[Getting Started with Excel | Excel For Beginners | FREE Excel Course - YouTube](https://www.youtube.com/watch?v=UPABcYhugZk&t=4s)

In this video, you will learn about the following topics:

* Which Version of Microsoft Excel I use
* Structure of the Excel working area,
  + Minimize and Maximize workbook
  + Quick Access tool bar
  + Tabs => about each groups called Ribbon
  + The name box and formula bar
  + Work area ( shortcut ctrl + right arrow) …
  + The gray strip down to bottom the sheet area
  + About Scroll and zoom in and out
* How to navigate in Excel,
  + Best to use mouse to move around or the keyboard
  + Page down and page up key
  + Ctrl + page down and page up controls the sheet tab down
  + Scroll + ctrl for Zoom in and out
  + Use the name box e.g. Y23
* Ribbons and tabs, and Quick Access Toolbar (QAT)
  + Show each ribbons group
  + Add custom tool bar
  + Add custom Ribbons
  + Create custom Tab with its ribbon
  + Create a new group for ribbons
* What is an active cell alt short key
  + Can only edit one cell
  + Use alt then the shown short cut