

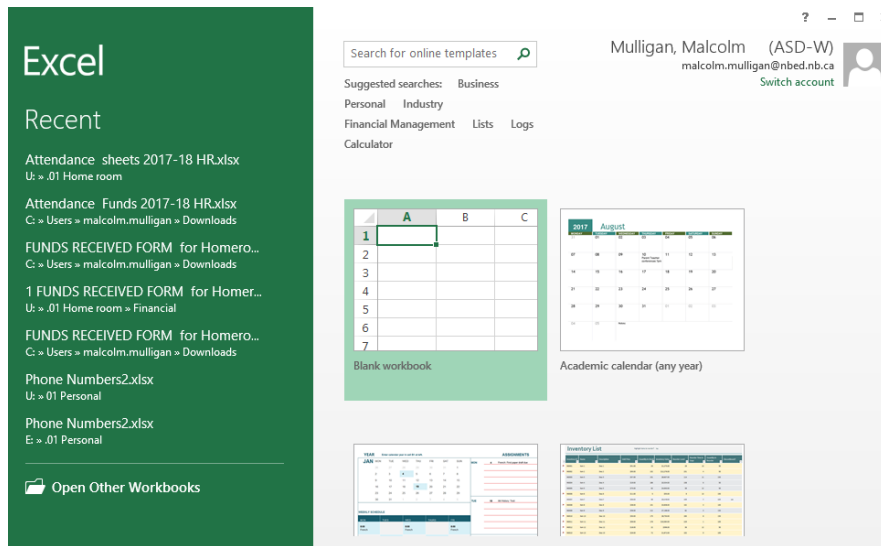
Introduction

Excel 2013 is a spreadsheet program that allows you to store, organize, and analyze information. While you may believe Excel is only used by certain people to process complicated data, anyone can learn how to take advantage of the program's powerful features. Whether you're keeping a budget, organizing a training log, or creating an invoice, Excel makes it easy to work with different types of data.

The Excel interface

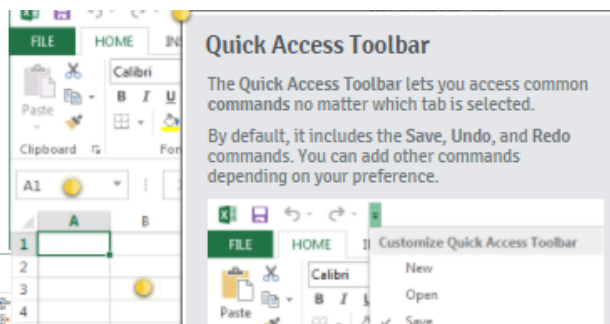
When you open Excel 2013 for the first time, the Excel Start Screen will appear. From here, you'll be able to create a new workbook, choose a template, and access your recently edited workbooks.

- From the Excel Start Screen, locate and select Blank workbook to access the Excel interface.



Some features to become familiar with include:

The Quick Access Toolbar

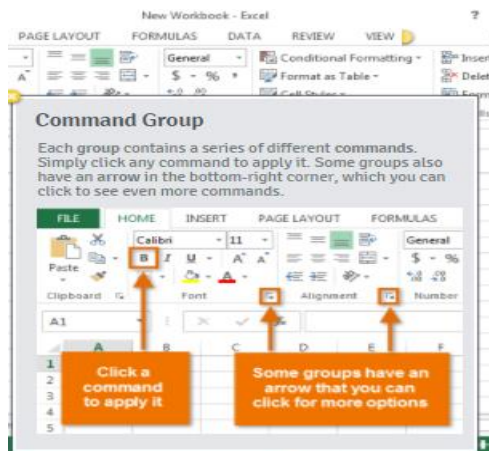


The Ribbon

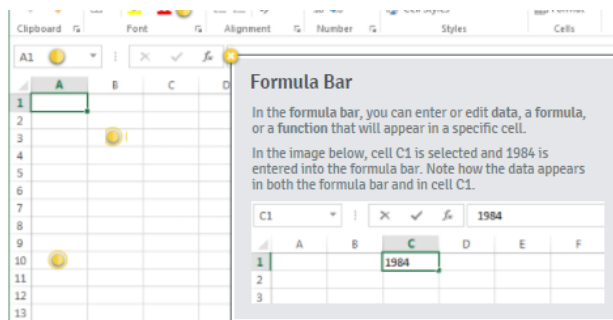
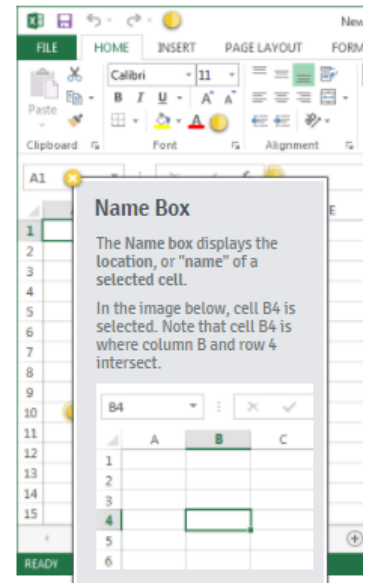


The Ribbon

The Command Group

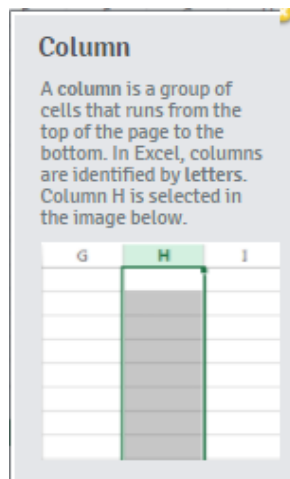


The Name Box

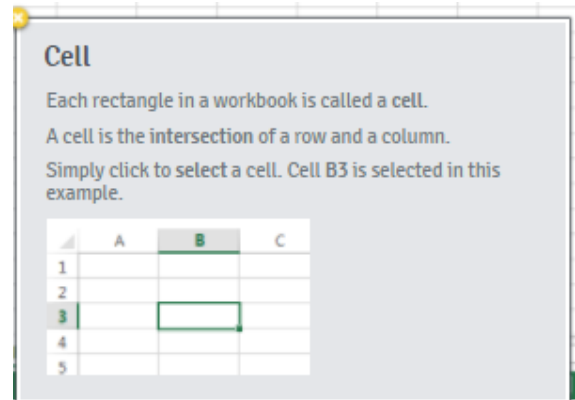


The Formula Bar

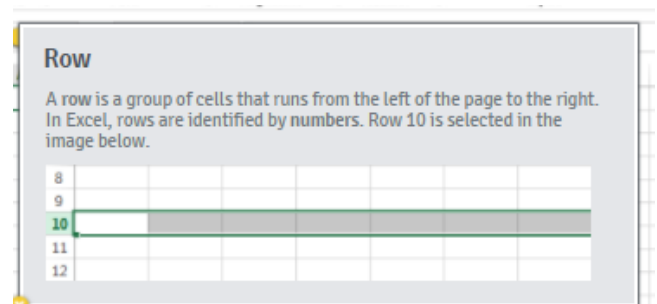
The Column



The Cell

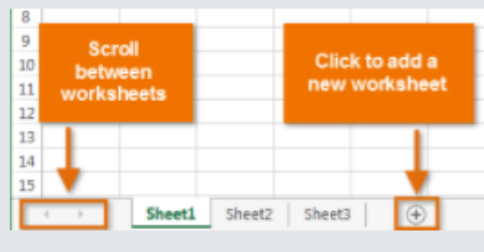


The Row



Worksheets

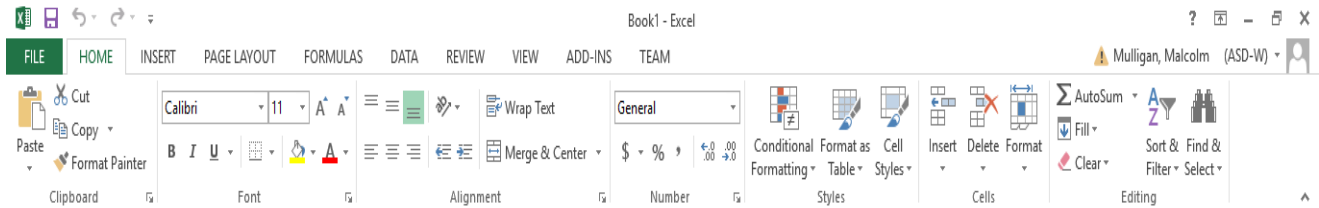
Excel files are called workbooks. Each workbook holds one or more worksheets (also known as "spreadsheets"). One worksheet will appear by default when you open an Excel workbook. It's easy to rename, add and delete worksheets.



Worksheets

The Ribbon

Excel 2013 uses a tabbed Ribbon system instead of traditional menus. The Ribbon contains multiple tabs, each with several groups of commands. You will use these tabs to perform the most common tasks in Excel.

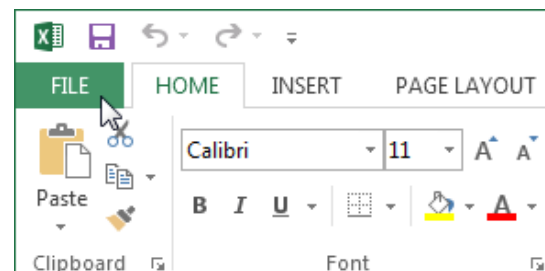


The **Home** tab gives you access to some of the most commonly used commands for working with data in Excel 2013, including **copying and pasting**, **formatting**, and **number styles**. The Home tab is selected by default whenever you open Excel.

Backstage view

Backstage view gives you various options for saving, opening a file, printing, and sharing your workbooks.

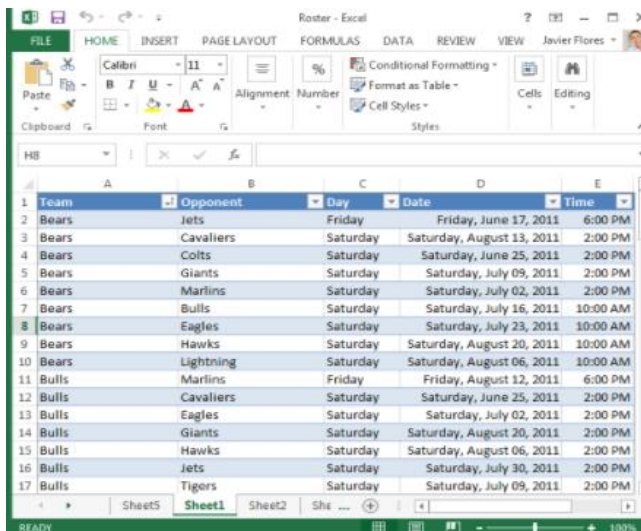
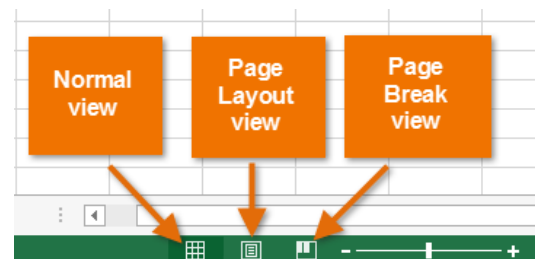
To access **Backstage view** click the File tab on the Ribbon. Backstage view will appear.



Worksheet views

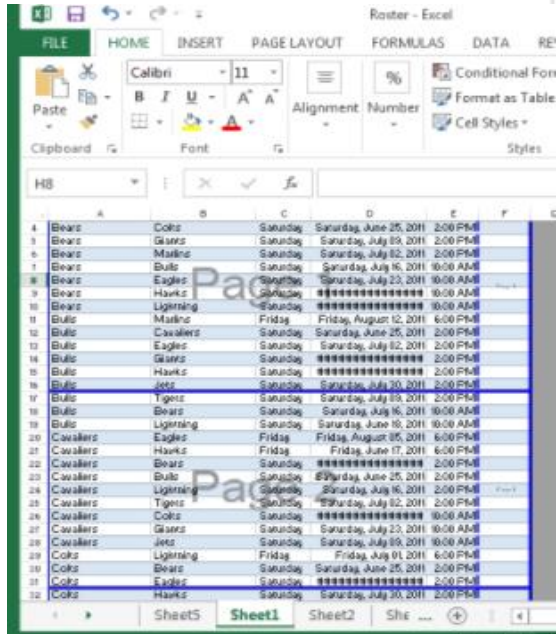
Excel 2013 has a variety of viewing options that change how your workbook is displayed. You can choose to view any workbook in Normal view, Page Layout view, or Page Break view. These views can be useful for various tasks, especially if you're planning to print the spreadsheet.

- To change worksheet views, locate and select the desired worksheet view command in the bottom-right corner of the Excel window.



Normal View: This is the default view for all worksheets in Excel.

Page Layout View: This view helps when planning to print your worksheet. You can also add headers and footers from this view.



A	B	C	D	E
Eagles	Lightning	Saturday	Saturday, July 30, 2011	2:00 PM
Eagles	Marlins	Saturday	Saturday, July 09, 2011	2:00 PM
Eagles	Tigers	Saturday	*****	2:00 PM
Eagles	Bears	Saturday	Saturday, July 23, 2011	10:00 AM
Eagles	Hawks	Saturday	Saturday, July 16, 2011	10:00 AM
Eagles	Jets	Saturday	*****	10:00 AM
Giants	Lightning	Friday	Friday, August 12, 2011	6:00 PM

Click to add footer

Click to add header

Giants	Tigers	Friday	Friday, June 24, 2011	6:00 PM
Giants	Bears	Saturday	Saturday, July 09, 2011	2:00 PM
Giants	Bulls	Saturday	*****	2:00 PM
Giants	Jets	Saturday	Saturday, July 02, 2011	2:00 PM
Giants	Cavaliers	Saturday	Saturday, July 23, 2011	10:00 AM
Giants	Colts	Saturday	Saturday, July 16, 2011	10:00 AM
Giants	Marlins	Saturday	*****	10:00 AM

Page Break view: This view makes it easy to change the location of page breaks in your workbook, which is especially helpful when printing a lot of data from Excel.

Excel Activity Challenge 1:

1. Open Excel 2013.
2. Click through all of the **tabs**, and review the **commands** on the **Ribbon**.
3. Try **minimizing** and **maximizing** the **Ribbon**.
4. Add the **Print** preview command to the **Quick Access** toolbar.
5. Try switching **worksheet** views.
6. **Close** Excel (you do not have to save the workbook).