



Skills  
Network

## 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.

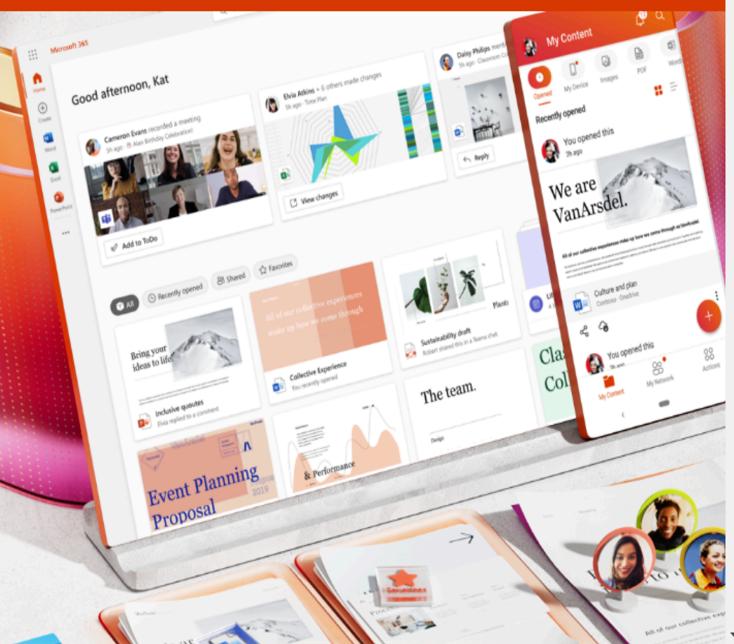
- If you already have a Microsoft account, you can skip Exercise 1 and proceed to Exercise 2 directly.

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

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2. Click **Create one!**

**Sign in**

Email, phone, or work email

No account? **Create one!**

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

[Sign-in options](#)

**Next**

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



## Create account

Enter your email

someone@example.com

Use a phone number instead

Get a new email address

Next

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



← [REDACTED]@gmail.com

## Create a password

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

Enter your  
password

Create 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**.



← [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


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**

[REDACTED]

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**.

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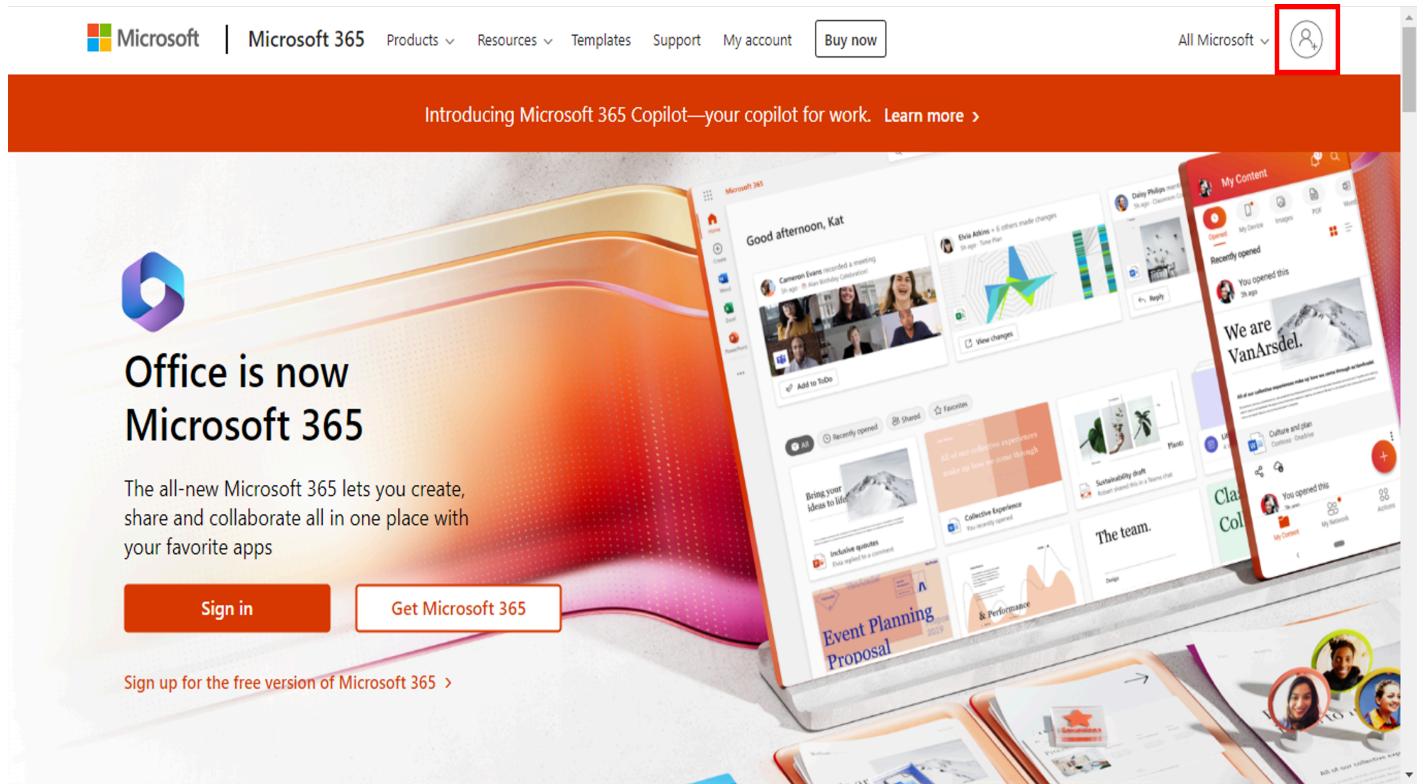


# Exercise 2: Sign-in, Upload and Open a Workbook in Excel for the web

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](https://www.office.com). Click **Sign in**.



2. Enter your sign in email.



## Sign in

Enter the email ID  
you used to sign-up

[REDACTED]@gmail.com

No account? [Create one!](#)

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

[Sign-in options](#)

Next

3. Enter your password.



[REDACTED]@gmail.com

## Enter password

Password

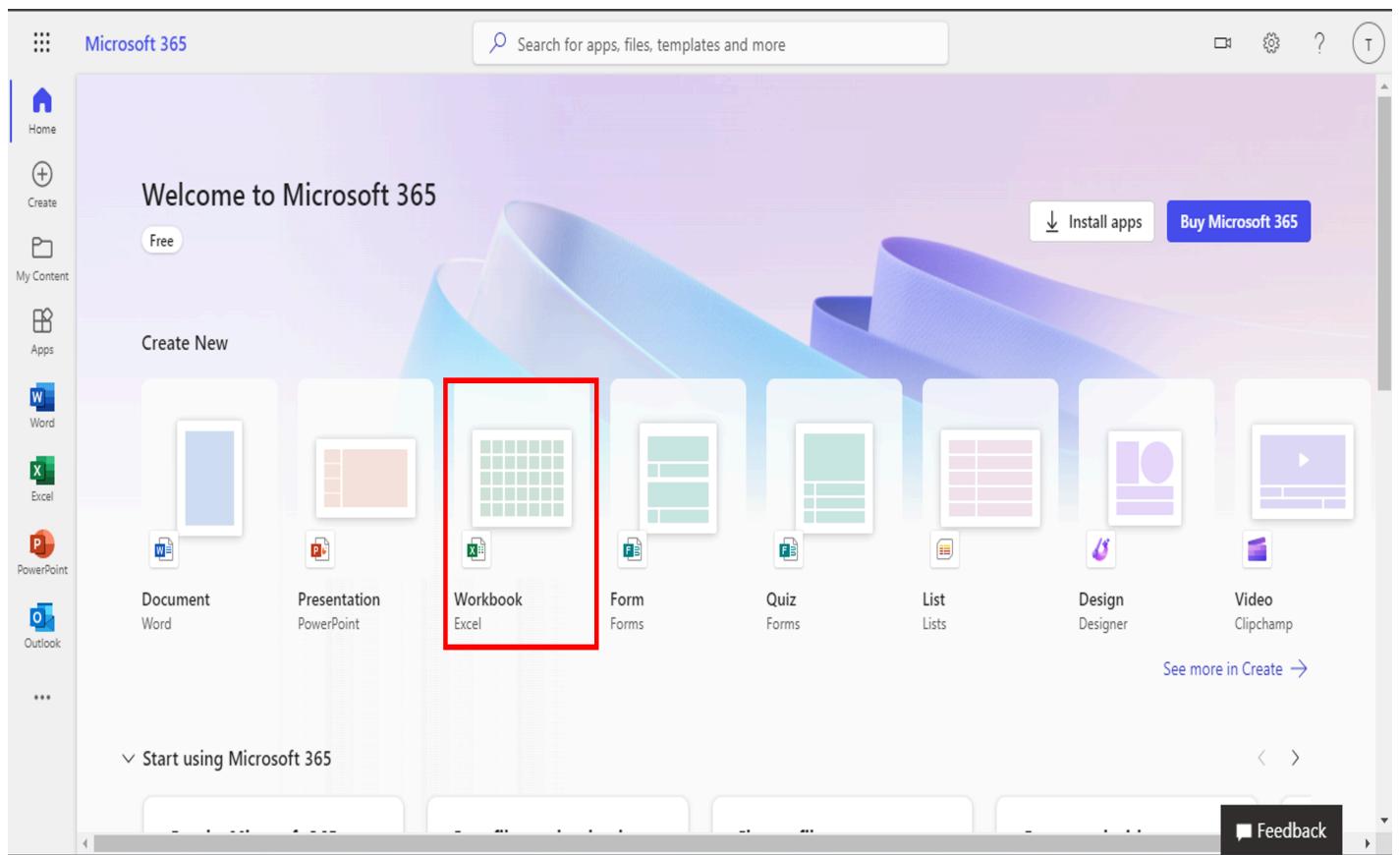
Enter the password  
you created

Keep me signed in

[Forgot password?](#)

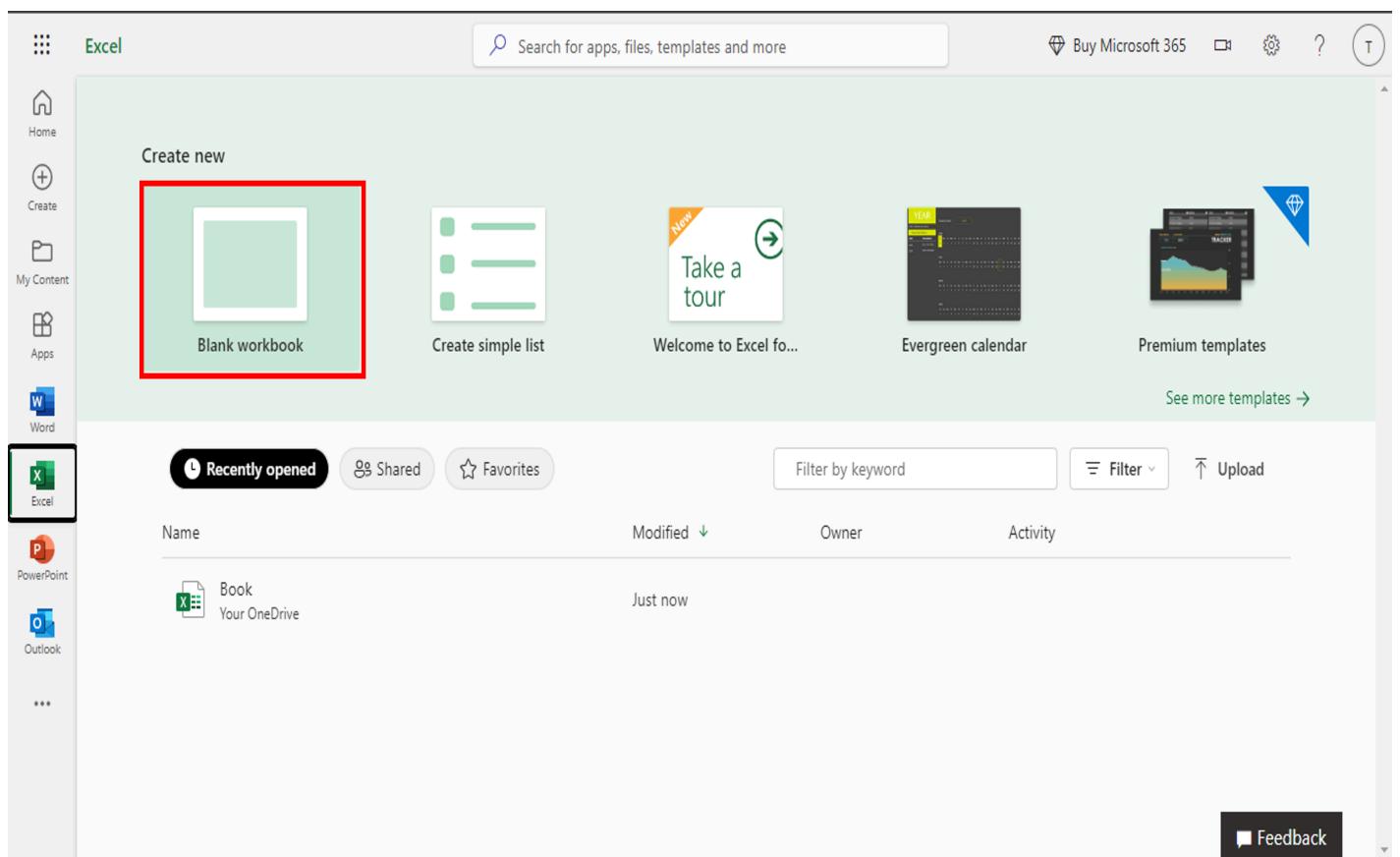
Sign in

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.

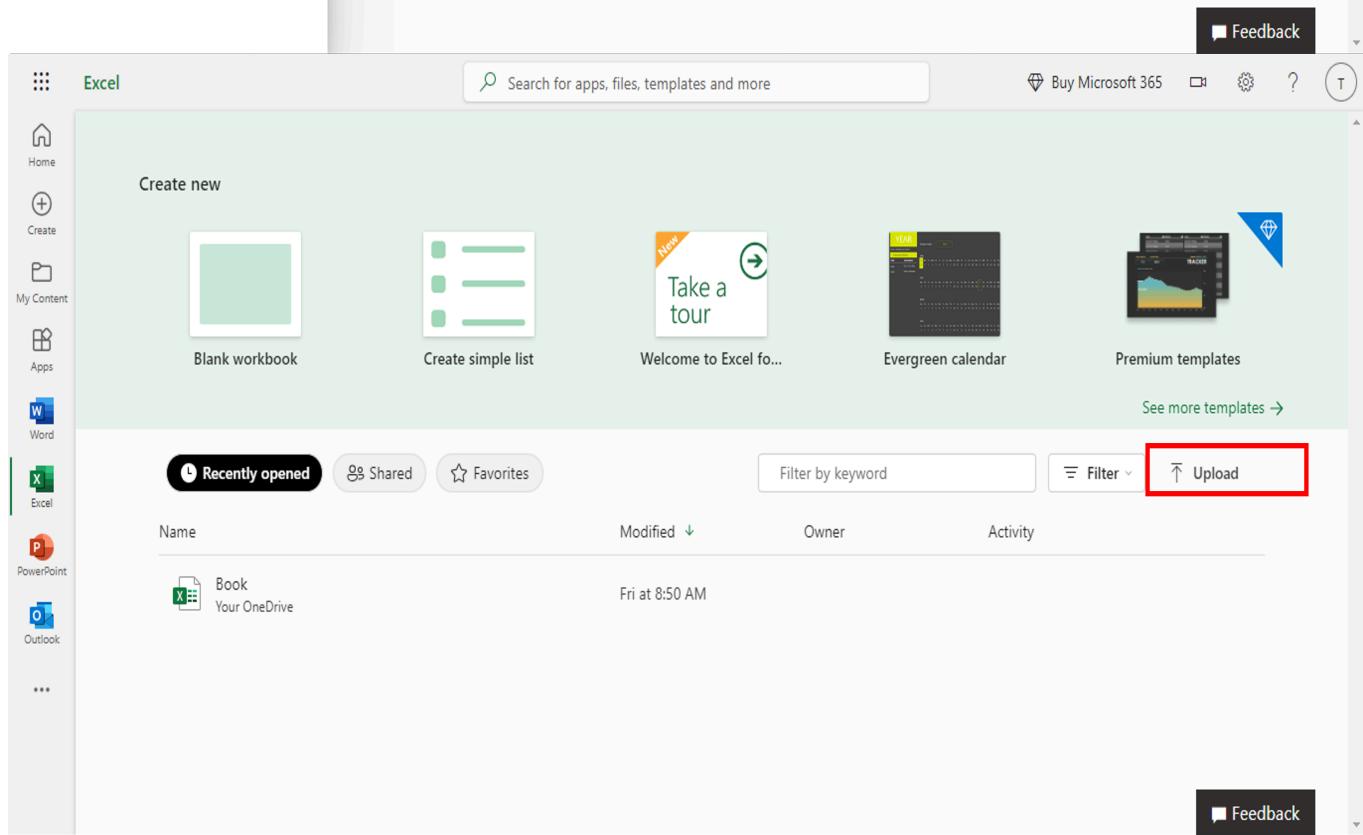
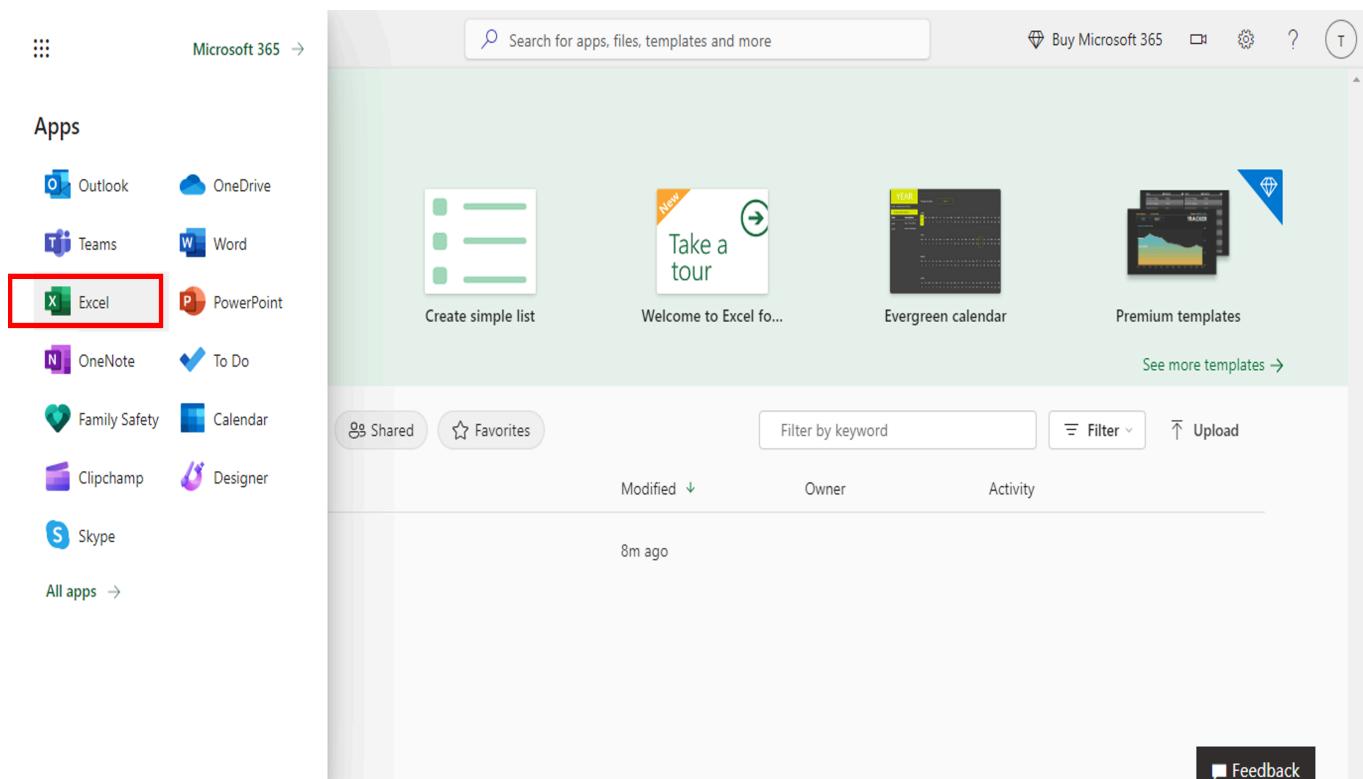


3. You have successfully opened a new workbook in Excel for the web.

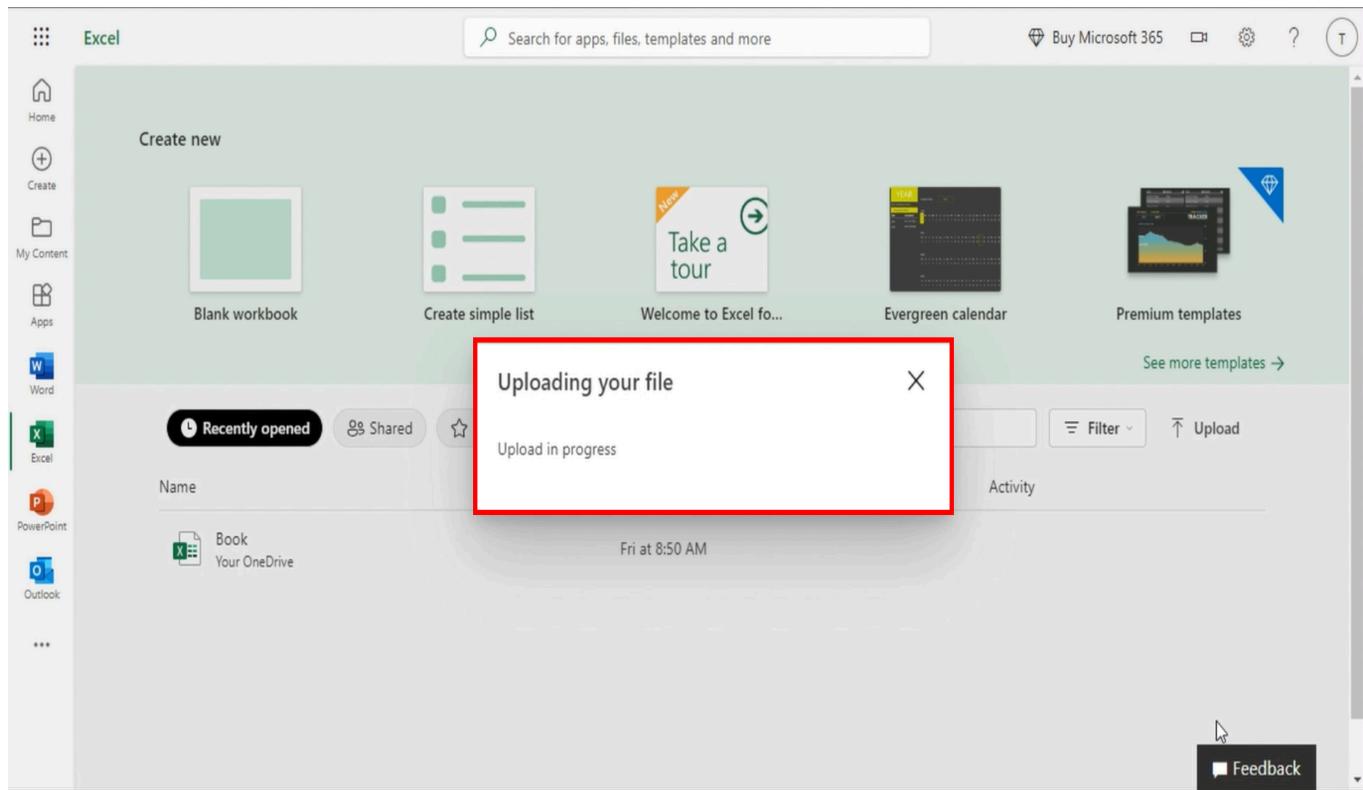
The screenshot shows the Microsoft Excel desktop application. The window title is 'Book'. The ribbon menu is visible at the top with tabs for File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, and Help. The Home tab is selected. The main area is a blank spreadsheet grid with columns labeled A through Z and rows numbered 1 to 20. The formula bar shows cell reference 'A1'. The bottom of the screen displays the 'Sheet1' tab and a set of navigation icons. The status bar at the bottom shows 'Calculation Mode: Automatic' and 'Workbook Statistics' on the left, and 'Give Feedback to Microsoft' and zoom controls on the right.

## 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.

A screenshot of the Microsoft Excel for the web interface showing a spreadsheet titled 'indian\_startup\_funding\_Lab1 2'. The spreadsheet contains data from row 1 to 20, with columns A through G. Column A is 'Sr No', B is 'Date', C is 'Startup Name', D is 'Industry Vertical', E is 'SubVertical', F is 'City Location', G is 'Investors Name', and H is 'Investment Type'. The data includes various startups like Lenskart.com, Healthians, Licious, InCred, Trell, Rivigo, Ecozen, Rein Games, CarDekho, Dhruva Space, Paytm, Aye Finance, Clumio, Digital Mall Asia, Furtados School of Music, Healthians, Medikabazaar, Burger Singh, and Ninjacart, along with their respective details and investors.

**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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