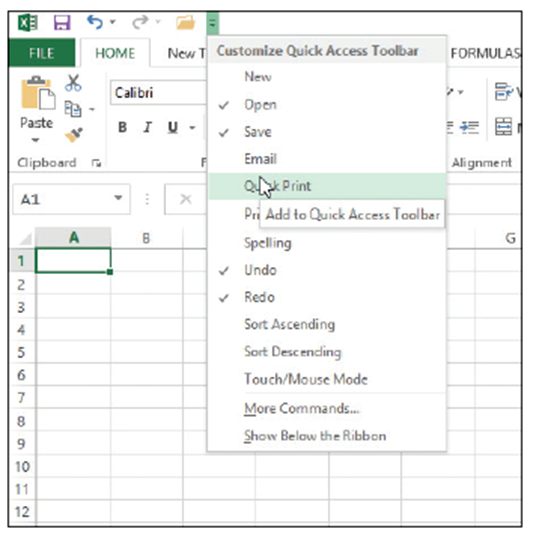
Step by Step 1: Start Excel

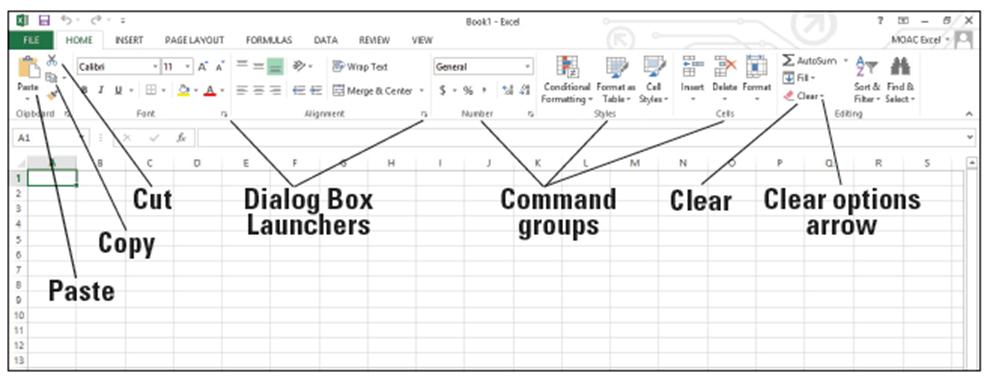
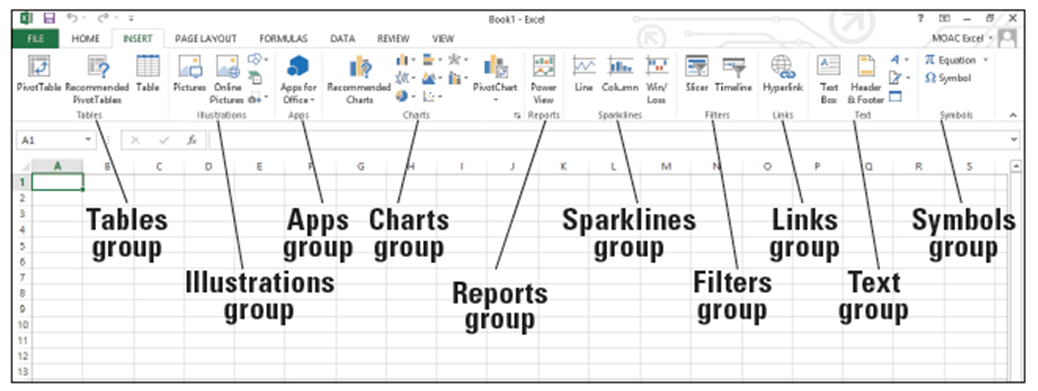
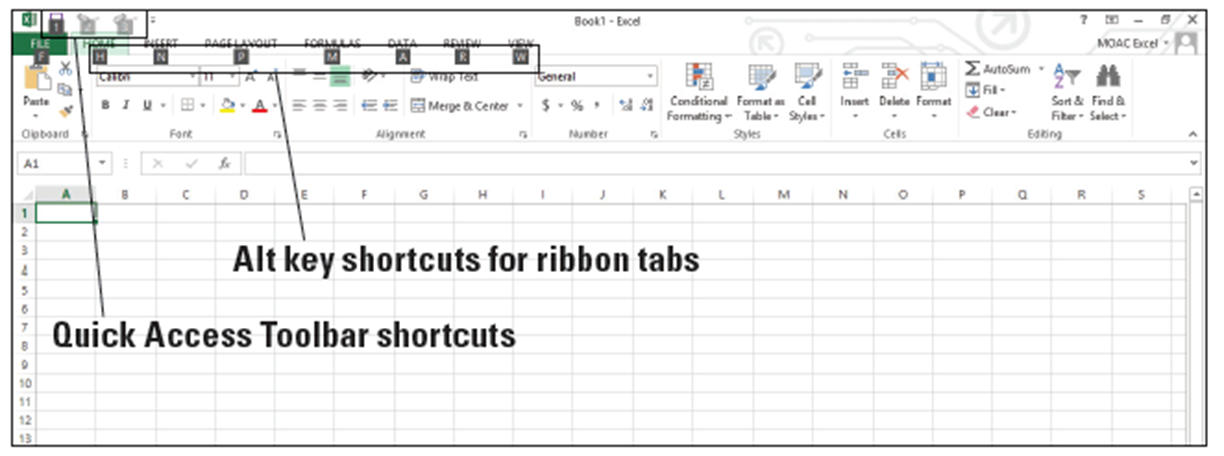
* + **GET READY.** To complete this exercise, make sure your computer is running and Microsoft Excel is installed. Then, perform the following steps:
  1. If the Windows desktop is displayed, click the **Start** charm in the bottom left corner of the Windows 8 screen.
  2. Right-click in a blank area of the screen and click **All apps**.
  3. In the list of applications under Microsoft Office 2013, click **Excel 2013**.
  4. A window opens to recent Excel files you've opened and examples of templates you can use (see Figure 1-2).
  5. Click **Blank workbook**. A blank workbook opens, and the worksheet named *Sheet1* will be displayed as shown previously.
* **PAUSE. LEAVE** the workbook open for the next exercise.

Step by Step 2: Start Excel

* + **GET READY.** **USE** the blank workbook you opened in the previous exercise to perform these steps:
  1. Point to each icon on the Quick Access Toolbar and read the description that appears as a ScreenTip.
  2. Click the drop-down arrow at the   
     right side of the Quick Access Tool  
     bar. From the drop-down list,   
     select **Open**. The Open icon is   
     added to the Quick Access   
     Toolbar. Click the down arrow   
     again and select **Quick Print**   
     from the drop-down list   
     as shown at right.
  3. Next, right-click anywhere on the Quick Access Toolbar, and then select **Show Quick Access Toolbar Below the Ribbon**.
  4. Right-click the **HOME** tab and click **Collapse the Ribbon**. Now, only the tabs remain on display, increasing the workspace area.
  5. Right-click the **HOME** tab again and choose **Collapse the Ribbon** to uncheck the option and make the ribbon commands visible again.
  6. Click the drop-down arrow on the right side of the Quick Access Toolbar to produce a menu of options. Click **Show** **Above the Ribbon** from the pop-up menu.
  7. Right-click the **Open** command, and select **Remove from Quick Access Toolbar**.
  8. Click the drop-down arrow on the right side of the Quick Access Toolbar and click **Quick Print** to remove the checkmark from the menu and thus remove the Quick Print icon from the Quick Access Toolbar.
* **PAUSE. LEAVE** the workbook open for the next exercise.

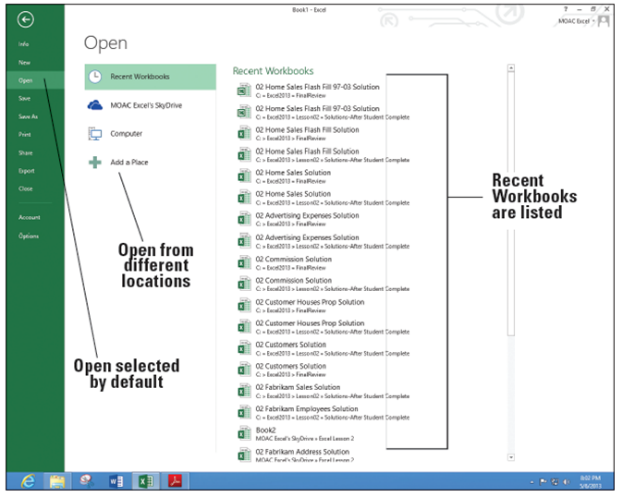
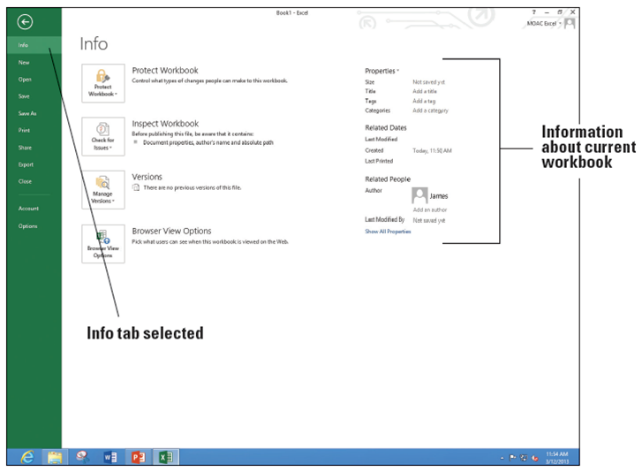
Step by Step 3: Navigate the Ribbon

* + **GET READY.** **LAUNCH** Excel if necessary and open any workbook.

1. Click the HOME tab to make it active and click cell A1. Your ribbon should look similar to the one shown below.
2. In the Alignment group, click the Dialog Box Launcher to display the Alignment tab in the Format Cells dialog box.
3. Click the Cancel button to close the dialog box.
4. Click the **INSERT** tab. Your screen should now look similar to Figure 1-6. Commands on the INSERT tab enable you to add charts and illustrations and perform other functions that add items to enhance your Excel worksheets.
5. Click the **HOME** tab.
6. Press and release the Alt key to display onscreen Keytips that show keyboard shortcuts for certain commands (below).
7. Type **W** to display the VIEW tab and then type **Q** to display the Zoom dialog box.
8. Click **Cancel** or press **Esc** to close the Zoom dialog box.
9. Press **Alt + H** to return to the HOME tab.
10. Press **Alt** to turn off the Keytips.
11. In the Editing group, click the **Clear arrow** to display the Clear options.
12. Press **Esc** to turn off the options.

* **PAUSE. CLOSE** Excel.

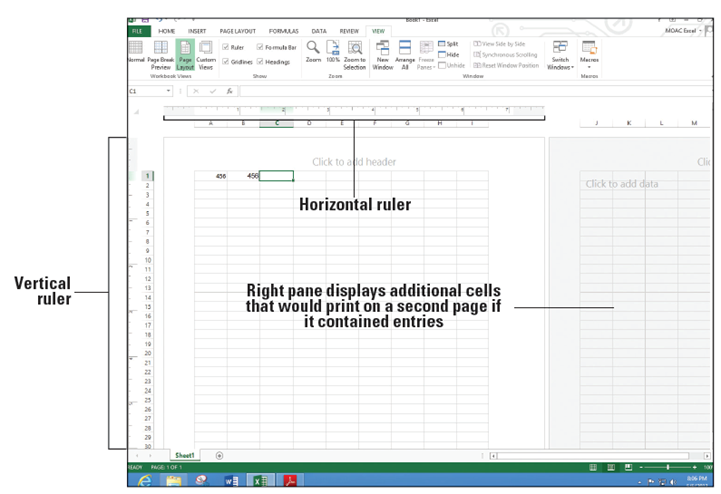
Step by Step 4: Office Backstage

* + **GET READY.** You should not have Excel running for this exercise.
  1. **LAUNCH** Excel and click **Blank workbook** to start a new workbook. Notice that Book1   
     displays in the title bar at the top of the screen.
  2. Click the **FILE** tab. This opens Backstage view (see right).
  3. Notice that the Excel Backstage view and Excel icon on the taskbar is green. The Office suite has customized colors to designate which application you are using.
  4. The commands are on the left pane of the screen. Click **Info** and the right pane changes (above).
* **PAUSE.** **CLOSE** Excel for the next exercise.

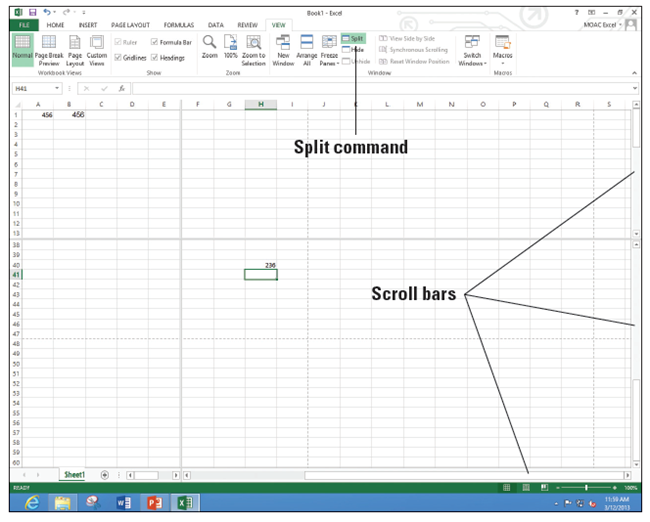
Step by Step 5: Use the Microsoft Office FILE Tab and Backstage View

* + **GET READY. LAUNCH** Excel and open a new blank workbook.
  1. Click the **FILE** tab to open Backstage view.
  2. Click **Close** in the left pane. Your worksheet disappears, but Excel remains open.
  3. Click the **FILE** tab again, and then click **New**. The right pane shows the available options, which are the same as when you launch Excel.
  4. Click **Blank workbook**. A new blank workbook is opened.
* **PAUSE. CLOSE** Excel.

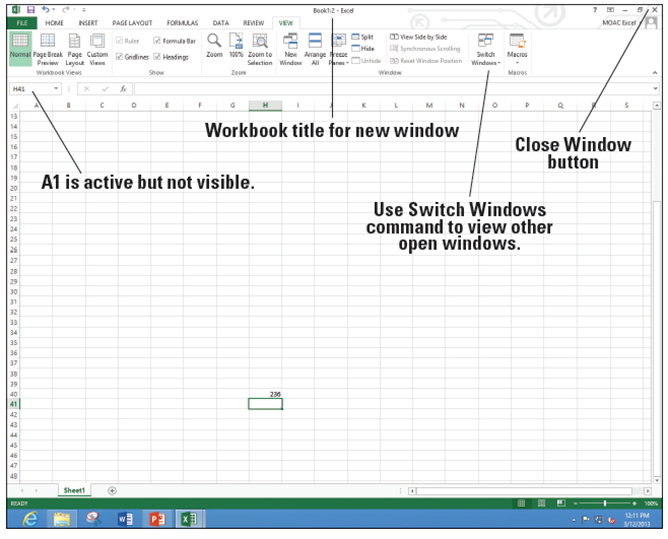
Step by Step 6: Change Excel’s View

* + **GET READY.** **LAUNCH** Excel and start a new workbook.
  1. If necessary, click the **HOME** tab to activate it.
  2. Select cell **A1** to make it active. Then type **456** and press **Tab**.
  3. In the lower-right corner of the Font group, click the **Dialog Box Launcher** arrow. The Format Cells dialog box shown in Figure 1-10 opens. In most cases, your default font in Excel will be Calibri, 11 point, without bold or italics.
  4. Notice that the Font tab of the dialog box is active. Scroll down in the **Font** list, click **Arial**, and then click **OK**.
  5. Cell B1 should now be the active cell in your worksheet. Type **456** in this cell, and then press **Tab**. Notice the difference in size and appearance between this number and the one you entered in cell A1.
  6. Click the **VIEW** tab.
  7. In the Workbook Views group, click **Page Layout**. Your worksheet should look like the figure below. In this view, you can see the margins, where pages break, and you can add a header or footer.
  8. In the Workbook Views group, click **Normal** to return the worksheet to the view that no longer shows rulers, headers, footers, or page breaks.
* **PAUSE. LEAVE** the workbook open for the next exercise.

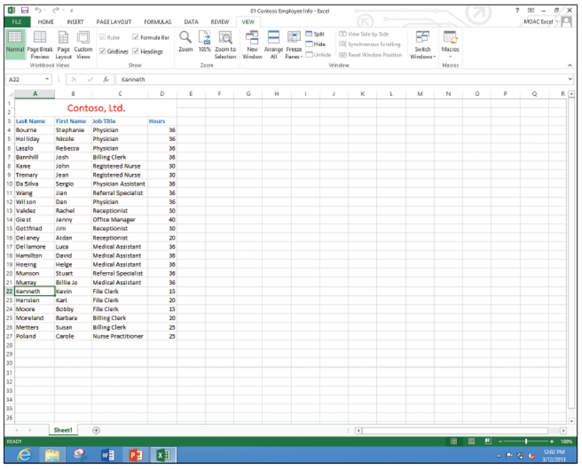
Step by Step 7: Split the Window

* + **GET READY.** **USE** the worksheet you left open in the previous exercise or type 456 in cells A1 and B1 in a new workbook.
  1. Click cell **F1** to make it active.
  2. On the VIEW tab, click **Split**. Notice that the screen is split vertically in two different panes.
  3. In the horizontal scroll bar of the right pane, hold down the right arrow until you see cell **AA1**. Notice that you can still see cells A1 and B1 in the left pane.
  4. Click **Split** again. The screen is no longer split.
  5. Click in cell **A17** and click **Split**. The screen is split horizontally in two different panes.
  6. Click **Split** again. The screen is no longer split.
  7. Click in cell **F14** and click **Split**. The screen is split into four panes this time.
  8. Choose the lower right quadrant by clicking any cell in that pane, and then scroll down to display row **40**.
  9. Type **236** in cell H40 and press **Enter**. The data you entered in cells A1 and B1 should be visible along with what you just entered in cell H40   
     (right).
  10. Click **Split** to remove the split. The data in cell H40 is no longer visible.
* **PAUSE. LEAVE** the workbook open to use in the next exercise.

Step by Step 8: Open a New Window

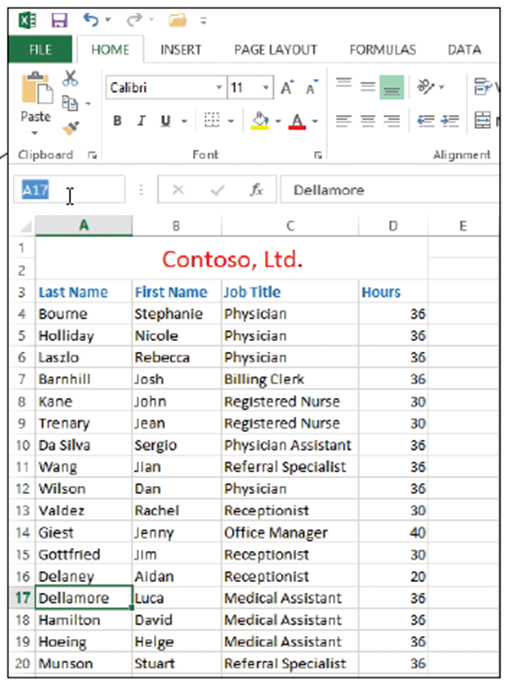
* + **GET READY.** **USE** the worksheet you left open in the previous exercise or type 456 in cells A1 and B1and 236 in cell H40 in a new workbook.
  1. Press **Ctrl + Home** to make A1 the active cell.
  2. With the VIEW tab active, in the Window group, click **New Window**. A new window titled *Book1:2* opens. If you have opened a different number of new workbooks, your title bar might show a different book number. The colon and then 2 (:2) indicates that there are two windows of the same workbook open.
  3. Scroll down in the window until cell H40 is visible (right). Although cell A1 is not visible, it is still the active cell. It is important to note that you have opened a new view of the active worksheet—not a new worksheet.
  4. Click **Switch Windows**. A drop-down list of all open windows appears. Book 1:2 is checked, which indicates that it is the active window.
  5. Click **Book 1:1**. You now see the original view of the worksheet with cell A1 active.
  6. Click **Switch Windows** and make **Book1:2** active.
  7. Click the **Close Window** button (in the upper-right corner of the workbook window) to close Book1:2. The window closes, and Book1 in the title bar tells you that you are now looking at the only open view of the workbook.
  8. Click the **FILE** tab and then click **Close**.
  9. When asked if you want to save the changes in Book1, click **Don’t Save**.
* **PAUSE. LEAVE** Excel open for the next exercise.

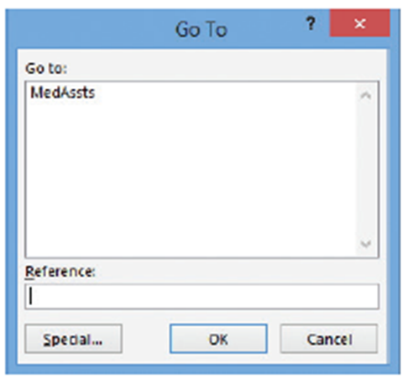
Step by Step 9: Open an Existing Workbook

* + **GET READY.** In this exercise, you use commands on the FILE tab to find and open an existing workbook.
  1. In Excel, click the **FILE** tab and click **Open**. Documents you recently created or edited appear in the right pane, in the Recent Workbooks area.
  2. Click **Computer** and then click **Browse**.
  3. In the Open dialog box, choose the location for the WileyPLUS files.
  4. Select ***01 Contoso Employee Info***from the listed files, and then   
     click **Open**. The file opens as shown   
     at right, with the workbook name   
     displayed in the   
     title bar.
  5. Click the **FILE** tab, and then click **Close** to close the Employee workbook.
* **PAUSE. LEAVE** Excel open for the next exercise.

Step by Step 10: Navigate a Worksheet

* + **GET READY.** Click the FILE tab, and then click Open. In the Recent Workbooks area, click ***01 Contoso Employee Info*** or go to the class folder and open this file.
  1. Press **Ctrl + End** to move to the end of the document (cell D27).
  2. Press **Ctrl + Home** to move to the beginning of the document (cell A1).
  3. Click in the **Name Box**, type **A3**, and press **Enter** to make the cell active.
  4. Press **Ctrl + Down Arrow** to go to the last row of data (cell A27).
  5. Press **Ctrl + Right Arrow**. Cell D27, the last column in the range of data, becomes the active cell.
  6. Press **Ctrl + Down Arrow**. The last possible row in the worksheet displays.
  7. Press **Ctrl + Home**.
  8. Press **Scroll Lock**. Then press the **Right Arrow** key. This moves the active column one column to the right, and the whole worksheet moves.
  9. Use the vertical scroll bar to navigate from the beginning to the end of the data.
  10. If your mouse has a wheel button, roll the wheel button forward and back to quickly scroll through the worksheet.
* **PAUSE.** Press **Scroll Lock** again to turn it off. **LEAVE** the workbook open for the next exercise.

Step by Step 11: Navigate Data with the Go To Command

* + **USE** the ***01 Contoso Employee Info*** workbook from the previous exercise.
  1. Select cell **A17**.
  2. In the Name Box to the left of the formula bar, select cell **A17**, as indicated t right.
  3. Delete **A17**, type **MedAssts**, and press **Enter**.
  4. Select cell **M11**.
  5. Click **Find & Select** in the   
     Editing group of the HOME   
     tab. Click **Go To** in the menu.   
     The Go To dialog box appears   
     (right).
  6. In the Go to list, click **MedAssts**, then click **OK**.
  7. Cell A17 becomes the active cell.Click **Find & Select** again, and then click **Go To Special** in the menu. The Go To Special dialog box appears (see Figure 1-18).
  8. In the Go To Special dialog box, click **Last cell**.
  9. Click **OK**. Cell D27 becomes the active cell. The last cell is the lower rightmost cell in the worksheet with contents or formatting.
* **CLOSE** the workbook and do not save. **LEAVE** Excel open for the next exercise.