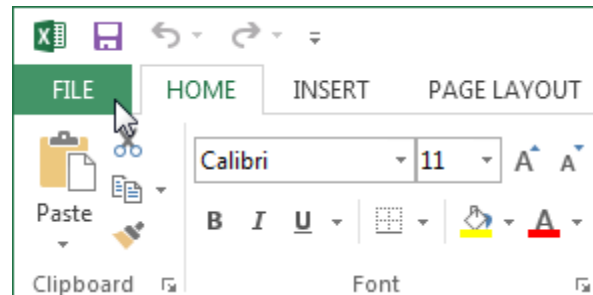


Introduction

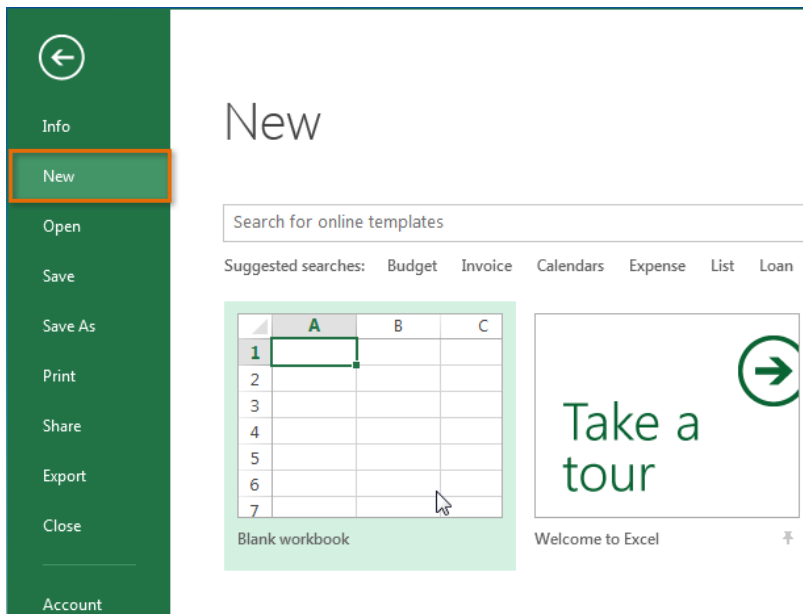
Excel files are called **workbooks**. Whenever you start a new project in Excel, you'll need to **create a new workbook**. There are several ways to start working with a workbook in Excel 2013. You can choose to **create a new workbook**—either with a **blank workbook** or a predesigned **template**—or **open an existing** workbook.

To create a new blank workbook:

1. Select the File tab. Backstage view will appear.



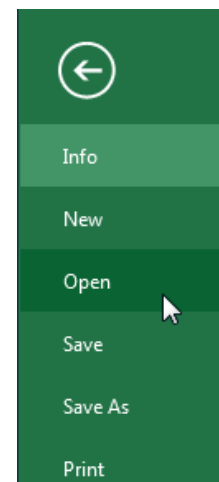
2. Select **New**, then click **Blank workbook**.



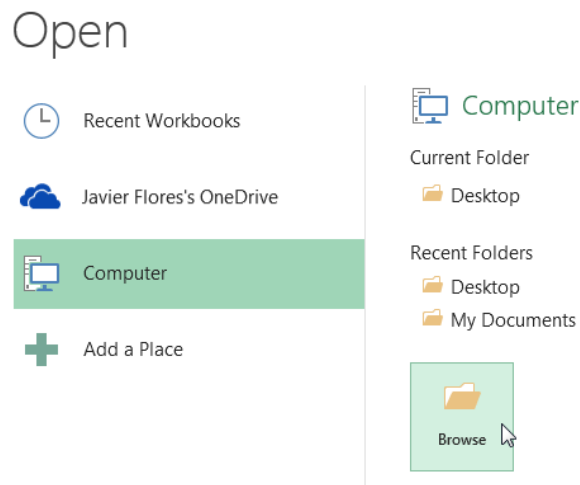
To open an existing workbook:

In addition to creating new workbooks, you'll often need to open a workbook that was previously saved. To learn more about saving workbooks, visit our lesson on **Saving and Sharing Workbooks**.

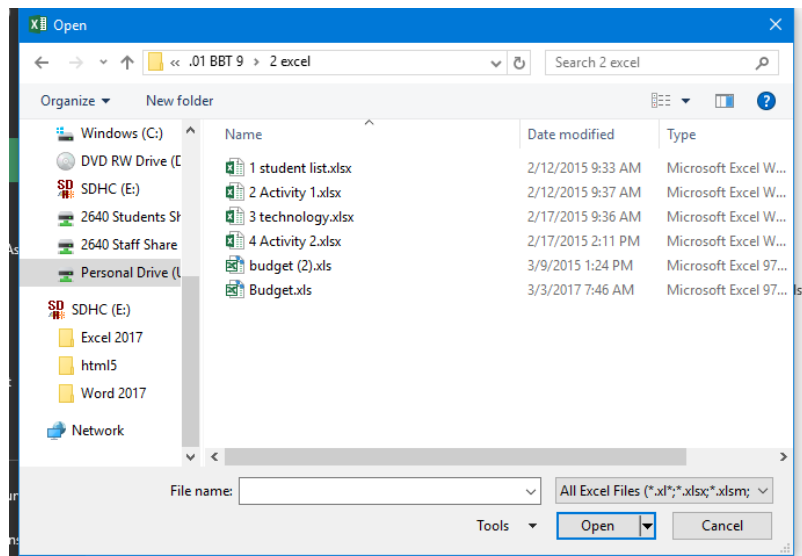
1. Navigate to **Backstage view**, then click **Open**.



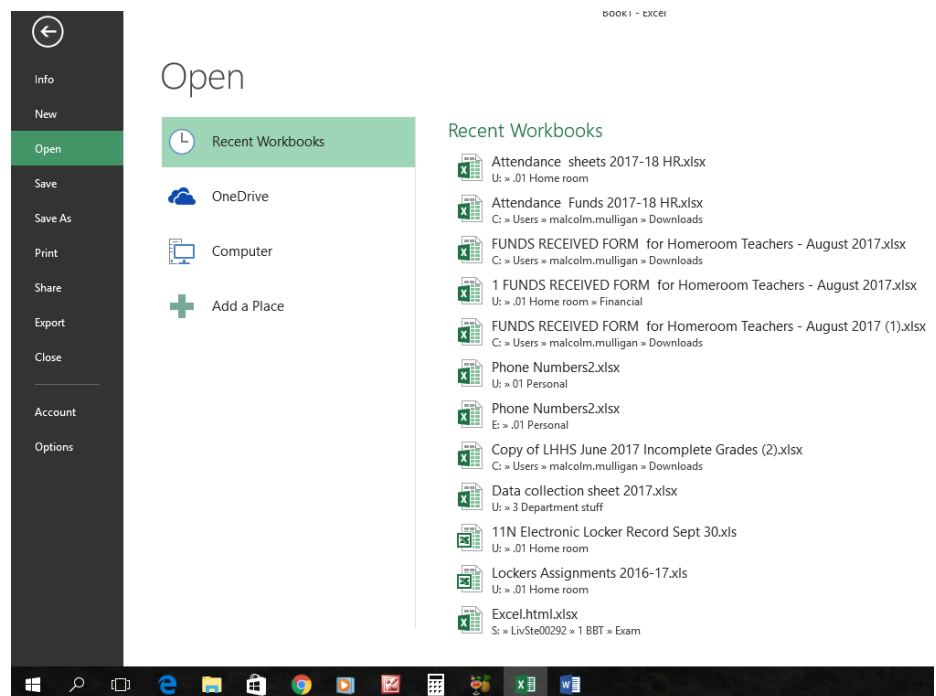
2. Select **Computer**, then click **Browse**.



3. The **Open** dialog box will appear. Locate and select your **workbook**, then click **Open**.



4. If you've opened the desired workbook recently, you can browse your **Recent Workbooks** rather than search for the file.



Activity 2 Challenge!

1. Create a **new blank workbook**.
2. Open an **existing workbook** from your computer.
3. **Pin** a folder to Backstage view (See below for instructions).
4. Create a new workbook using a **template**.

Resources:

<https://www.gcflearnfree.org/excel2013/creating-and-opening-workbooks/1/>

<https://lpgraphics.wordpress.com/2012/12/06/how-to-pin-a-file-to-the-recent-documents-list-in-word-excel-powerpoint-and-access-that-is-frequently-used/>

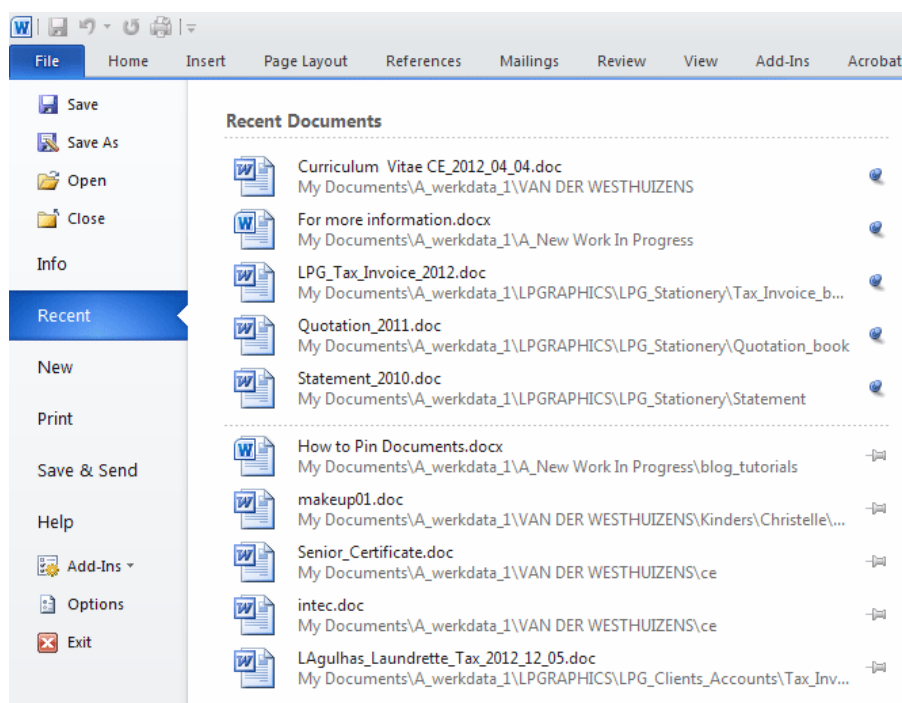
How to pin a file to the Recent Documents list in Word, Excel, PowerPoint, and Access that is frequently used.

December 6, 2012 by LPGraphics from: <https://lpgraphics.wordpress.com/2012/12/06/how-to-pin-a-file-to-the-recent-documents-list-in-word-excel-powerpoint-and-access-that-is-frequently-used/>

By default, the Recent Documents list is generated automatically by Word based on the documents that you open. The list changes as you open different files. However, if you frequently open a specific document, you can pin it to the list. By doing so, the document always remains on the Recent Documents list until you remove it.

Click on the File Tab to go to the Backstage View.

Click on Recent (You'll notice that each document in the list has a pin icon beside it.)

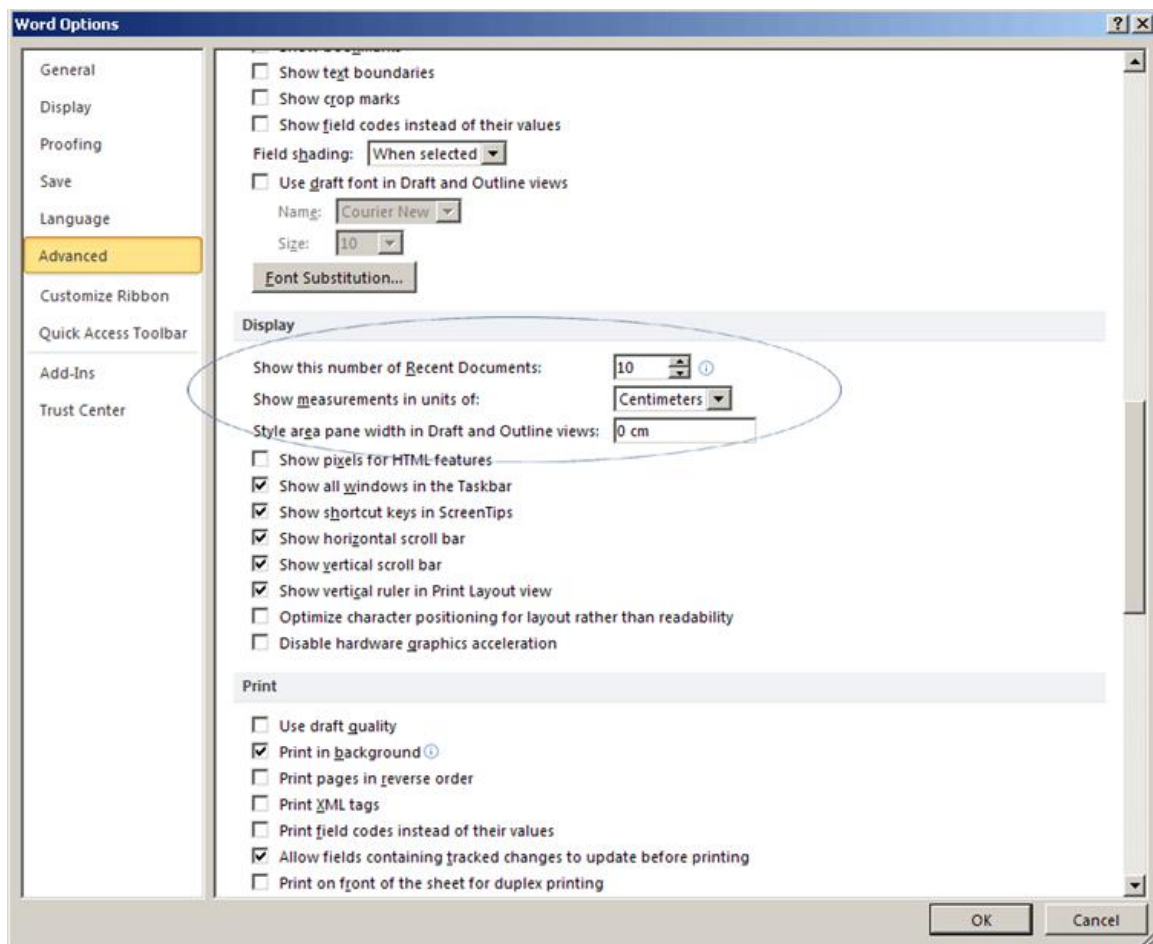


Simply click the pin beside the document or documents that you want to keep on the list.

Once you click the pin icon beside a document, the icon changes to a push pin. Now when you want to open the document, simply select the document from the Recent Documents list.

Note: you can also increase the number of files on the Recent Documents list in Word 2010.

To increase or decrease the number of documents in the Recent Documents list:
Click on the File Tab
and select Word Options.
Click Advanced.



Find the section Display.

Beside the Show this number of Recent Documents option,
select the number of files you want Word to keep in the list.

Note, if you select zero, Word will not display any files in the list.