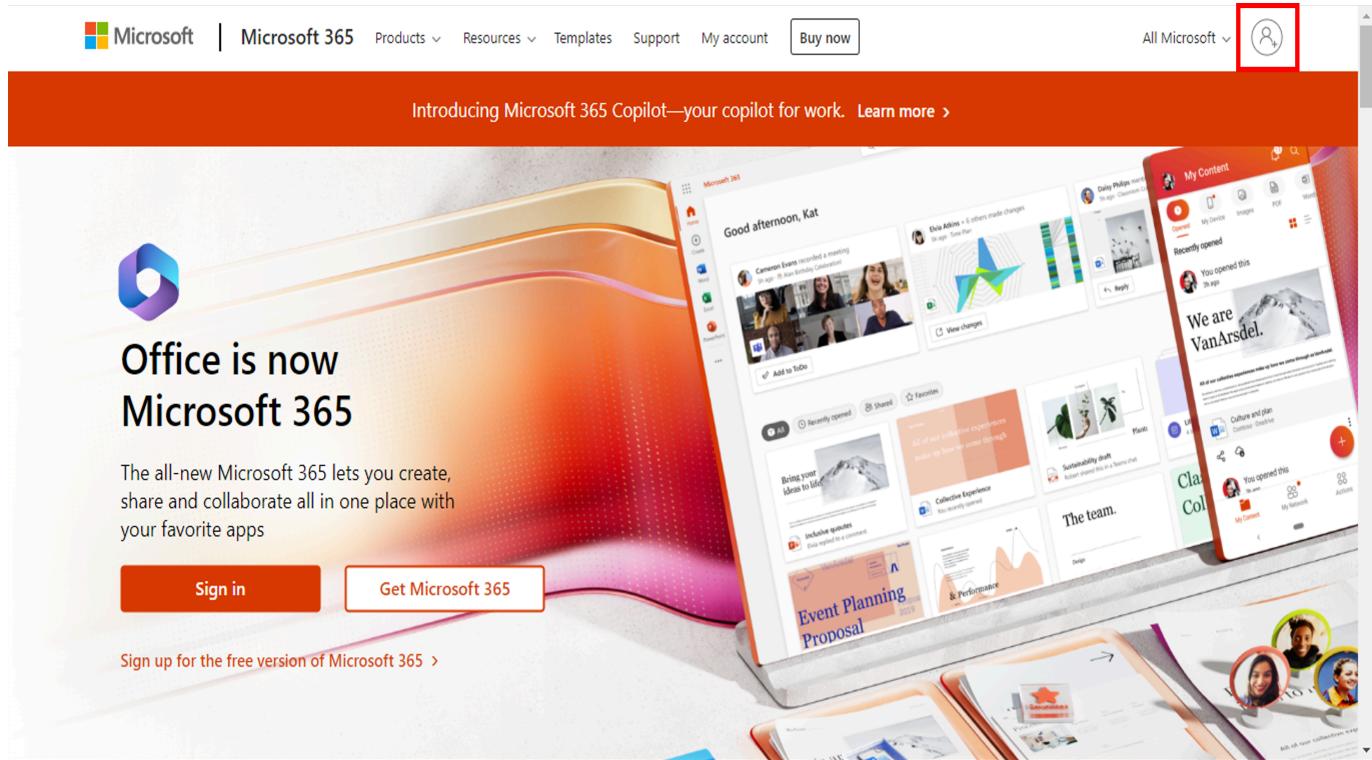
- Sign up for a Microsoft Account to use Excel for the web
- Sign in, upload and open a workbook in Excel for the web

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

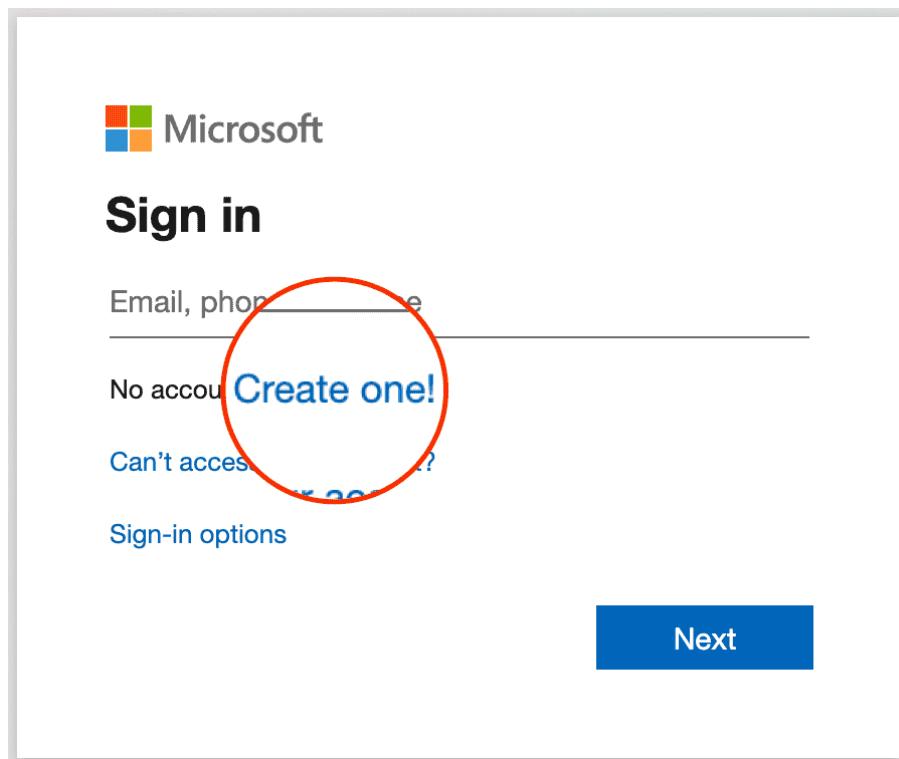
In this exercise, you will sign up for a Microsoft Account to use Excel for the web.

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

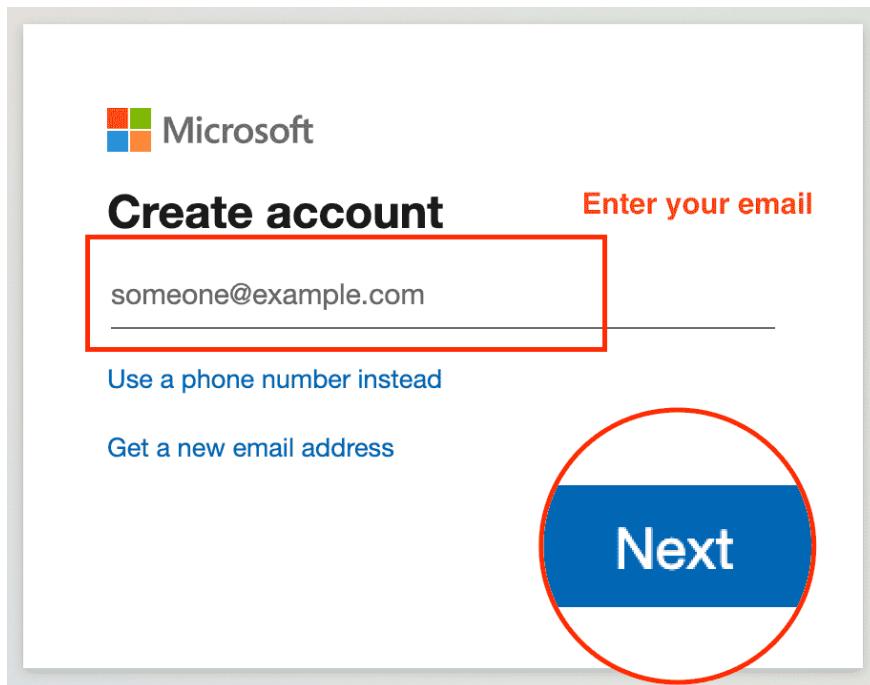
1. Go to [www.office.com](https://www.office.com). Click **Sign in**



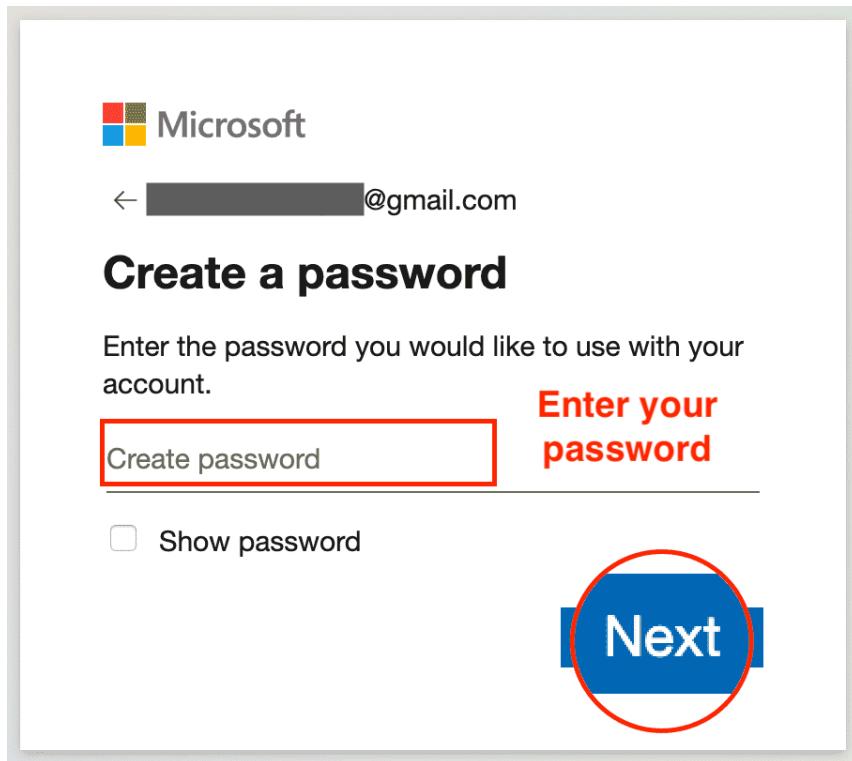
2. Click Create one!



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



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



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**.

 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 code**

**Next**

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

**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**  
[Redacted]

I didn't get a code

Enter the access code  
[Redacted] **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**.

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## 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](http://www.office.com). Click Sign in.

The screenshot shows the Microsoft 365 homepage. At the top, there's a navigation bar with the Microsoft logo, 'Microsoft 365', and links for 'Products', 'Resources', 'Templates', 'Support', 'My account', and 'Buy now'. To the right is a search bar and a user profile icon. Below the navigation is a red 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 various Microsoft 365 apps like Word, Excel, and PowerPoint. Overlaid on this image is the text 'Office is now Microsoft 365'. Below this, it says 'The all-new Microsoft 365 lets you create, share and collaborate all in one place with your favorite apps'. There are two buttons: 'Sign in' and 'Get Microsoft 365'. At the bottom left, there's a link 'Sign up for the free version of Microsoft 365 >'. The overall theme is a smooth transition from the old Office brand to the new Microsoft 365 ecosystem.

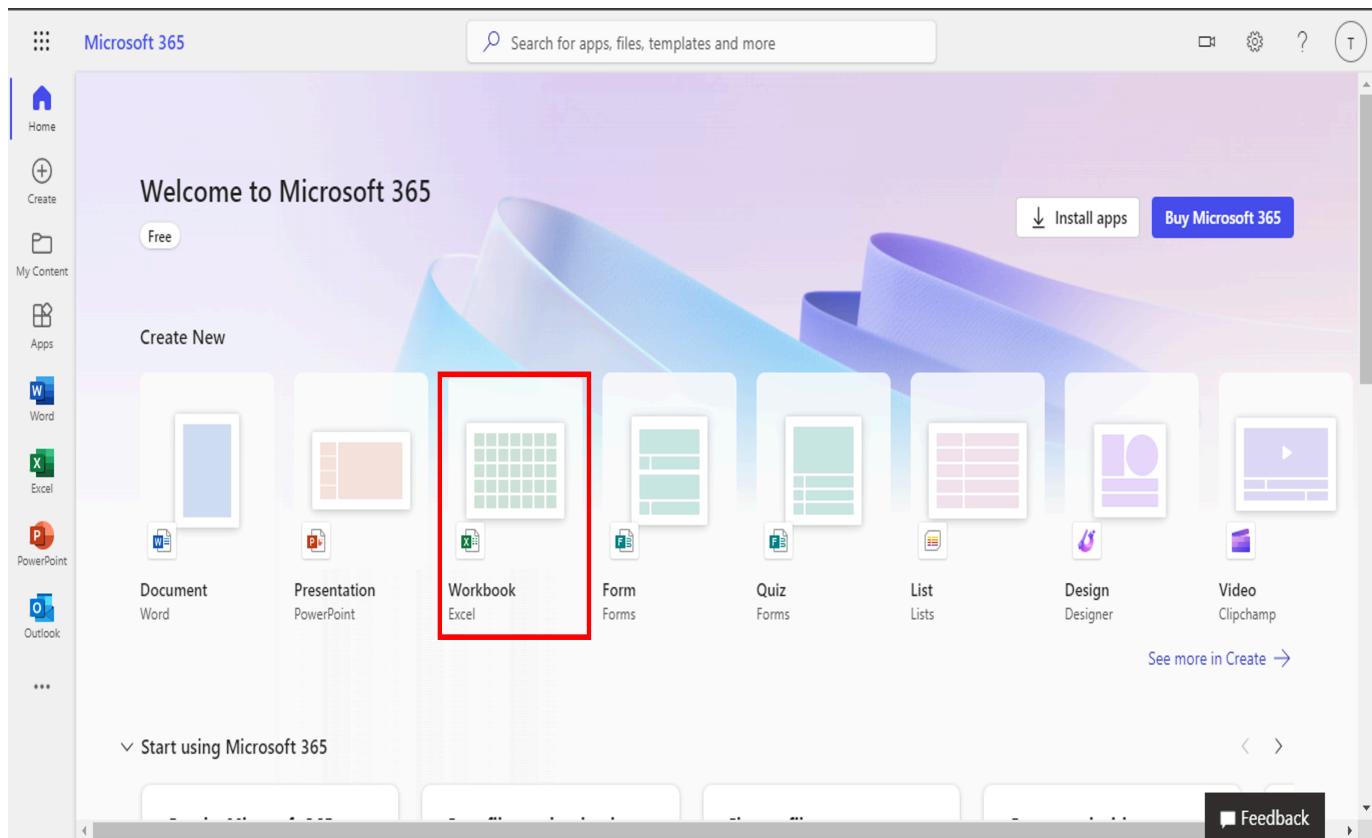
2. Enter your sign in email.

The screenshot shows the Microsoft Sign-in page. It features the Microsoft logo and the word 'Sign in'. To the right, there's a text field placeholder 'Enter the email ID you used to sign-up' with a red box around the input field containing '@gmail.com'. Below the input field, there's a link 'No account? [Create one!](#)' and another link 'Can't access your account?'. Further down is a link 'Sign-in options'. At the bottom is a large blue 'Next' button, which is also circled in red.

3. Enter your password.

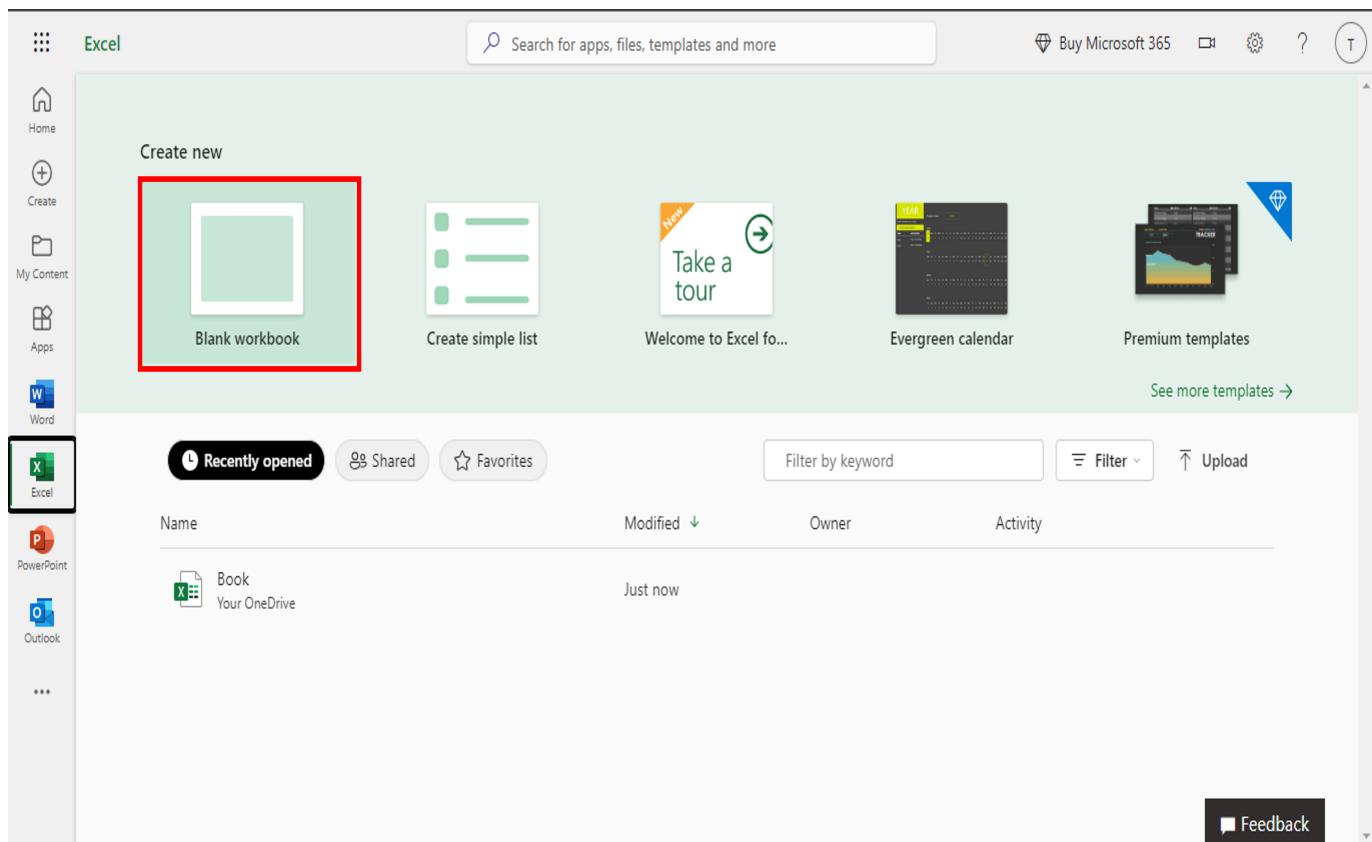


4. You are now signed in.



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

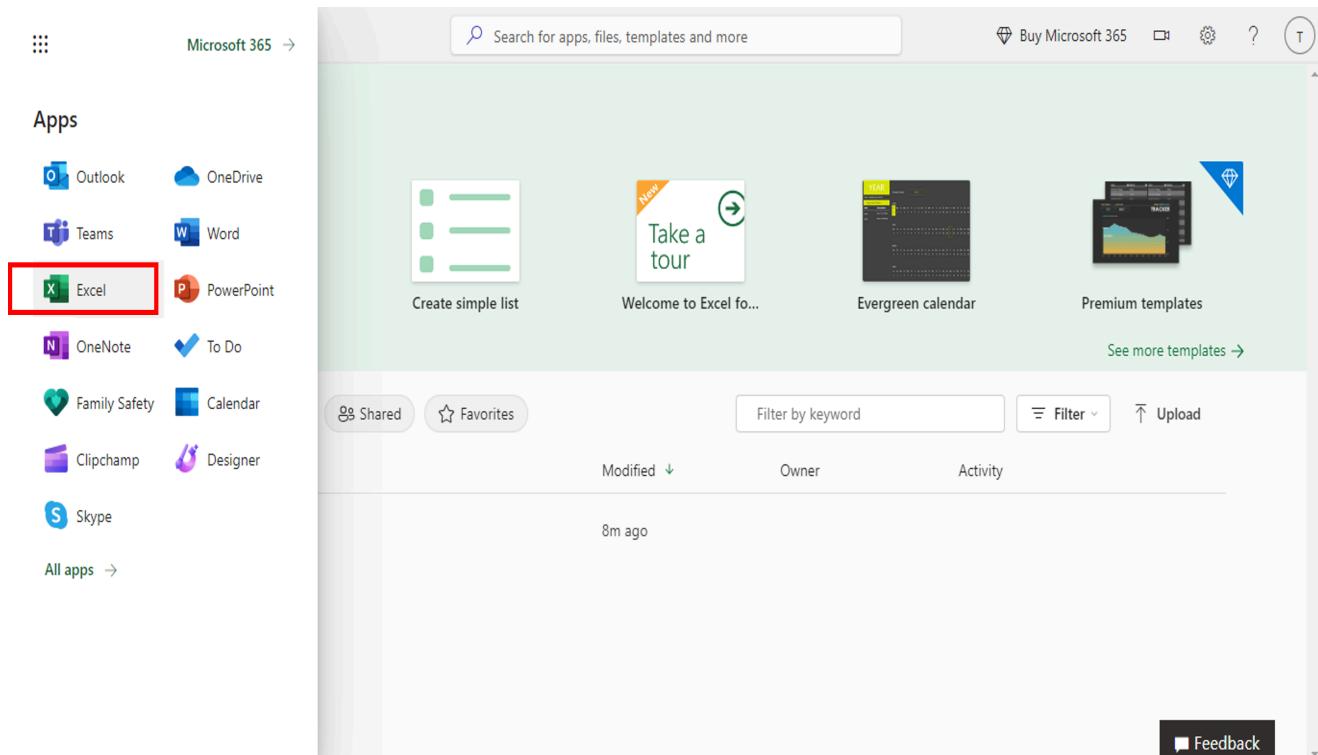
1. Click on the **Excel** icon.
2. Click **New blank workbook**.



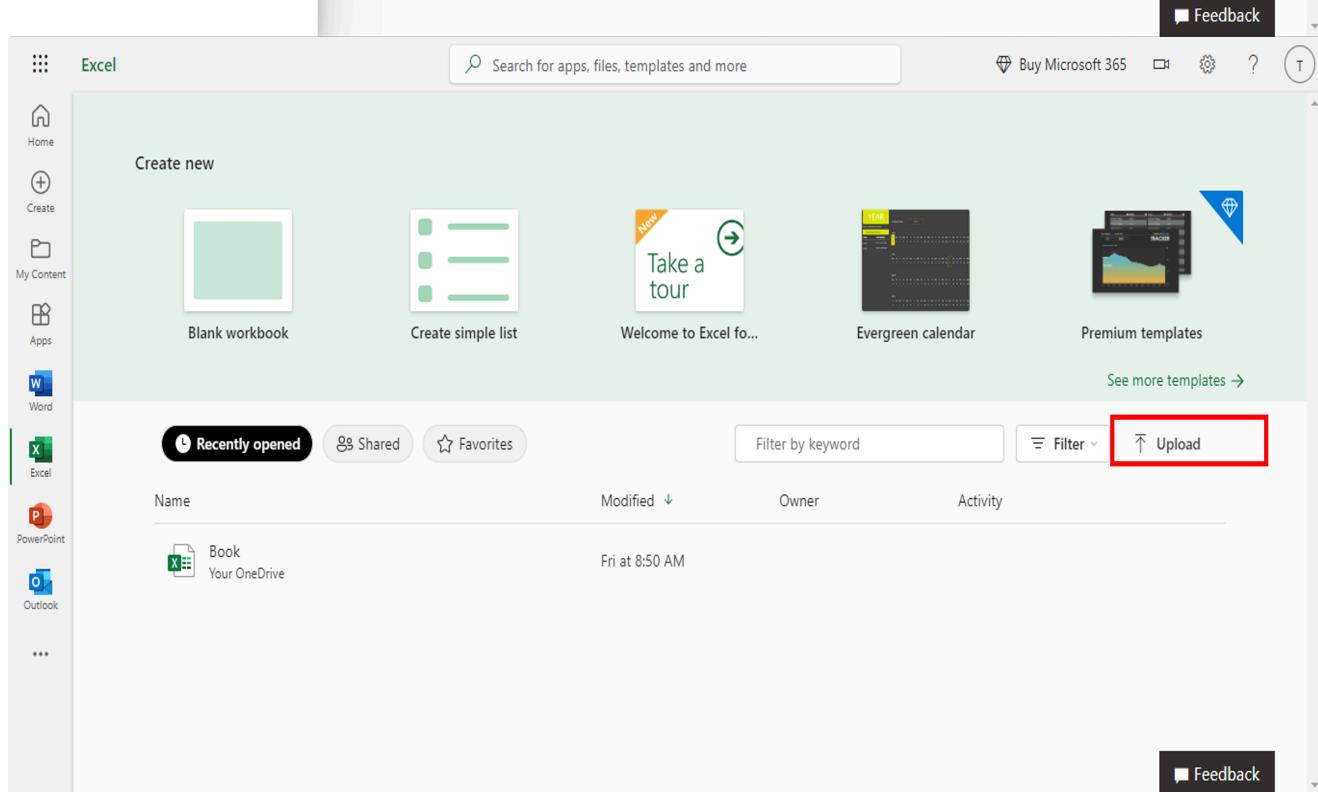
3. You have successfully opened a new workbook in Excel for the web.

## 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.

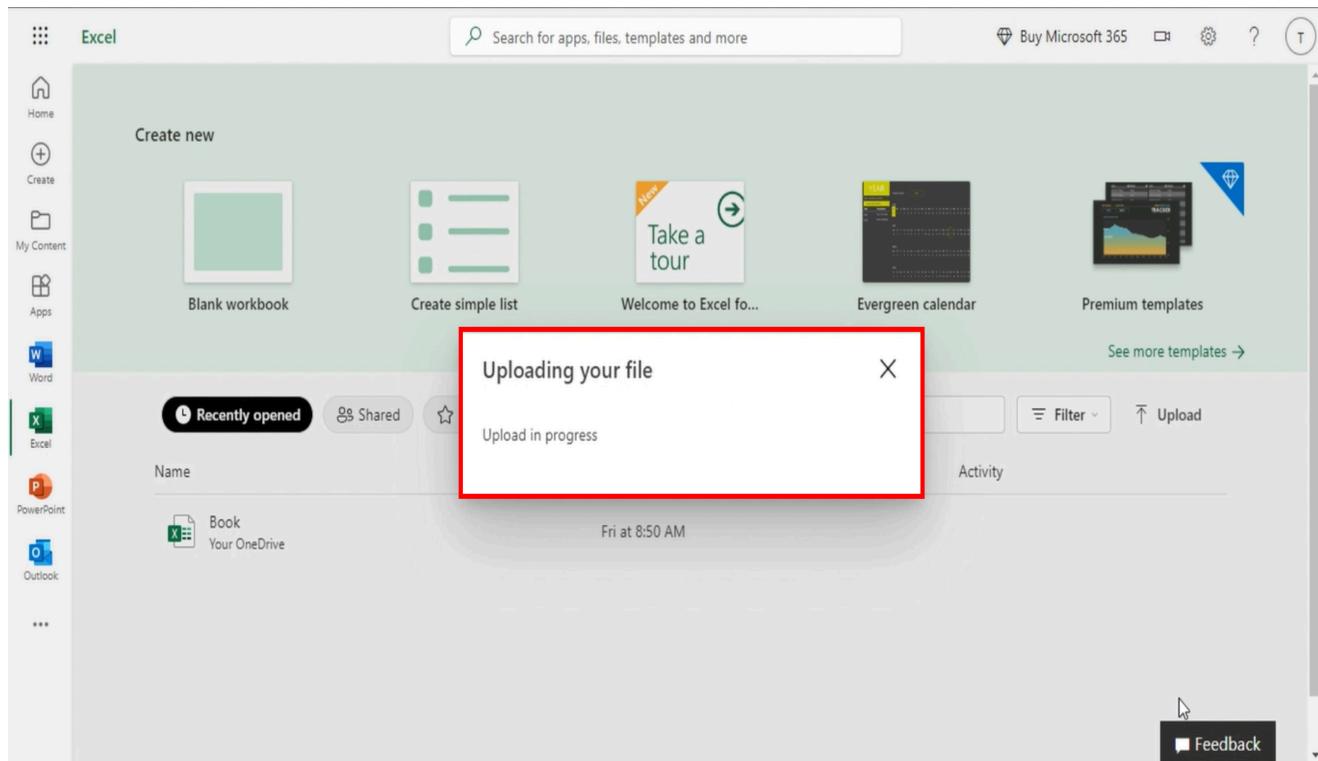


The screenshot shows the Microsoft 365 Apps page. On the left, there's a sidebar with icons for various apps: Outlook, OneDrive, Teams, Word, Excel (which is highlighted with a red box), PowerPoint, OneNote, To Do, Family Safety, Calendar, Clipchamp, Designer, and Skype. Below this is a link to 'All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



The screenshot shows the Microsoft Excel web interface. On the left, there's a sidebar with icons for Home, Create, My Content, Apps, Word, Excel (selected and highlighted with a red box), PowerPoint, Outlook, and three more options. The main area has a search bar at the top. It displays several templates: 'Blank workbook', 'Create simple list', 'Welcome to Excel fo...', 'Evergreen calendar', and 'Premium templates'. Below the templates are buttons for 'Recently opened', 'Shared', 'Favorites', 'Filter by keyword', 'Filter', and 'Upload' (which is highlighted with a red box). A table below shows items filtered by 'Modified' (sorted descending) with one item listed: 'Book Your OneDrive' (modified 'Fri at 8:50 AM'). At the bottom right are 'Feedback' and 'Feedback' buttons.

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 Type
2	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 Catalyzer 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 Daiwa Ventures, DG Incubation	Series B
18	29 18-11-2019	Medikabazaar	Healthcare	B2B platform for medical supplies	Mumbai		Ackermans & van Haaren, HealthQuad, Rebright Partners, Toppar	Series B
19	21 17-11-2019	Burger Singh	Food and Beverage	Indian Burger Brand	Gurgaon		RB Investments	Venture
20	23 15-11-2019	Ninikart	R2R Marketing	Aeritech	Bengaluru		Trifecta Capital Advisors	Debt Fun

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

## Author

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## Other Contributor(s)

- [Steve Ryan](#)

# Changelog

Date	Version	Changed by	Change Description
2023-09-20	1.3	Anita Verma	Updated screenshots
2020-09-10	1.2	Steve Ryan	Added software/dataset info
2020-05-30	1.1	Steve Ryan	Modified refs to Excel Online and Excel on the web
2020-05-28	1.0	Sandip Saha Joy	Initial version created

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