

# STARTING EXCEL FROM THE DESKTOP

To create or edit a workbook, the first thing you must do is start Excel. The first time you use Excel you will need to open it from the taskbar **Search the web and Windows** bar or the **All**

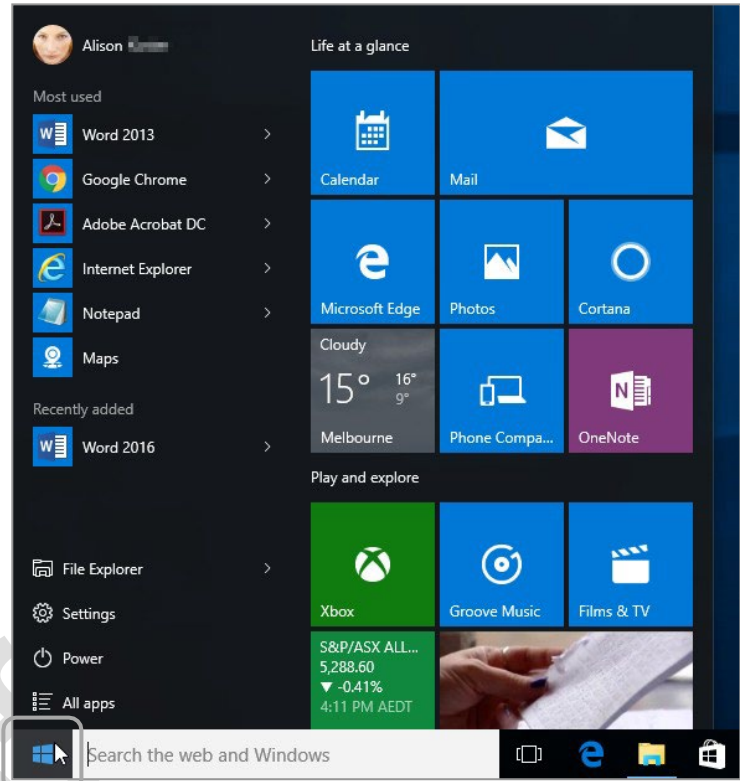
**apps** list in the **Start** menu. You can then choose to pin it to the **Start** menu or the taskbar so that you can access it more quickly and easily the next time you use it.

## Try This Yourself:

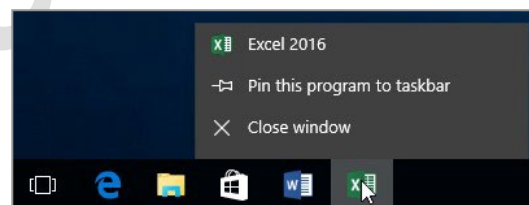
*Before you begin, ensure that your computer is switched on and the desktop is displayed...*

- 1 If there is no **Excel** icon in the taskbar at the bottom of the desktop, click on the **Windows** icon in the taskbar, as shown, to display the **Start** menu
- 2 Click on **All apps** to display a list of all the apps on your computer
- 3 Scroll down to the **E** section **Excel 2016 is listed here...**
- 4 Click on **Excel 2016** to start Excel
- 5 Right-click on the Excel icon in the taskbar to display a menu of options, as shown, then select **Pin this program to taskbar**  
*You can now click on this icon to open Excel from the desktop. This icon will remain in the taskbar unless you remove it...*
- 6 Repeat step 5 to select **Close window** to close Excel
- 7 Click on the Excel icon in the taskbar to open **Excel** again

1



5



## For Your Reference...

To **add** an **Excel icon** to the **desktop taskbar**.

1. Display the **Start** menu, then click on **All apps**
2. Right-click on **Excel 2016**
3. Select **Pin to taskbar**

## Handy to Know...

- You can start Excel by clicking in the taskbar **Search...** bar, typing **excel**, then clicking on Excel in the list of search results.
- You can pin Excel to the **Start** menu by displaying the **All apps** list, right-clicking on **Excel 2016** and selecting **Pin to Start**.

# UNDERSTANDING THE EXCEL START SCREEN

Unless you start Excel with a specific data file, **Excel 2016** will open with the Excel **start** screen displayed. This acts as a gateway into Excel and from this initial screen you can choose what kind

of workbook you want to work with. You can choose to work with a recent file, open an existing file, or create a new file using the available templates.

## The Excel 2016 Start Screen

In Microsoft Excel your data is stored in a file referred to as a workbook.

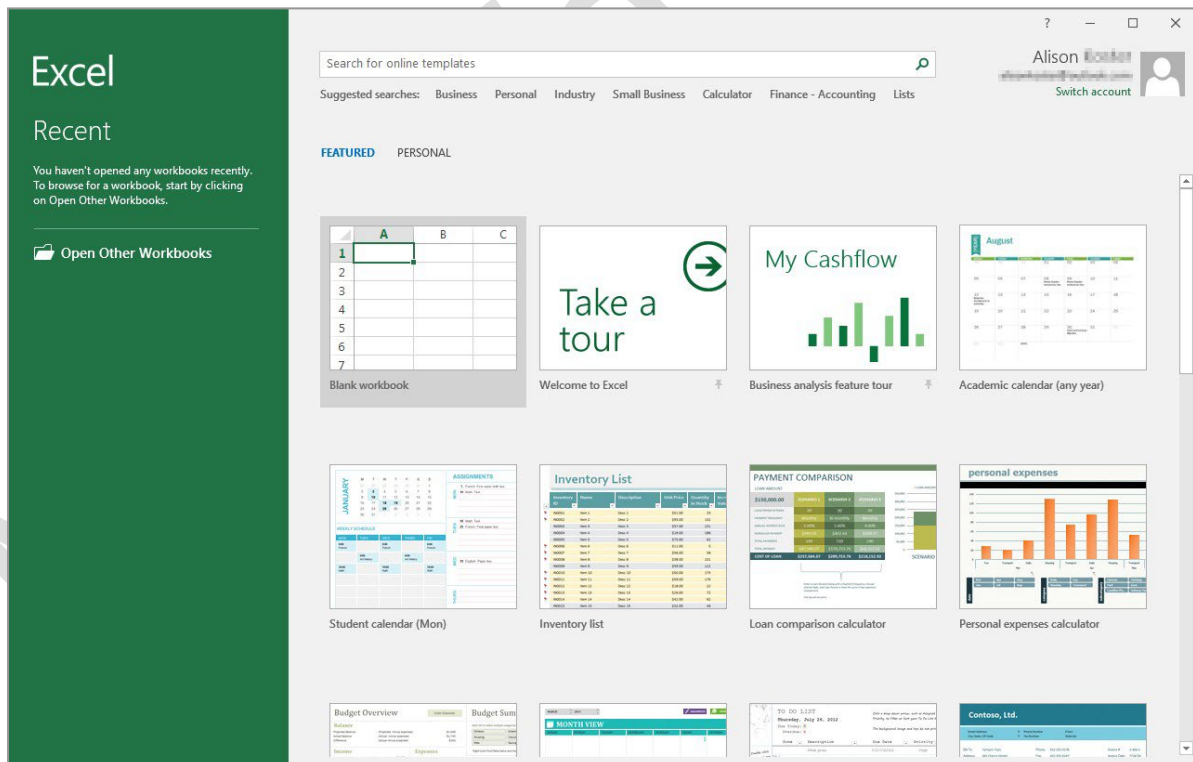
The Excel 2016 start screen is very helpful if you want to quickly access files you have worked on recently or create a new workbook file based on one of the available templates (including the default Blank workbook template). It acts as a gateway into the program.

If you have already worked on workbooks, a list of recent files will display below **Recent** in the green pane to the left of the screen. If you haven't worked on any workbooks yet you can open existing files by clicking on **Open Other Documents** (below **Recent** in the left green pane). This allows you to open an existing workbook file from your computer or **OneDrive**.

The right side of the start screen displays thumbnail previews of available templates you can use to create a new workbook. It also contains the **Search for online templates** box, which you can use to search the internet for additional templates.

Templates are simply layouts that have already been created which you can customise to suit your needs and then enter relevant data. If you want to start with a clean slate you can choose the **Blank workbook** template – you'll probably find this is the one you'll use the most.

In the top right corner of the start screen you'll see information about the account you've used to sign into Windows, as well as commands such as **Microsoft Excel Help**, **Minimise**, **Restore Down** (or **Maximise**) and **Close**.



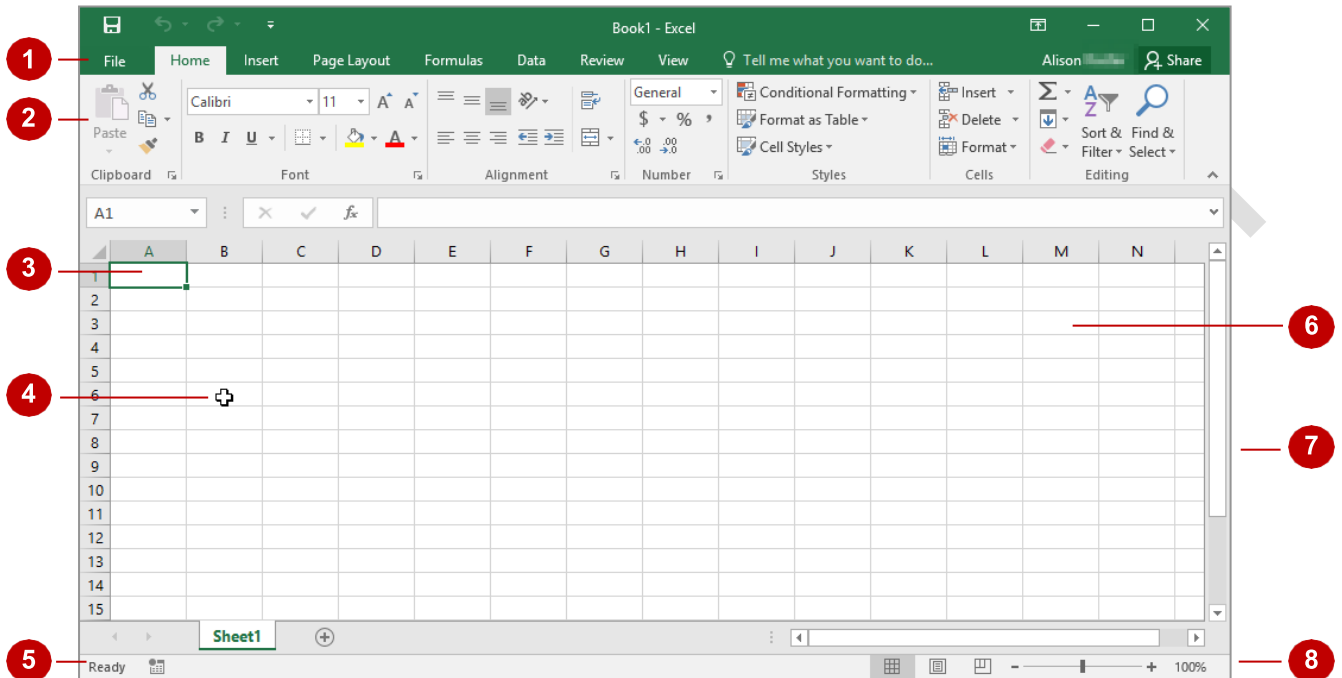
The **start** screen will only display when you launch the **Excel 2016** application directly – that is, by clicking on **Excel 2016** in the **All apps** list in the **Start** menu, searching for Excel and clicking on it in the search results, or clicking on the taskbar icon if the application has been pinned to the desktop taskbar.

**Excel 2016** can also be started by double-clicking on a workbook file in **File Explorer**. When this occurs **Excel 2016** will bypass the **start** screen shown above and open the workbook directly.

## THE EXCEL WORKBOOK SCREEN

The **Excel** screen is made up of several key components which are described on this page. Some of these components, such as the **ribbon** and **Backstage** view, are common to all other

Office 2016 applications so once you know how they work you won't have to relearn them when you use other applications.



- 1 The **File** tab is used to access the **Backstage** view which contains file management functions, such as saving, opening, closing, printing, sharing, and so on. There is also information contained here such as your document **Properties**. **Options** are also available so that you can set your working preferences for Excel.
- 2 The **ribbon** is the tabbed band that appears across the top of the window. It is the control centre of Excel. You use the **tabs** on the ribbon to access the **commands** that are categorised into **groups**.
- 3 The **active cell** is where text, numbers, and formulas will appear when you start typing.
- 4 The **mouse pointer** is used, amongst other things, to select a cell and make it active. It may appear as a large cross, as in this example, as an I-bar, or any number of other forms, depending upon its function at that position on the screen.
- 5 The **status bar** appears across the bottom of the window and displays useful information about what is happening in the worksheet. At present it shows **Ready** which means that Excel is ready to be used for your project.
- 6 The **worksheet** is like an electronic piece of paper ruled into columns and rows. The worksheet is where you type numbers, letters, and formulas to perform calculations. Notice that columns are headed using letters of the alphabet (A, B, C, etc.) while rows are designated using numbers down the left side.
- 7 The **scroll bar** indicates your current position in the worksheet and lets you move to other positions in the worksheet by clicking or dragging. The arrows can also be used to move through the worksheet.
- 8 The **View** buttons and the **Zoom Slider** are used to change the view or to increase/decrease the zoom ratio for your worksheet.

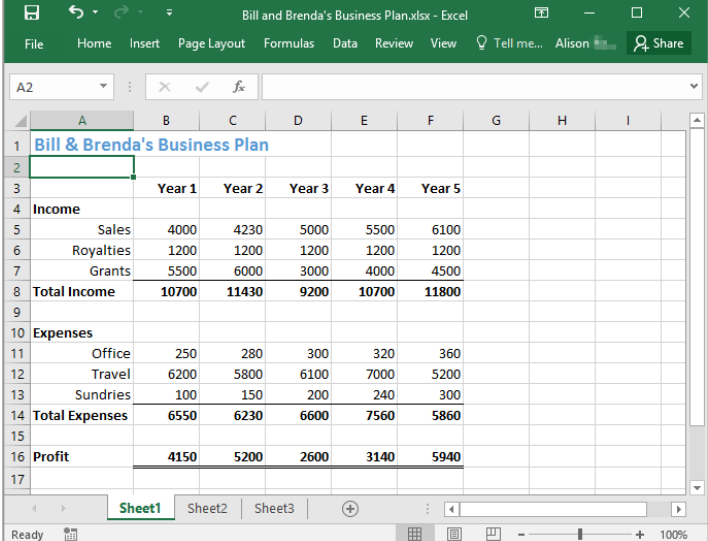
## HOW EXCEL 2016 WORKS

For a new user the Microsoft Excel 2016 screen can seem intimidating. However, you'll soon see that it is made up of three key areas. The data you type is placed on a **worksheet**. The data

within the worksheet can be manipulated and changed using commands on the **ribbon**. The worksheet is part of a larger entity known as a workbook which is controlled on the **Backstage**.

### The Worksheet

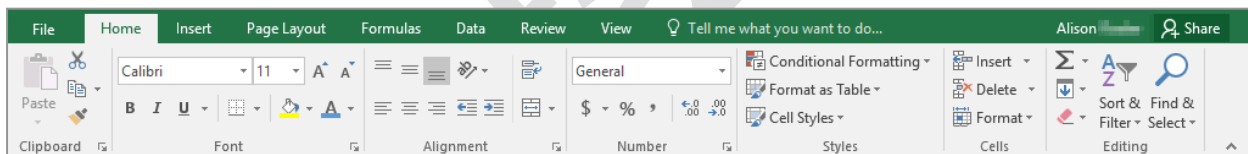
A worksheet appears as a number of rows and columns which form squares known as **cells**. Everything you type in Excel is entered into these cells. In the simple business plan shown to the right there are numbers and words entered into a worksheet. **Formulas** are also entered that automatically perform calculations. The **worksheet** is part of a larger entity known as a **workbook** – workbooks can be filed away for future use or for sharing and can also be printed.



	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Income</b>					
Sales	4000	4230	5000	5500	6100
Royalties	1200	1200	1200	1200	1200
Grants	5500	6000	3000	4000	4500
<b>Total Income</b>	<b>10700</b>	<b>11430</b>	<b>9200</b>	<b>10700</b>	<b>11800</b>
<b>Expenses</b>					
Office	250	280	300	320	360
Travel	6200	5800	6100	7000	5200
Sundries	100	150	200	240	300
<b>Total Expenses</b>	<b>6550</b>	<b>6230</b>	<b>6600</b>	<b>7560</b>	<b>5860</b>
<b>Profit</b>	<b>4150</b>	<b>5200</b>	<b>2600</b>	<b>3140</b>	<b>5940</b>

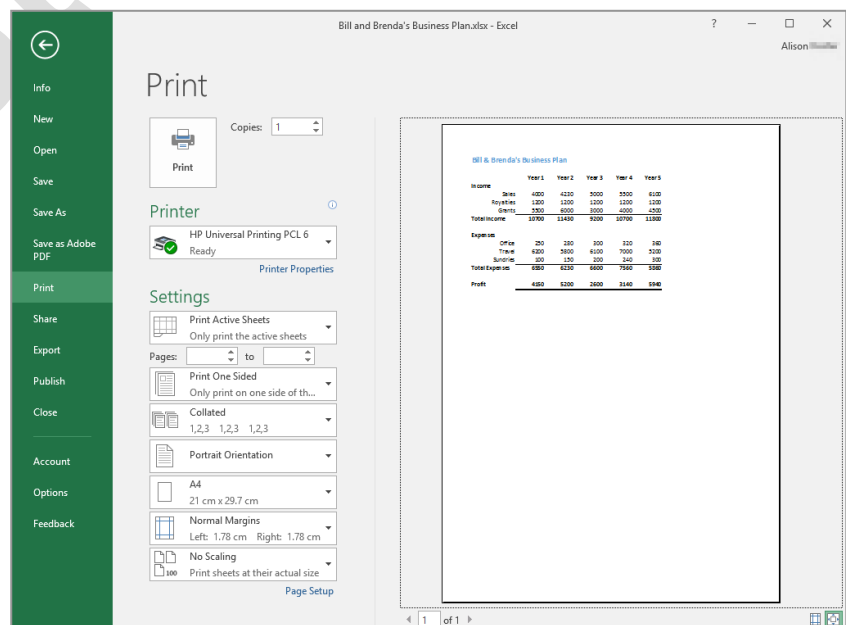
### The Ribbon

When you need to do something with the data in a worksheet, such as format it, colour it, analyse it, move it, copy it, and much more, you'll find all of the relevant commands on the **ribbon**. The ribbon has commands organised thematically using a series of tabs across the top.



### The Backstage View

When you want to do something with the data in your workbook, such as save it so that you can access it again later, print it, share it with a colleague, send it to your boss, protect it from prying eyes, or whatever, you will need to access the **Microsoft Office Backstage** area of Microsoft Excel. The **Backstage** is accessed using the **FILE** tab on the ribbon. Rather than offering you commands on a ribbon, **Backstage** occupies the entire screen and has a series of options down the left side. Here the **Print** option is active, and that is why you can see a preview of the worksheet and a series of print-related options.



# USING THE RIBBON

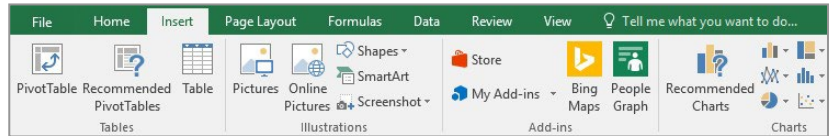
The **ribbon** is the command centre for Microsoft Excel. It provides a series of **commands** organised into **groups** and placed on relevant **tabs**. Tabs are activated by clicking on their

name to display the command groups. **Commands** are activated by clicking on a button, tool or gallery option. Everything you could possibly want to do in Excel will be found somewhere on this ribbon.

## Try This Yourself:

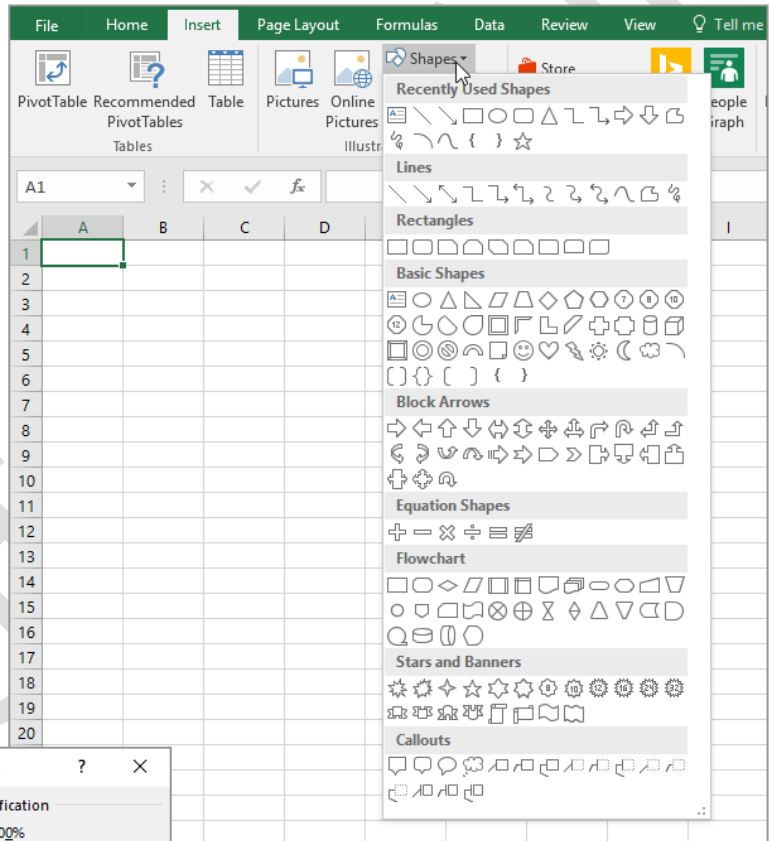
*Before you begin ensure Excel has started and you have a blank workbook open...*

- 1 Examine the **groups** on the **Home** tab of the ribbon  
*These are the most commonly used commands, including copy and paste, font and number formatting, styles and editing...*
- 2 Click on the **Insert** tab  
*The commands on this tab are used to create tables, illustrations, charts, headers and footers, text objects and symbols...*
- 3 Click on **Shapes** in the **Illustrations** group  
*A gallery of shapes will appear which can be inserted into the worksheet...*
- 4 Click on some of the other **tabs** across the top of the ribbon (**Page Layout**, **Formulas**, etc.) and examine the commands on them  
*Some of these open "dialog boxes"...*
- 5 On the **View** tab, click on **Zoom** in the **Zoom** group to display the **Zoom** dialog box
- 6 Click on **[Cancel]** then click on the **Home** tab



2

3



5

*Dialog boxes like this one provide settings or options for you to choose from. For example, in this one you can zoom the screen by varying percentages. We won't actually do anything at this point. You'll get plenty of opportunity for using dialog boxes at a later stage.*

## For Your Reference...

To **use** the **ribbon**:

1. Click on a **tab** to display the commands
2. Click on a **button** to activate a **command**, display a **gallery**, or display a **dialog box**

## Handy to Know...

- Additional tabs known as **contextual tabs** appear in specific circumstances. For example, if you insert a picture, the **Picture Tools: Format** tab will appear. This provides quick access to all of the tools you may need in order to modify and work with the picture.

## SHOWING AND COLLAPSING THE RIBBON

The **ribbon**, valuable as it is, does occupy a reasonable amount of space. To maximise your working space you can minimise the **ribbon** so only the tabs are visible, minimise it as a once-off

operation or have it constantly minimised and display full commands only briefly when a tab is clicked. You can do all this by using **Ribbon Display Options** button.

### Try This Yourself:

*Before you begin ensure Excel has started and you have a blank workbook open...*

**1** Click on the **Insert** tab to display the **Insert** commands

**2** Double-click on the **Insert** tab to minimise the ribbon

*While the tabs stay visible, the rest of the commands are hidden...*

**3** Click on **Ribbon Display Options** in the top right of the **title bar** to display a menu

**4** Click on **Show Tabs and Commands** to redisplay the ribbon with the commands

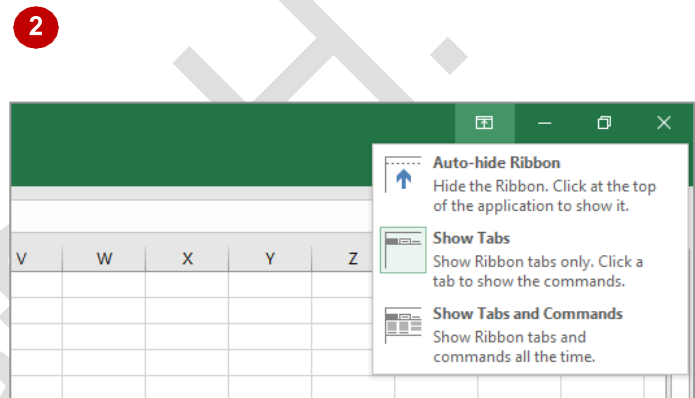
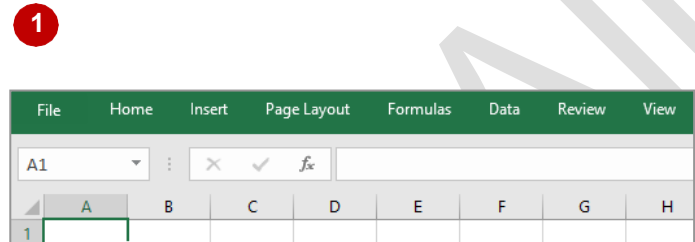
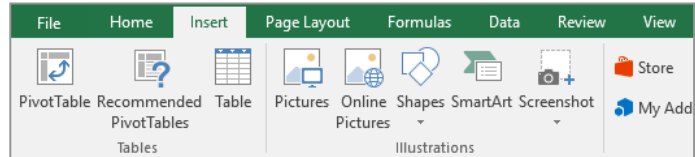
*The ribbon is now displayed permanently but we can change this so that the ribbon only appears when we are using a tab...*

**5** Click on **Ribbon Display Options** and click on **Show Tabs**

**6** Click on the **Home** tab to display the ribbon, then click back into the worksheet

*The ribbon will hide again – it only becomes visible when you click on a tab...*

**7** Double-click on the **Insert** tab to redisplay the ribbon permanently again



**3** The **Auto-hide Ribbon** function hides both the tabs and the commands on the ribbon. You can access the ribbon by pointing to the top of the screen and double-clicking on the blue bar when it appears. The ribbon will automatically hide when you click back into your worksheet.

### For Your Reference...

To **hide/display** the **ribbon**:

1. Double-click on the active tab to hide the ribbon
2. Click on a tab to see the ribbon temporarily
3. Double-click on a tab to show the ribbon permanently

### Handy to Know...

- You can hide the ribbon by clicking on **Collapse the Ribbon**. This button is located at the far right end of the ribbon.
- You can use the keyboard shortcut **Ctrl** + **F1** to show or hide the ribbon.

# UNDERSTANDING THE BACKSTAGE VIEW

The ribbon lets you work on the content in a document so that you can add more content, format it, insert pictures into it, copy it, and much more. The **Backstage** view, which is accessed

using the **File** tab, lets you do something with the content you create, such as save it for later use, print it on paper, send it via email, and more by using the options found in **Backstage** view.

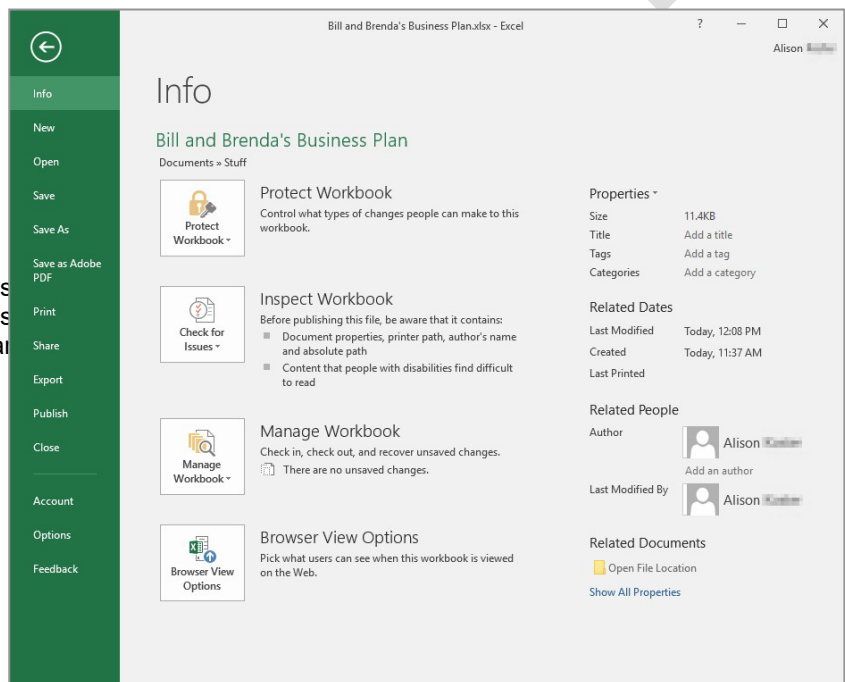
## The Backstage View

The **File** tab on the ribbon is not a normal tab. Clicking on the **File** tab launches a mini-program within Microsoft Excel known as **Backstage** view. **Backstage**, as it's known for short, occupies the entire screen.

At the left of the **Backstage** is a navigation pane which is made up of **tabs**. These tabs provide you with access to various operations, such as printing, saving and sharing. They can also provide you with information about your workbook such as the file size.

Clicking on one of these tabs displays a range of options associated with the particular operation.

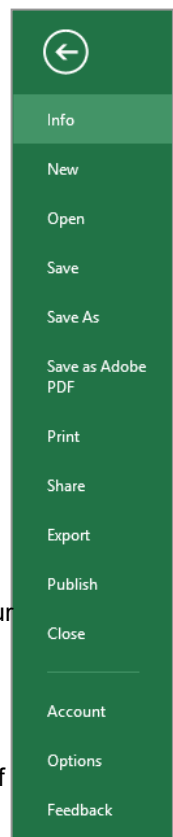
The whole underlying purpose of **Backstage** is to let you protect your data, share it with others, and provide you with valuable information about your workbook. Depending on what type of workbook it is and what has been done to it, different information may display when the **Info** tab is selected.



## Backstage Tabs

The **Backstage** tabs provide more options for working with a document.

- Info** Provides status information about the current workbook and lets you manage versions and permissions.
- New** Lets you create a new workbook and provides access to a gallery of inbuilt templates and ready access to a range of online templates.
- Open** Provides a list of recent workbooks as well as the option to search through your Computer, OneDrive or other place, to find what you are looking for.
- Save** Saves your current workbook (if already saved to a location) or prompts you to save to a location.
- Save As** Allows you to name your workbook and save it to a location.
- Print** Allows you to print the current workbook and preview it.
- Share** Allows you to share your workbook with other people via email, online presentation, blog or Cloud (OneDrive).
- Export** Allows you to create a PDF/XPS document or change the file type of your workbook.
- Close** Closes your current workbook.
- Account** Contains product and user information.
- Options** Presents you with a range of options which assist in the creation and editing of your workbook.
- Feedback** Allows you to provide Microsoft with feedback regarding Excel 2016.



## ACCESSING THE BACKSTAGE VIEW

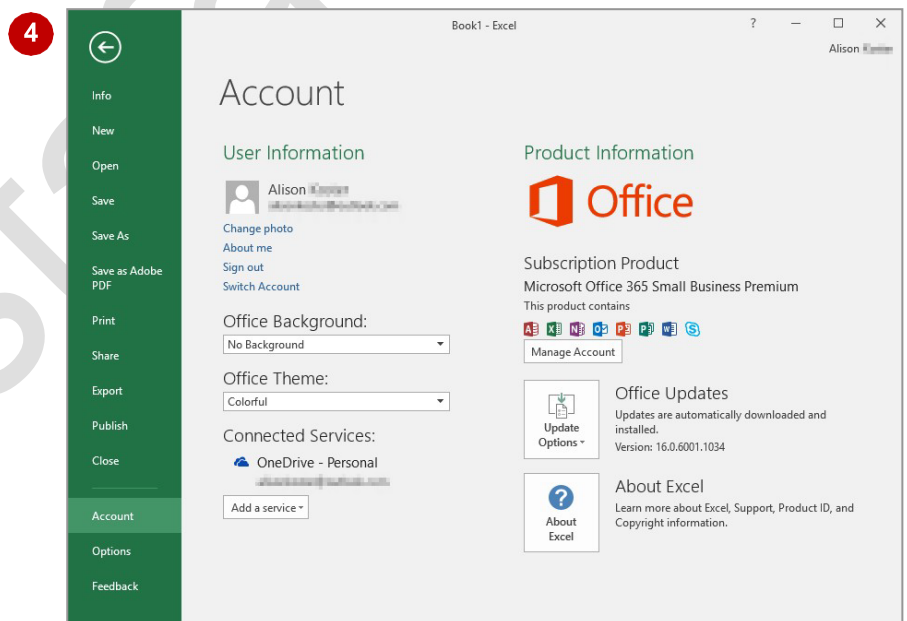
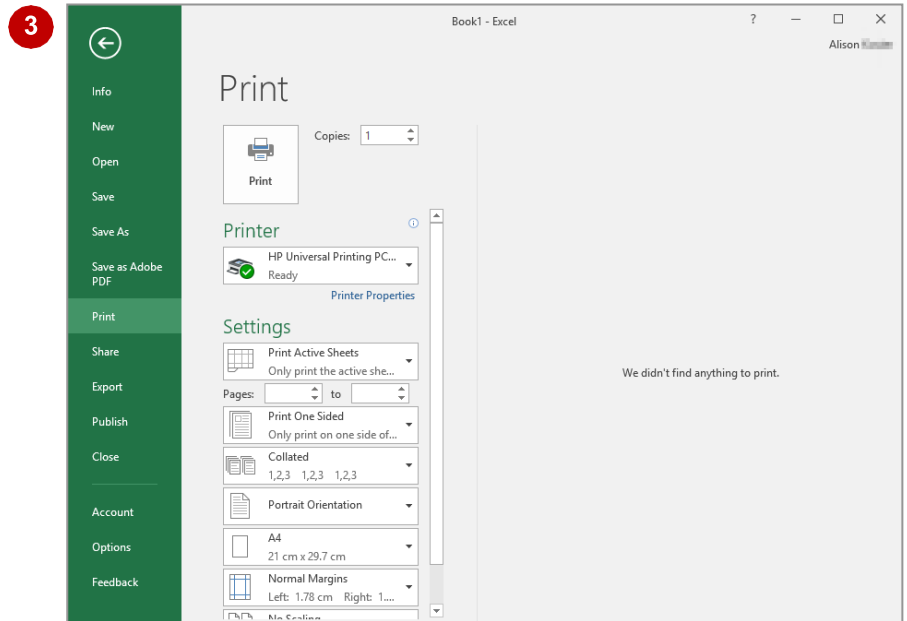
The **Backstage** view provides options for working on workbook files and key information about the status of Microsoft Excel 2016. It is usually accessed by clicking on the **File** tab to

the left of the ribbon but can also appear when specific commands and options in the ribbon have been selected.

### Try This Yourself:

*Before you begin ensure Excel has started and you have a blank workbook open...*

- 1 Click on the **File** tab to display the **Backstage** view
- 2 Click on **Info** in the left green pane if it is not already selected to view information relating to your workbook such as the **Properties**
- 3 Click on **Print** to see the printing options  
*If the worksheet has data in it a preview of how the printing will look will appear. If this is a new worksheet no preview will appear...*
- 4 Click on the **Account** tab to see the account options and product licensing information
- 5 Click on the **Back** arrow at the top of the left green pane to close **Backstage** view and return to the document



### For Your Reference...

To **access** the **Backstage** view:

1. Click on the **File** tab
2. Click on the desired tab in the green pane to the left of the screen

### Handy to Know...

- You can close the **Backstage** view by pressing **Esc**.



## USING SHORTCUT MENUS

In addition to the ribbon, Excel also features **shortcut menus** (also known as **contextual menus**) that appear when you right-click in an area on the screen or on an object. The content

of the menu will vary depending upon where you click. **Shortcut menus** provide an alternative (and usually a quicker) way to searching the ribbon to find a specific operation or command.

### Try This Yourself:

*Before you begin ensure Excel has started and you have a blank workbook open...*

- 1 Click in cell **B2** (column **B**, row **2**) in the worksheet, then click with the right mouse button to display a shortcut menu

*Because you have clicked in a worksheet cell the menu includes a number of options specific to what can be done in and with the cell...*

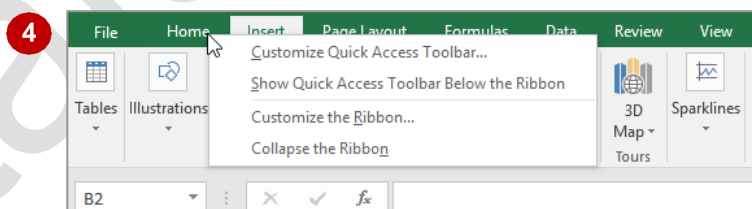
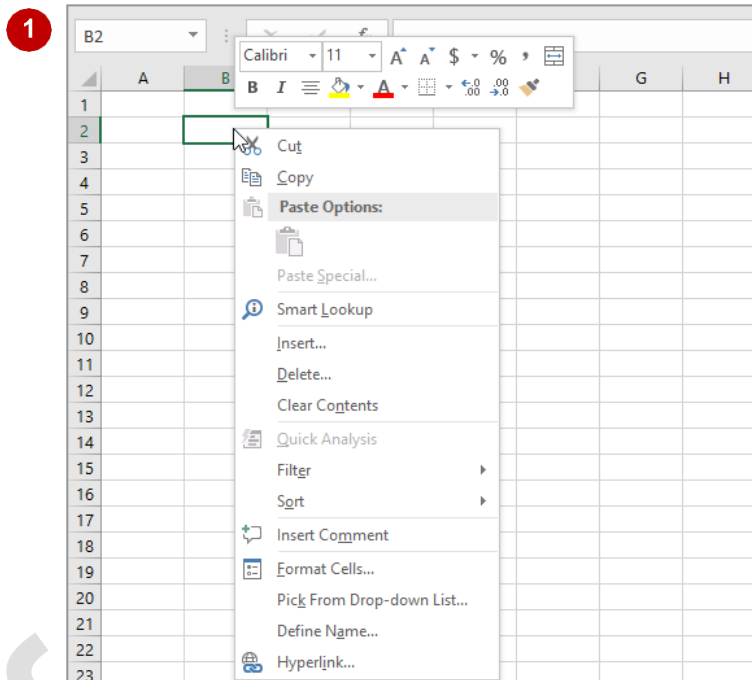
- 2 Click anywhere else on the worksheet with the left mouse button to close the shortcut menu

- 3 Point to any of the tabs on the ribbon

- 4 Right-click on the tab to display a shortcut menu

*This menu differs from the previous one and displays toolbar and ribbon options instead of text options. Excel has made an educated guess about what you want to do based upon what you have clicked...*

- 5 Click anywhere in the worksheet with the left mouse button to close the shortcut menu



### For Your Reference...

To **display a shortcut menu**:

1. Point to the object or area of the screen on which you want to perform an operation
2. Right-click to display the shortcut menu

### Handy to Know...

- Once a **shortcut menu** appears, the options in it are selected by clicking on them with the left mouse button, or pressing the letter underlined in the menu option.

## UNDERSTANDING DIALOG BOXES

Dialog boxes contain a series of controls that are used to adjust settings for a particular aspect of a worksheet or cell. They appear either when you click on a **dialog box launcher** at the bottom

right corner of a ribbon group, or when you click on a command that displays a dialog box. Dialog boxes are often used for adjusting some of the more advanced aspects of a worksheet or cell.

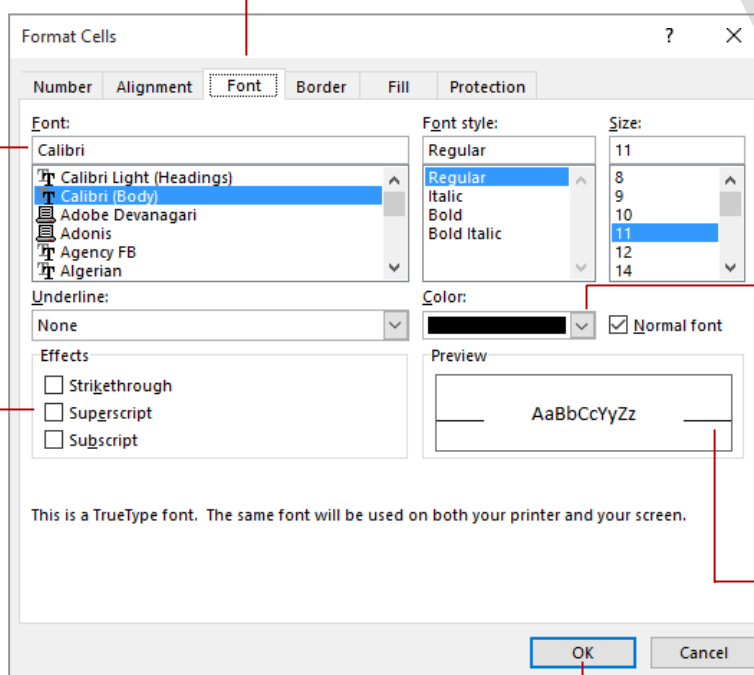
### Typical Dialog Box Controls

**Dialog boxes** have various tools to help you perform tasks. These tools are known as **controls** and some typical ones are shown below.

**Tabs** are used to provide more settings on the one dialog box.

**Text boxes** are used to enter details such as font or size.

**Check boxes** turn settings either on or off. When on they display a tick and therefore these controls are also known as tick boxes.



**Drop arrows** provide a list of options for the text box when the arrow is clicked. The list "drops down" from the arrow.

**Preview boxes** provide a preview of what the selected settings will look like.

**Command buttons** provide a means of saving the changed settings [OK], or closing the dialog box without accepting any changes made [Cancel].

## LAUNCHING DIALOG BOXES

Dialog boxes can be launched either as the result of clicking on a **dialog box launcher** icon or a command button, or by selecting a command from a menu. In a menu, the presence of three

dots (an ellipsis) ... after a menu option indicates that the menu option, when selected, will display a dialog box. Dialog boxes are generally used for advanced features or detailed settings.

### Try This Yourself:

*Before you begin ensure Excel has started and you have a blank workbook open...*

**1** On the **Home** tab, point to the dialog box launcher icon in the **Font** group to display a tooltip that explains what will happen if you click on it

**2** Click on the dialog box launcher icon to open the **Font** dialog box

*This dialog box has a selection of controls to make formatting fonts easier...*

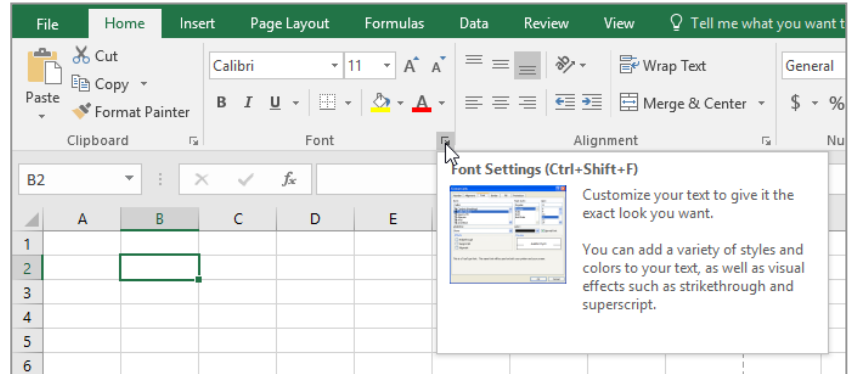
**3** Click on the **Border** tab  
*This displays additional controls that you can use to adjust the borders around the active cell or range of cells...*

**4** Click on **[Cancel]** to close the dialog box

*Some commands on the ribbon automatically launch a dialog box...*

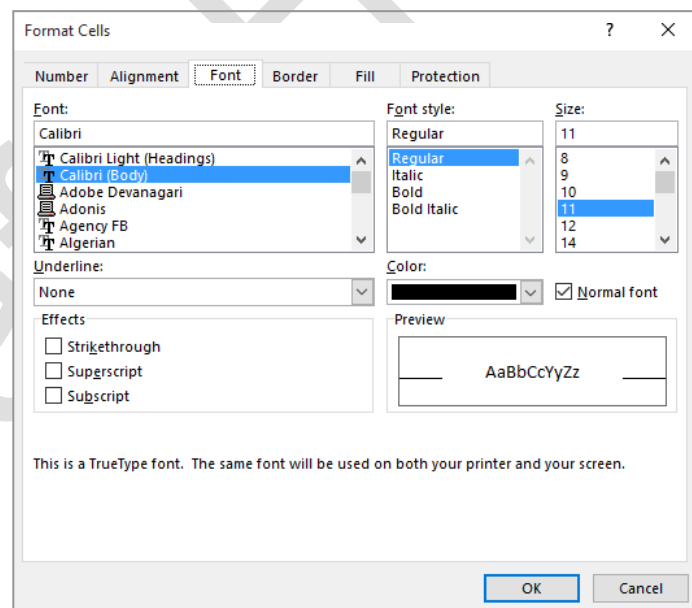
**5** Click on the **Page Layout** tab, then click on **Print Titles** in the **Page Setup** group to display the **Page Setup** dialog box

**6** Click on **[Cancel]**



**1**

**2**



### For Your Reference...

To **launch** a **dialog box**:

- Click on a dialog box launcher icon, or
- Click on a relevant command button, or
- Click on a menu option

### Handy to Know...

- In some situations, the dialog box launcher icon actually displays a **pane**. For example, if you click on the dialog box launcher icon in the **Clipboard** group on the **Home** tab, the **Clipboard** pane appears.

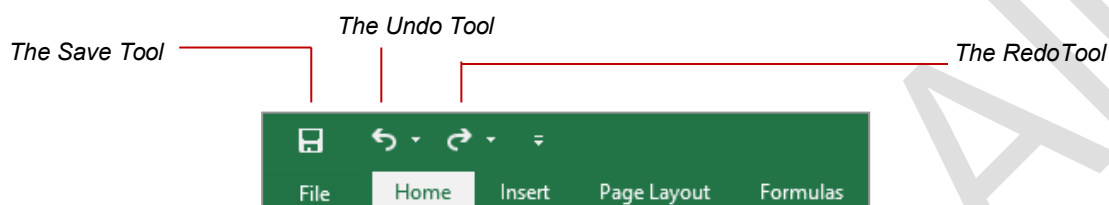
## UNDERSTANDING THE QUICK ACCESS TOOLBAR

The **Quick Access Toolbar**, also known as the **QAT**, is a small toolbar that appears at the top left corner of the Excel window. It is designed to provide access to the command tools you use

most frequently, such as **Save**. By default the **QAT** also contains the **Undo** and **Redo** buttons. You can add buttons to the **Quick Access Toolbar** to make finding your favourite commands easier.

### The Quick Access Toolbar

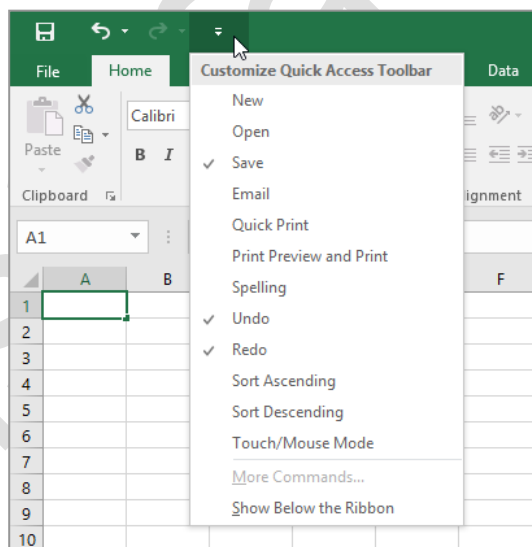
The **Quick Access Toolbar** is positioned at the top left corner of the Excel 2016 screen. In its default state, it includes the **Save** tool, the **Undo** tool and the **Redo** tool.



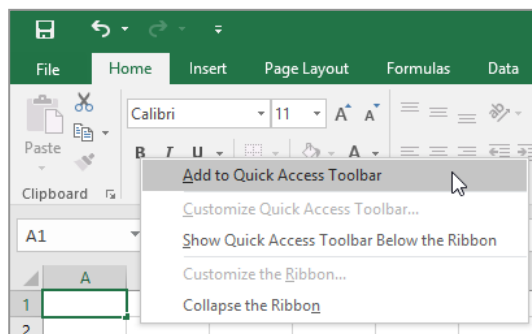
### Customising the Quick Access Toolbar

Appearing immediately to the right of the **Quick Access Toolbar** is the **Customise Quick Access Toolbar** tool. Clicking on this tool displays a list of commonly used commands that you can add to the toolbar. You can select the items that you want to add from the list by clicking on them. The ticks that appear to the left of the menu options show which options already appear on the **Quick Access Toolbar**.

You can also add commands to the **Quick Access Toolbar** by right clicking on a command in the ribbon and selecting **Add to Quick Access Toolbar**.



You can also add commands to the **Quick Access Toolbar** by right clicking on a command in the ribbon and selecting **Add to Quick Access Toolbar**.



## ADDING COMMANDS TO THE QAT

The **Quick Access Toolbar** is a handy location to place commands from the ribbon that you use most frequently. Adding commands from the ribbon involves locating the command, right-

clicking on it and choosing the **Add to Quick Access Toolbar** option from the short cut menu that appears.

### Try This Yourself:

*Before you begin ensure Excel has started and you have a blank workbook open...*

- 1 Point to the first tool on the **Quick Access Toolbar** to see the name of the tool and its shortcut

*In our case it's the Save tool...*

- 2 On the **Home** tab, right-click on **Format Painter** in the **Clipboard** group to display a shortcut menu

- 3 Select **Add to Quick Access Toolbar** to add the **Format Painter** tool to the **QAT**

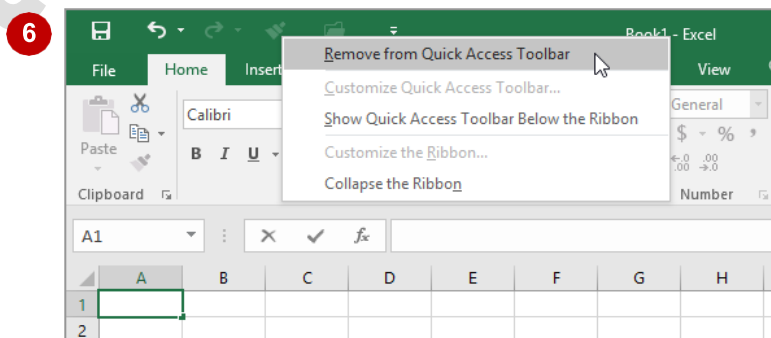
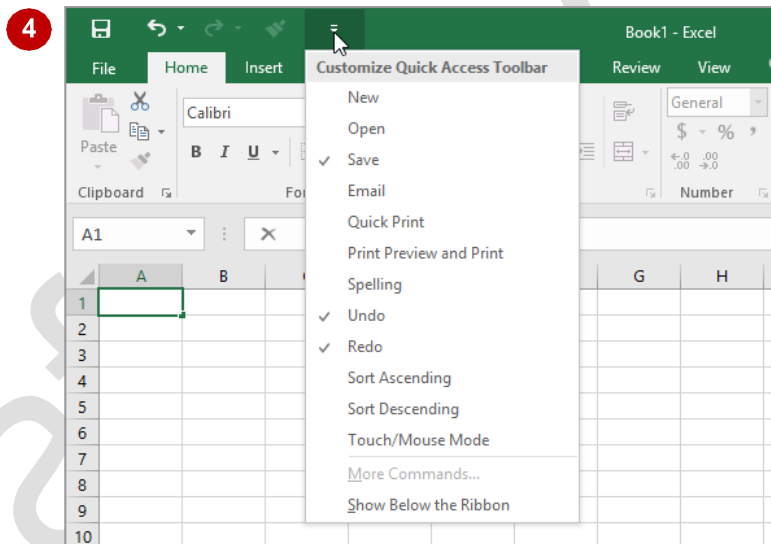
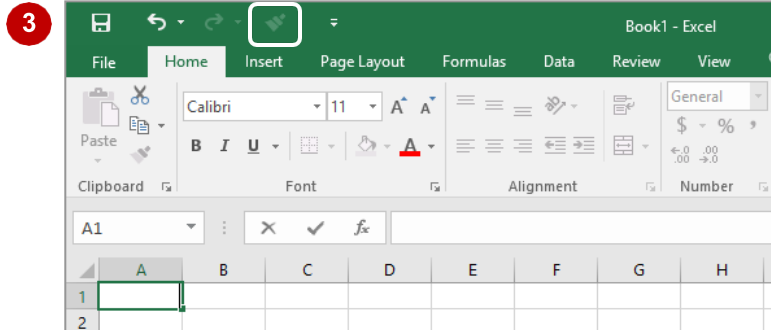
- 4 Click on the **Customise Quick Access Toolbar** tool to display a menu

- 5 Select **Open** to add the **Open** tool to the **QAT**

*It is just as easy to remove tools you don't want from the QAT...*

- 6 Right-click on the **Format Painter** tool and select **Remove from Quick Access Toolbar**

- 7 Repeat step 6 to remove the **Open** tool from the **QAT**



### For Your Reference...

To **customise** the **Quick Access Toolbar**.

- Right-click on the command you want to add and select **Add to Quick Access Toolbar**, or  
Click on the **Customise Quick Access Toolbar** tool and select a command

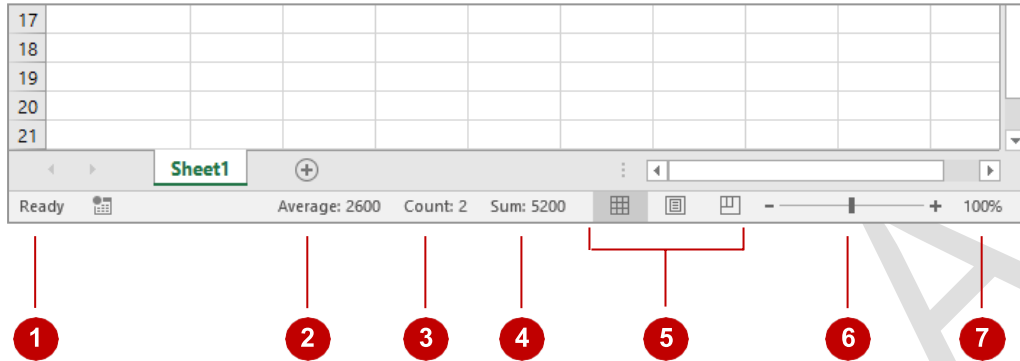
### Handy to Know...

- You can position the **QAT** under the ribbon by clicking on the **Customise Quick Access Toolbar** tool and selecting **Show Below the Ribbon**. This puts the tools that you use most frequently closer to your document making it quicker to access them.

## UNDERSTANDING THE STATUS BAR

The **status bar** is the bar across the bottom of the Excel window. It is a very useful aid that tells you the current status of Excel, performs quick calculations on the selected range in the

worksheet, and allows you to zoom in and out of the worksheet. It also includes tools that can change the worksheet view. You can customise the status bar to change the information shown.



- 1 Status Indicator** The **Status Indicator** indicates the current status of Excel and the worksheet. The most common indicator you'll see here is **Ready** indicating that Excel is ready and waiting for you to do something.
- 2 Average** This tells you the average value in the cells currently selected in the worksheet – providing the cells contain numeric data. Selected cells are the ones that have the active cell indicator around them and are commonly referred to as a *range* of cells. Obviously for a calculation to be performed there will need to be numbers in the active range of cells.
- 3 Count** This tells you how many non-empty cells are in the cells currently selected in the worksheet.
- 4 Sum** This tells you the sum total of the cells currently selected in the worksheet – providing the cells contain numeric data.
- 5 View Tools** The **Worksheet View** tools allow you to change the view of the worksheet. You can select from **Normal**, **Page Layout** and **Page Break Preview**.
- 6 Zoom Slider** The **Zoom Slider** indicates the current zoom level, where the centre mark indicates 100%. You can either drag the marker to the left or right, or click on a specific point of the slider to set a zoom percentage. You can also click on the buttons at either end of the slider to zoom in or zoom out.
- 7 Zoom Level** This button displays the current zoom percentage. If you click on the button, the **Zoom** dialog box will appear so that you can select a specific zoom percentage.

*What appears on the status bar can vary greatly. The status bar on your screen may not exactly match the example shown above.*

*One way you can change your status bar is by right-clicking on the status bar itself and selecting from the shortcut menu any additional tools you may want to add to it.*

## EXITING SAFELY FROM EXCEL 2016

When you are finished working with Excel you'll find there are several ways to exit from it. If you have made changes to the workbook Excel will ask if you wish to save these changes before

exiting. You'll learn all about saving a little later on. If you don't wish to retain any changes you've made you can decline Excel's offer to save your work.

### Try This Yourself:

*Before you begin ensure Excel has started and you have a blank workbook open...*

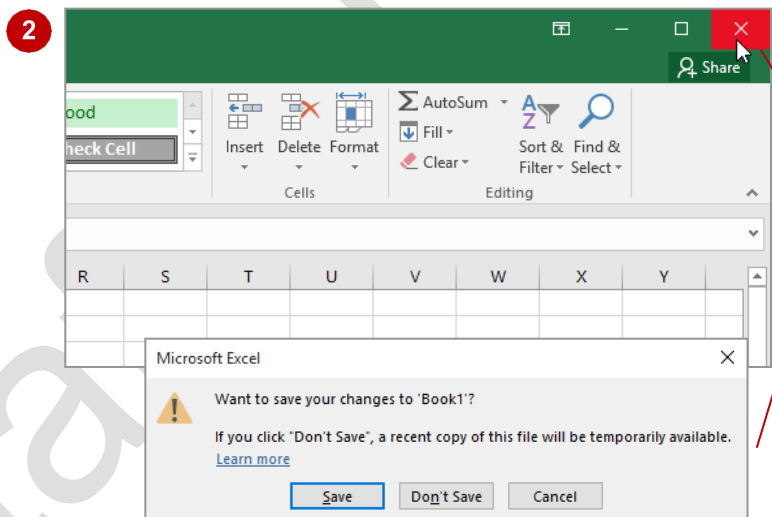
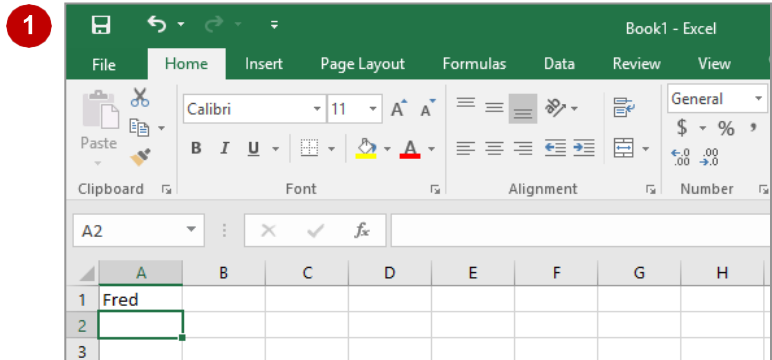
- 1 Click in cell **A1** (the top left cell), type your name and press

*Doing this has made a change to your workbook which will be picked up when you attempt to exit...*

- 2 Click on **Close** at the top right hand corner of the Excel screen

*You will now be prompted to save your workbook if you wish to retain your data. The message you receive will look like the one shown. We have no reason for keeping a workbook with our name in it so we won't bother saving...*

- 3 Click on **[Don't Save]** to exit from Excel



- If the workbook has been open for a while a temporary file copy will have been automatically saved behind the scenes. In this case your message will appear exactly as shown above. If a recent copy has not been created your message will appear without any reference to a temporary file.
- It is possible in Excel to have more than one workbook file open at a time. If you have multiple workbooks open you'll need to close each one using the steps in this exercise. When the last open workbook is finally closed Excel will terminate.

### For Your Reference...

To **safely exit** from **Microsoft Excel**:

1. Click on the **File** tab and click on **Close**
2. If you want to keep your changes, click on **[Save]**, then specify a workbook name and location; otherwise, click on **[Don't Save]**

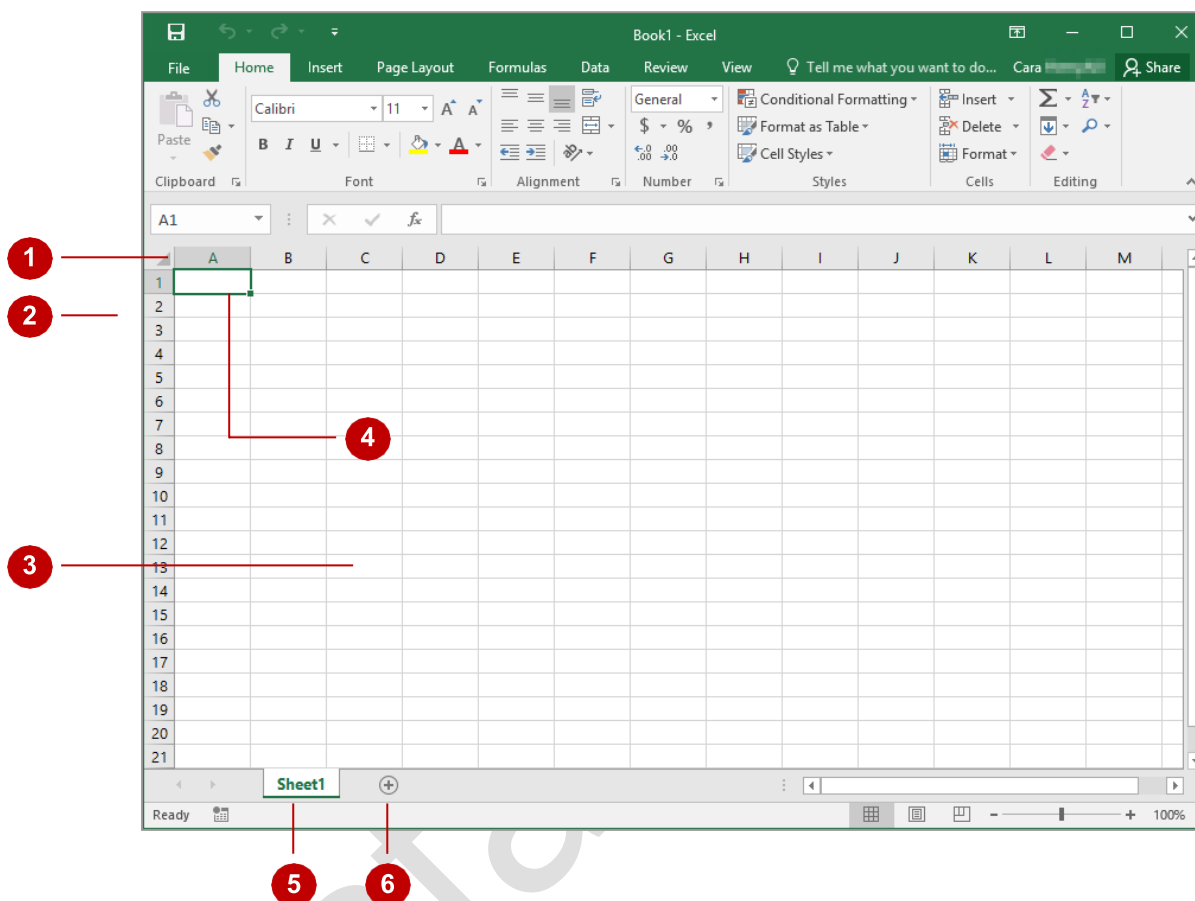
### Handy to Know...

- Whenever you are in doubt about whether to save or not you should err on the side of caution and save the workbook. You can delete unwanted workbooks at a later date, but you can seldom retrieve data that has not been saved.

## UNDERSTANDING WORKBOOKS

In Microsoft Excel the data you enter, whether it consists of numbers, text or formulas, is stored in a file known as a **workbook**. Workbooks are just like huge electronic books with pages (or **sheets**)

that have been ruled into columns and rows. Before using Excel it is helpful to know what the various parts and elements that make up a workbook are.



- 1 A worksheet (or *page*) in a workbook contains 16,384 **columns** that are labelled using letters of the alphabet. The first column in a worksheet is labelled column **A**, while the last is labelled **XFD**.
- 2 A worksheet (or *page*) in a workbook contains 1,048,576 **rows** that are labelled using numbers from 1 to 1,048,576.
- 3 Where a column and row intersect we get what is known as a **cell**. You enter your data into these cells. Each cell in a worksheet can hold up to 32,767 characters – although you'd never enter this number in reality! Cells are referred to by their column and row labels. For example, in the screen above, the cell we are pointing to is **C11** – this reference is known as the **cell address** and is most important as it is frequently used in commands and formulas.
- 4 When you start typing something you want it to appear somewhere in the worksheet. As a consequence when the status bar shows **Ready** mode, at least one cell in the worksheet will be highlighted – this is known as the **active cell**. In the screen above the active cell is cell **A1** – notice that the column label and the row label also appear coloured to indicate the active cell. You can have more than one active cell – when this occurs you have what is known as a **range**.
- 5 A workbook is made up of pages known as **worksheets**. You can have as many sheets in a workbook as your computer resources can accommodate. A new blank workbook has a worksheet labelled *Sheet1* and new worksheets are labelled *Sheet2*, *Sheet3*, etc. Of course these labels are just default labels and can be changed to something more relevant.
- 6 The **Insert Worksheet** button will insert another worksheet into the current workbook should you need it.



## USING THE BLANK WORKBOOK TEMPLATE

When you want to create a new spreadsheet project, you will normally first need to create a new **workbook**. All workbooks created in Excel are based on a template which defines the basic

layout of a workbook. Microsoft actually provides a number of task-specific templates for accounting, budgeting and the like. However the easiest to use is the **Blank Workbook** default template.

### Try This Yourself:

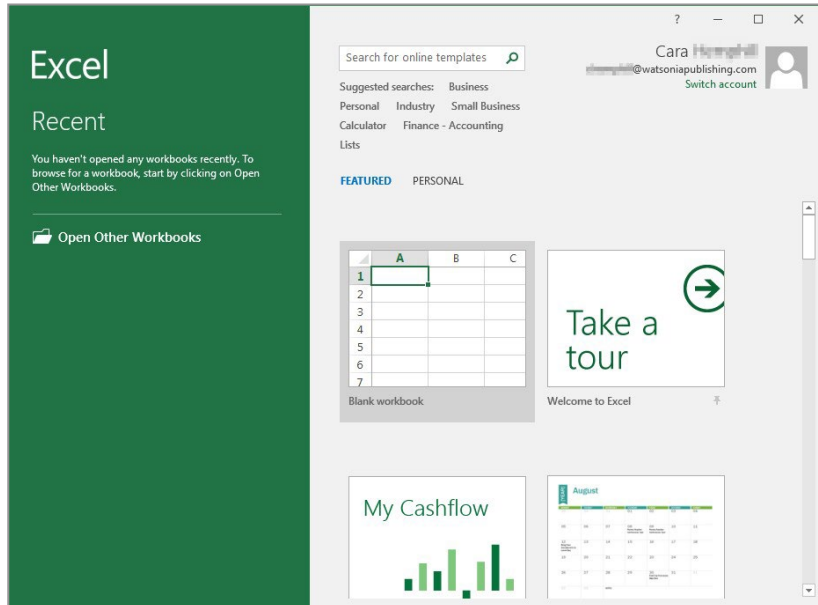
*Before you begin ensure Windows has started...*

**1** Start **Excel 2016** and wait a few moments until the Excel **Start Screen** appears

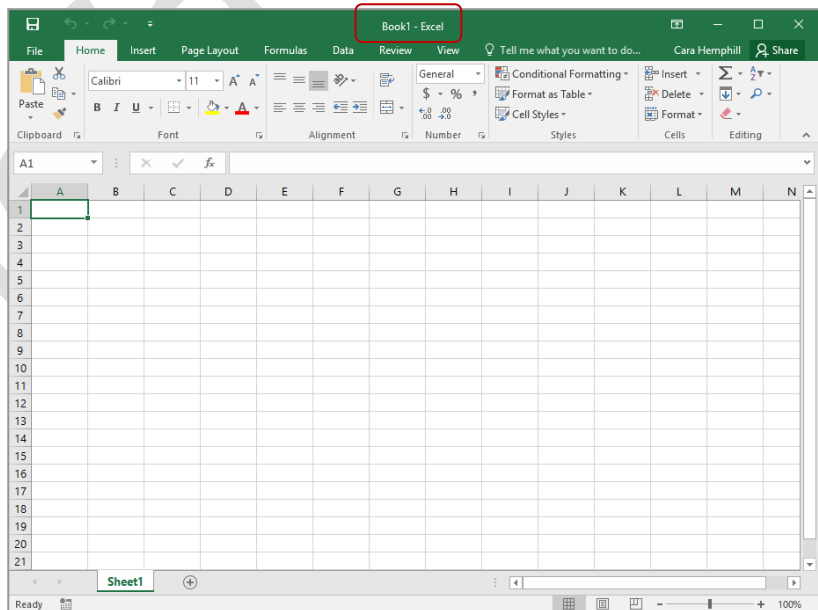
**2** Click on **Blank workbook**

*Notice that the workbook is automatically assigned a sequentially numbered name commencing with the word "Book", which is displayed in the title bar*

1



2



### For Your Reference...

To use the **Blank workbook template**:

1. Open **Excel** so that the **Start** screen is displayed
2. Click on **Blank workbook** in the list of templates

### Handy to Know...

- If Excel has already started and you want to create a new workbook, click on the **FILE** tab to open **Backstage view**, click on **New**, then select **Blank workbook**.
- You can also use the keyboard shortcut **Ctrl + N** to instantly open a new workbook based on the **Blank workbook** template.

## TYPING TEXT

Generally when you start a new spreadsheet project the first task is to enter some headings into rows and columns. To **type** anything into a worksheet you need to make the cell that you

wish to enter data into the active cell. This can be done in a number of ways but the most common is to click in the cell first before typing.

### Try This Yourself:

*Before starting this exercise you MUST open a new blank workbook...*

- 1 Click in cell **A3**, type **Garden Settings**, then press **Enter**

*When you press **Enter** the next cell down automatically becomes the active cell.*

*Even though the text looks like it is in cells A3 and B3 it is really only in cell A3 – since there is nothing in cell B3 Excel allows the spill over to be displayed, giving the illusion it is in two cells...*

- 2 Type **Pool Covers** and press **Enter**
- 3 Repeat the above steps to enter the remaining text in column **A**, as shown
- 4 Click in cell **B2**, type **AUS**, then press **Tab**

*When you press **Tab** the cell to the right then becomes the active cell...*

- 5 Enter the remaining text in row **2** as shown

1

	A	B	C	D	E	F	G
1							
2							
3	Garden Settings						
4							
5							
6							
7							
8							
9							

3

	A	B	C	D	E	F	G
1							
2							
3	Garden Settings						
4	Pool Covers						
5	Fountains						
6	Large Tubs						
7	Brush Fencing						
8							
9							

4

	A	B	C	D	E	F	G
1							
2		AUS					
3	Garden Settings						
4	Pool Covers						
5	Fountains						
6	Large Tubs						
7	Brush Fencing						
8							
9							

5

	A	B	C	D	E	F	G
1							
2		AUS	NZ	UK	Europe		
3	Garden Settings						
4	Pool Covers						
5	Fountains						
6	Large Tubs						
7	Brush Fencing						
8							
9							

### For Your Reference...

To **enter text**:

1. Click in the desired cell and type the required information
2. Press **Enter**, an arrow key or **Tab** to confirm the data entry and to move to another cell

### Handy to Know...

- You don't have to use **Enter** or **Tab** to make adjacent cells active. You can simply use the mouse and click in the cells if you want or even press the arrow keys to move up, down, left, or right.

# TYPING NUMBERS

The method for entering numbers, letters, and formulas into a worksheet is exactly the same. Simply make a cell active by clicking in it and then type. However, numbers (or **values** as they

are known) will align themselves to the right side of a cell by default, whereas letters will align themselves to the left side of a cell by default.

### Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *Creating A New Workbook\_1.xlsx...*

**1** Click in cell **B3** to make this the active cell

**2** Type **17200**, then press **Enter** or **↓**

Notice how some of the text from the left cell is not visible now. This occurs because cell B3 has data in it and this takes precedence over the text that doesn't fit in the left cell. The text in cell A3 is still there – it is just not displayed...

**3** Enter the remaining values into the other cells as shown

**1**

	A	B	C	D	E	F	G
1							
2		AUS	NZ	UK	Europe		
3	Garden Settings						
4	Pool Covers						
5	Fountains						
6	Large Tubs						
7	Brush Fencing						
8							
9							

**2**

	A	B	C	D	E	F	G
1							
2		AUS	NZ	UK	Europe		
3	Garden Se	17200					
4	Pool Covers						
5	Fountains						
6	Large Tubs						
7	Brush Fencing						
8							
9							

**3**

	A	B	C	D	E	F	G
1							
2		AUS	NZ	UK	Europe		
3	Garden Se	17200	17850	18100	63598		
4	Pool Cove	21412	25942	24944	53624		
5	Fountains	20824	31288	37456	48569		
6	Large Tub	20722	29782	35963	25126		
7	Brush Fen	49254	65750	125811	75863		
8							
9							

### For Your Reference...

To **enter values**:

1. Click in the desired cell and type the required information
2. Press **Enter**, an arrow key or **Tab** to confirm the data entry and to move the cell pointer to another cell

### Handy to Know...

- If you are unsure exactly what is in a cell, click on the cell to make it active, then look at the **Formula Bar** at the top of the worksheet to see the data that is contained in the active cell.

# TYPING DATES

**Dates** are a special type of data that can be entered into a worksheet cell. When you type a date into a cell Excel converts that date to a number – you won't see this happen as the

conversion takes place in the background. From then on you can use that date to perform calculations just like you can with numbers.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Creating A New Workbook\_2.xlsx...*

**1** Click in cell **A10** to make this the active cell, as shown

**2** Type **Sales at:**, then press **Tab** to move to the adjacent cell

**3** Type **31/8**, then press **Tab**

Since 31/8 is recognised by Excel as a date it has been entered and formatted accordingly. You can change the formatted appearance of the date at a later time if you wish...

**4** Click in cell **A11**, type **Reviewed:**, then press **Tab** to move to cell **B11**

**5** Type **=B10+7**, then press **Tab**

**=B10+7** is a formula that references the date you typed in cell B10.

Formulas are used in a worksheet to perform calculations – you'll learn more about them shortly. The formula here takes the value in cell B10 and adds 7 (i.e. 7 days) to the date

**1**

	A	B	C	D	E	F	G
1							
2		AUS	NZ	UK	Europe		
3	Garden Se	17200	17850	18100	63598		
4	Pool Cove	21412	25942	24944	53624		
5	Fountains	20824	31288	37456	48569		
6	Large Tub:	20722	29782	35963	25126		
7	Brush Fen	49254	65750	125811	75863		
8							
9							
10							
11							
12							

**3**

	A	B	C	D	E	F	G
1							
2		AUS	NZ	UK	Europe		
3	Garden Se	17200	17850	18100	63598		
4	Pool Cove	21412	25942	24944	53624		
5	Fountains	20824	31288	37456	48569		
6	Large Tub:	20722	29782	35963	25126		
7	Brush Fen	49254	65750	125811	75863		
8							
9							
10	Sales at:	31-Aug					
11							
12							

**5**

	A	B	C	D	E	F	G
1							
2		AUS	NZ	UK	Europe		
3	Garden Se	17200	17850	18100	63598		
4	Pool Cove	21412	25942	24944	53624		
5	Fountains	20824	31288	37456	48569		
6	Large Tub:	20722	29782	35963	25126		
7	Brush Fen	49254	65750	125811	75863		
8							
9							
10	Sales at:	31-Aug					
11	Reviewed	7-Sep					
12							

## For Your Reference...

To **enter dates**:

1. Click on the desired cell and type a date
2. Press **Enter**, an arrow key or **Tab** to confirm the data entry and to move the cell pointer to another cell

## Handy to Know...

- You can type a date in a variety of ways. If Excel accepts what you type as a date it will appear aligned to the right of a cell just like a number. If the date is invalid to Excel it will be left-aligned just like text. Therefore, take note of how your dates are entered to ensure that they are correct.

# UNDERSTANDING THE FILL HANDLE

The **fill handle** is a small, green square in the bottom right corner of a cell. The fill handle appears in a cell when the cell contains data. It allows you to copy or add formulas, functions or

data to adjacent cells. You can view the fill handle by making the cell that contains data, the active cell.

## The Fill Handle

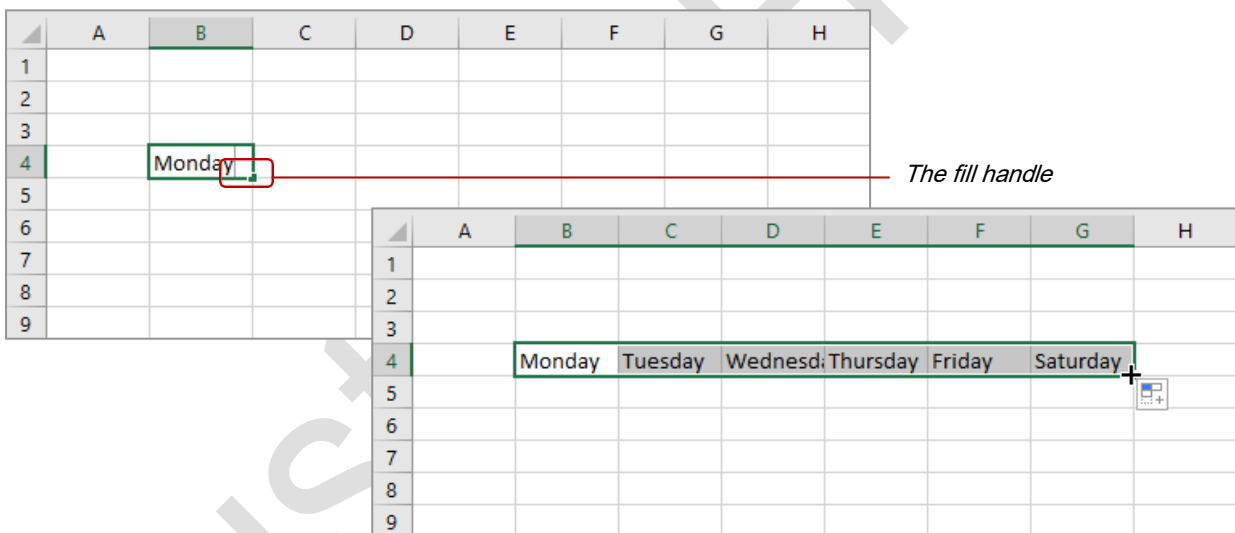
To use the fill handle (and thus copy data, formulas or functions to other cells), simply point to the fill handle (the small green square in the bottom corner of a cell) and when the pointer changes to a black cross, click and drag across, up or down to **fill** the adjacent cells.

## Using the Fill Handle To Create A Data Series

The fill handle can be particularly useful if you wish to create a data series. By dragging the fill handle across or down to adjacent cells, Excel fills these cells with a series of related data. As you can see in the example below, Excel recognises **Monday** as part of a data series so when you click and drag the fill handle across the adjacent cells, the rest of the days of the week are automatically inserted.

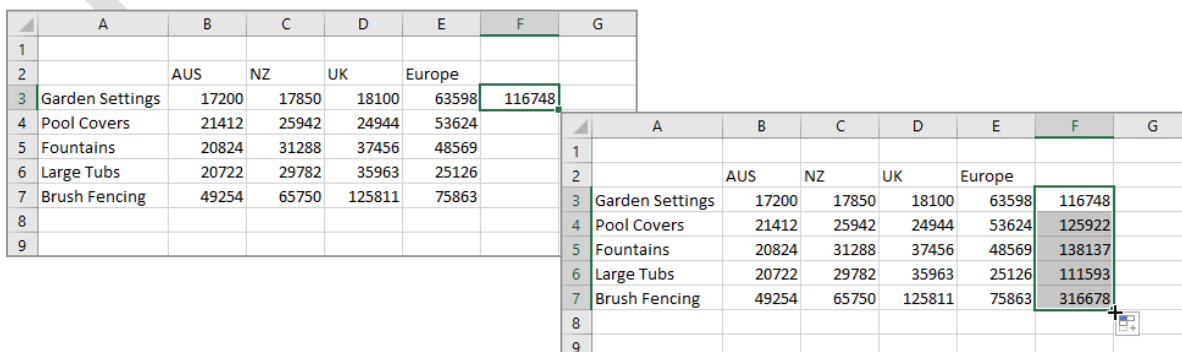
## Using The Fill Handle To Copy Data

If the data in a cell is not recognised as being part of a data series, then that data will simply be copied. For instance if you typed **one** in a cell and used the fill handle to fill the adjoining cells, **one** would be copied to those cells instead of **two, three, four** and so on.



## Using The Fill Handle to Copy Formulas

You can use the fill handle to copy a formula to adjacent cells and Excel will automatically adjust the formula accordingly. For example, in the image below on the left, the formula **=B3+C3+D3+E3** has been entered in cell **F3** to calculate the sum of the data in row 3. The fill handle has then been dragged down to cells **F4, F5, F6** and **F7**. You can see in the image on the right that cell **F4** now contains the formula **=B4+C4+D4+E4**. Excel has deduced that you wish to calculate the total for each row and so has adjusted the formula so that cell **F4** will display the sum of the data in row 4.



## TYPING FORMULAS

The whole purpose of Excel is to perform calculations. In order for Excel to do this, you need to type **formulas** in the worksheet. Usually these formulas reference existing numbers or

even other formulas already in the worksheet, using the cell addresses of these numbers rather than the actual value in them. Formulas must be typed beginning with an equal sign (=).

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Creating A New Workbook\_3.xlsx...*

- 1 Click in cell **B8** to make this the active cell
- 2 Type **=B3+B4+B5+B6+B7**
- 3 Examine what happens on the screen as you type the formula...  
Press **[Tab]** to enter the formula and move to the next cell  
A calculation has now been performed. We have entered a formula in cell B8 that instructs Excel to add the values in B3, B4, B5, B6, and B7 and show the result in cell B8...
- 4 Ensure that cell **C8** is the active cell, type **=SUM(C3:C7)**, then press **[Tab]**  
This is an alternative type of formula known as a "function". Again a calculation will appear in the cell...
- 5 Click in cell **B8**  
Notice that the formula you typed appears in the Formula Bar (below the ribbon), while the result of the calculation appears in the worksheet...
- 6 Click in cell **C8**  
Notice that the SUM function appears in the Formula Bar

2

	A	B	C	D	E	F	G
1							
2		AUS	NZ	UK	Europe		
3	Garden Se	17200	17850	18100	63598		
4	Pool Cove	21412	25942	24944	53624		
5	Fountains	20824	31288	37456	48569		
6	Large Tub:	20722	29782	35963	25126		
7	Brush Fen	49254	65750	125811	75863		
8		=B3+B4+B5+B6+B7					
9							

3

	A	B	C	D	E	F	G
1							
2		AUS	NZ	UK	Europe		
3	Garden Se	17200	17850	18100	63598		
4	Pool Cove	21412	25942	24944	53624		
5	Fountains	20824	31288	37456	48569		
6	Large Tub:	20722	29782	35963	25126		
7	Brush Fen	49254	65750	125811	75863		
8		129412					
9							

5

	A	B	C	D	E	F	G
1							
2		AUS	NZ	UK	Europe		
3	Garden Se	17200	17850	18100	63598		
4	Pool Cove	21412	25942	24944	53624		
5	Fountains	20824	31288	37456	48569		
6	Large Tub:	20722	29782	35963	25126		
7	Brush Fen	49254	65750	125811	75863		
8		129412	170612				
9							

6

	A	B	C	D	E	F	G
1							
2		AUS	NZ	UK	Europe		
3	Garden Se	17200	17850	18100	63598		
4	Pool Cove	21412	25942	24944	53624		
5	Fountains	20824	31288	37456	48569		
6	Large Tub:	20722	29782	35963	25126		
7	Brush Fen	49254	65750	125811	75863		
8		129412	170612				
9							

### For Your Reference...

To **enter a formula**:

1. Click in the desired cell and type the formula commencing with =
2. Press **[Enter]**, an arrow key or **[Tab]** to confirm the data entry and to move the cell pointer to another cell

### Handy to Know...

- When you use a **cell address** in a formula (e.g. **B3**, **B4**, etc.), the formula will recalculate each time the actual value in **B3** or **B4** changes.

## EASY FORMULAS

Excel provides a number of ways to **enter formulas** into worksheets and some of these are real time savers. Once a formula has been entered, it can be copied across other columns or

rows in a worksheet using an operation known as **Filling**. In addition, there are commands on the ribbon that will automatically type a formula into the worksheet for you.

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Creating A New Workbook\_4.xlsx...*

- 1 Click in cell **C8** to make this the active cell
- 2 Point to the fill handle in cell **C8** until the mouse pointer changes to a cross
- 3 Drag the fill handle across to cell **E8**  
*This will fill all of the intervening cells with the same formula that is in cell C8...*
- 4 Click in cell **F3** to make this the active cell
- 5 On the **Home** tab, click on **AutoSum** in the **Editing** group to insert a **SUM** function
- 6 Press  to complete the formula
- 7 Click in cell **F8**, point to the fill handle, hold down the left mouse button and drag the fill handle across to cell **F8**  
*A function should now fill all of the highlighted cells*

2

	A	B	C	D	E	F	G
1							
2		AUS	NZ	UK	Europe		
3		Garden Se	17200	17850	18100	63598	
4		Pool Cove	21412	25942	24944	53624	
5		Fountains	20824	31288	37456	48569	
6		Large Tub:	20722	29782	35963	25126	
7		Brush Fen	49254	65750	125811	75863	
8			129412	170612			
9							

5

	A	B	C	D	E	F	G
1							
2		AUS	NZ	UK	Europe		
3		Garden Se	17200	17850	18100	63598	=SUM(B3:E3)
4		Pool Cove	21412	25942	24944	53624	SUM(number1, [num
5		Fountains	20824	31288	37456	48569	
6		Large Tub:	20722	29782	35963	25126	
7		Brush Fen	49254	65750	125811	75863	
8			129412	170612	242274	266780	
9							

7

	A	B	C	D	E	F	G
1							
2		AUS	NZ	UK	Europe		
3		Garden Se	17200	17850	18100	63598	116748
4		Pool Cove	21412	25942	24944	53624	125922
5		Fountains	20824	31288	37456	48569	138137
6		Large Tub:	20722	29782	35963	25126	111593
7		Brush Fen	49254	65750	125811	75863	316678
8			129412	170612	242274	266780	809078
9							

### For Your Reference...

To **easily enter formulas** into a **worksheet**:

- Drag the fill handle of an existing formula to adjacent cells, or
- Click on **AutoSum** in the **Editing** group to insert a formula

### Handy to Know...

- Notice that a formula adjusts relative to its current position when it is dragged to adjacent cells – this is known as **relative copying**.

# SAVING A NEW WORKBOOK ON YOUR COMPUTER

Few things are more frustrating in the world of computers than doing an hour of work and then losing it all because the computer crashes. This is one reason why it is important to save your

work regularly. Saving your work moves the information from the computer's short-term memory (known as RAM), to its long-term memory (the hard disk drive) so that you can access it again later.

## Try This Yourself:

**Same File**

Continue using the previous file with this exercise, or open the file *Creating A New Workbook\_5.xlsx...*

**1** Click on the **File** tab on the ribbon to display the backstage, click on **Save As**

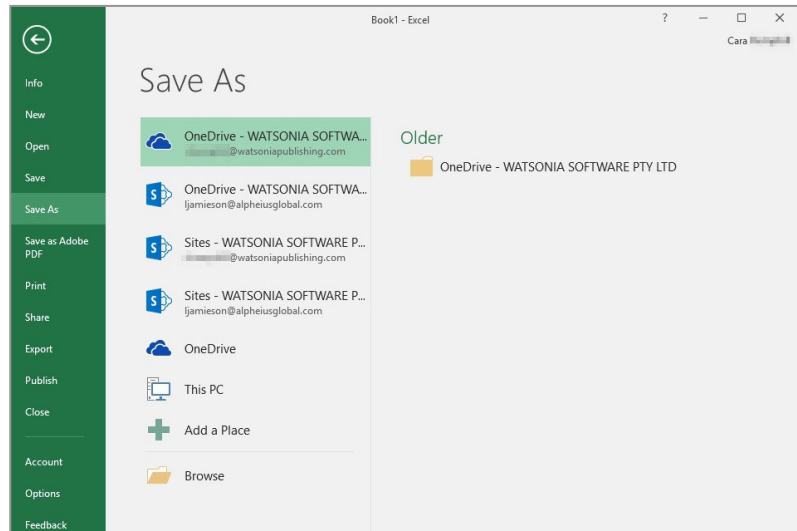
**2** Click on **Browse** to open the **Save As** dialog box  
*Excel will propose the default book name as the new file name...*

**3** Type **Garden Department Sales** in **File name**  
*Now we need to choose the filing location...*

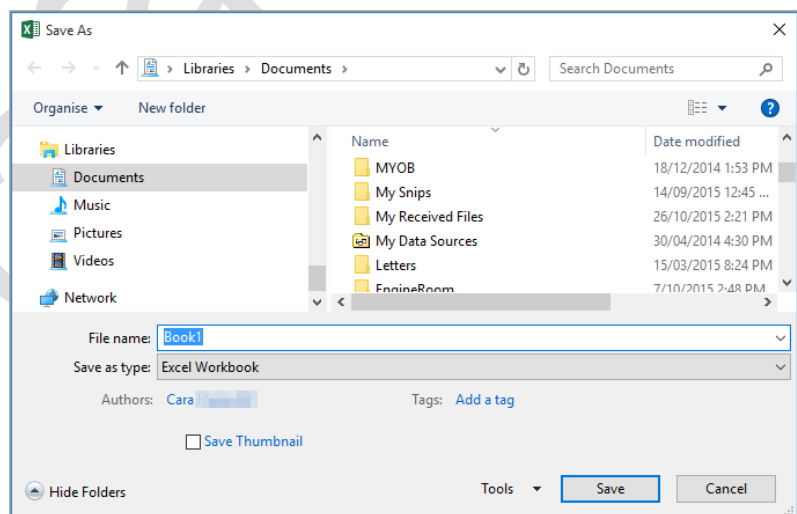
**4** Click on **Local Disk (C:)** under **This PC** in the **Navigation pane** to display the folders on drive **C**  
*The list of folders will appear in the pane on the right...*

**5** Double-click on **Course Files for Microsoft Excel 2016** in the right pane

**6** Click on **[Save]** to save the document  
*Notice that the new name now appears in the title bar at the top of the screen*



**1**



**3**

## For Your Reference...

To **save a new document**:

1. Click on the **File** tab, then click on **Save**
2. Locate the storage folder in the **Navigation pane**
3. Type a **File name** and click on **[Save]**

## Handy to Know...

- You can press the keyboard shortcut **[Ctrl] + [S]** or click on **Save** in the **Quick Access Toolbar** to quickly save a document.



## CHECKING THE SPELLING

Because it is particularly unprofessional to distribute work with spelling mistakes, one of the most important tools you can use in Excel is the **Spelling** feature. When the Spelling command is

run it highlights instances of misspelt words and often makes a suggestion that you can choose to either accept or reject.

### Try This Yourself:

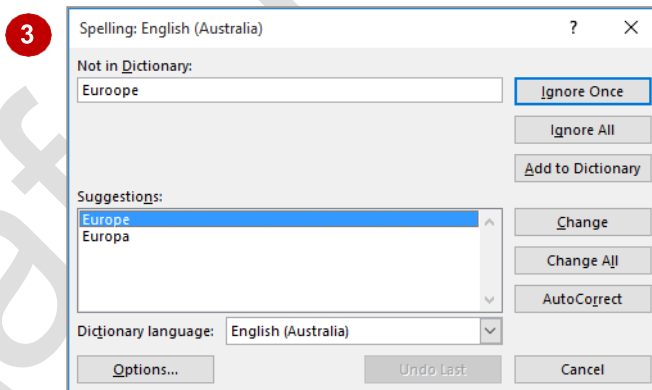
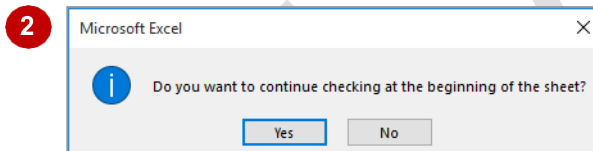
Same  
File

Continue using the previous file with this exercise, or open the file *Creating A New Workbook\_6.xlsx...*

- 1 Click in cell **E3**  
Notice that *Europe* has been misspelt. Let's check all of the spelling in the worksheet...
- 2 Click on the **Review** tab, then click on **Spelling** in the **Proofing** group  
*Excel will ask if you wish to start from the beginning of the worksheet...*
- 3 Click on [**Yes**]  
*The spell check will commence, stopping at the first misspelt word – which will be *Europooe*...*
- 4 Click on [**Change**] to accept the spelling suggestion  
*Unless there are any other errors the checker will now have finished...*
- 5 Click on [**OK**] to acknowledge the message and close the spelling checker
- 6 Click on **Save** to save the changes

1

	A	B	C	D	E	F	G
1							
2		AUS	NZ	UK	Europe		
3	Garden Se	17200	17850	18100	63598	116748	
4	Pool Cove	21412	25942	24944	53624	125922	
5	Fountains	20824	31288	37456	48569	138137	
6	Large Tub:	20722	29782	35963	25126	111593	
7	Brush Fen	49254	65750	125811	75863	316678	
8		129412	170612	242274	266780	809078	
9							
10	Sales at:	31-Aug					
11	Reviewed	7-Sep					
12							



### For Your Reference...

To **spell check** a **worksheet**:

1. Click on the **Review** tab
2. Click on **Spelling** in the **Proofing** group
3. Change words as required

### Handy to Know...

- Don't rely solely on computer spell checkers – they often include country-specific spelling (usually the country in which they were developed) and may also be culturally biased. Always manually proof your workbooks, in addition to using the **Spelling** feature, before distributing them to others.

# MAKING BASIC CHANGES

Changing the contents of a cell is very easy in Excel. All you have to do is click on a cell to make it active, type the new number, text or date and press **Enter**. The old cell contents will be

immediately replaced by the new data you enter. And as well as this, any formulas that reference the cell you've changed will also be updated.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Creating A New Workbook\_7.xlsx...*

**1** Click in cell **B3** to make this the active cell

Notice the totals in cells **B8**, **F3** and **F8**...

**2** Type **25700** and press **Enter**

Notice that the totals in cells **B8**, **F3** and **F8** have changed...

**3** Click in cell **B10**

Notice the date shown currently in cell **B11**...

**4** Type **3/11** and press **Enter**

Note the revised date now shown in cell **B11**...

**5** Click on **Save** to save the changes that have been made

**1**

	A	B	C	D	E	F	G
1							
2		AUS	NZ	UK	Europe		
3	Garden Se	17200	17850	18100	63598	116748	
4	Pool Cove	21412	25942	24944	53624	125922	
5	Fountains	20824	31288	37456	48569	138137	
6	Large Tub:	20722	29782	35963	25126	111593	
7	Brush Fen:	49254	65750	125811	75863	316678	
8		129412	170612	242274	266780	809078	
9							
10	Sales at:	31-Aug					
11	Reviewed	7-Sep					
12							

**2**

	A	B	C	D	E	F	G
1							
2		AUS	NZ	UK	Europe		
3	Garden Se	25700	17850	18100	63598	125248	
4	Pool Cove	21412	25942	24944	53624	125922	
5	Fountains	20824	31288	37456	48569	138137	
6	Large Tub:	20722	29782	35963	25126	111593	
7	Brush Fen:	49254	65750	125811	75863	316678	
8		137912	170612	242274	266780	817578	
9							
10	Sales at:	31-Aug					
11	Reviewed	7-Sep					
12							

**4**

	A	B	C	D	E	F	G
1							
2		AUS	NZ	UK	Europe		
3	Garden Se	25700	17850	18100	63598	125248	
4	Pool Cove	21412	25942	24944	53624	125922	
5	Fountains	20824	31288	37456	48569	138137	
6	Large Tub:	20722	29782	35963	25126	111593	
7	Brush Fen:	49254	65750	125811	75863	316678	
8		137912	170612	242274	266780	817578	
9							
10	Sales at:	31-Aug					
11	Reviewed	7-Sep					
12							

## For Your Reference...

To **make changes** to a **cell**:

1. Click on the cell to make it active
2. Type the new contents for the cell, then press **Enter**, **Tab** or one of the arrow keys

## Handy to Know...

- If you want to keep the previous data in a worksheet, simply enter the new data then use **Save As** rather than **Save** to save the workbook under a different name.
- If you begin typing in the wrong cell press **Esc** to abort the editing and restore the original content to the cell.

## PRINTING A WORKSHEET

Traditionally, **printing** means producing your document on paper, but in today's Web and online world it might mean printing to the Web or to another file. Excel gives you a lot of control

over what and how much to print as well as enabling you to select the printer to use. You can print one or multiple copies of a document, one or multiple pages and even collate copies.

### Try This Yourself:

Same File

1

Continue using the previous file with this exercise, or open the file *Creating A New Workbook\_8.xlsx...*

Click on the **File** tab, then click on **Print** to display the **Print** options in the **Backstage**

Your window may appear a little different to the one shown, but basically you will be presented with the printing options in the left pane and a preview of the document in the right pane...

2

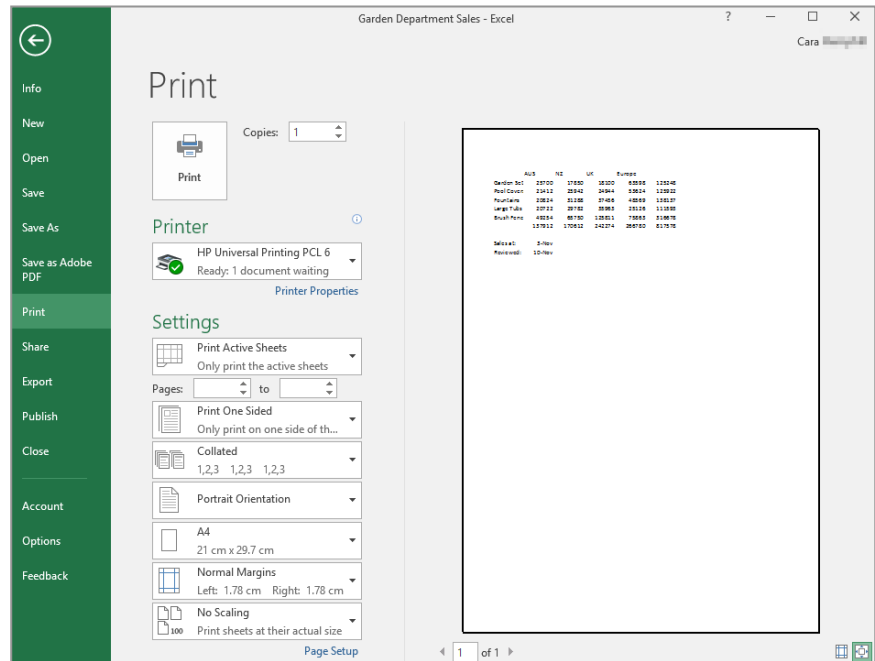
Click on the drop arrow for **Printer** to see a list of devices

3

Select a printer from the list

4

Click on **[Print]** to print the pages or click on the **Back** arrow (at the top left corner of the screen) if you wish to exit the **Backstage**



### For Your Reference...

To **print** a document:

1. Click on the **File** tab, then click on **Print**
2. Select a printer
3. Set any other options
4. Click on **[Print]**

### Handy to Know...

- You can use the keyboard shortcut **Ctrl** + **P** to display the **Print** options in the **Backstage** view.

## SAFELY CLOSING A WORKBOOK

When you have finished working with a workbook in Excel you should close it. Workbooks that are left open take up computer resources and your computer will work better and faster with fewer

files open. Workbooks are automatically closed when you exit Excel, but sometimes you may want to remain in Excel. You can do this by **closing** the current workbook before opening another.

### Try This Yourself:

Same  
File

Continue using the previous file with this exercise, or open the file *Creating A New Workbook\_9.xlsx...*

**1** Click in cell **B3**, type **30000** and press **Enter**

As soon as you make a change in Excel it is deemed to be an "unsaved change" until you save the workbook. We have done this to see what will happen when you try and close a workbook with unsaved changes in it...

**2** Click on the **File** tab, then click on **Close** to close the current document

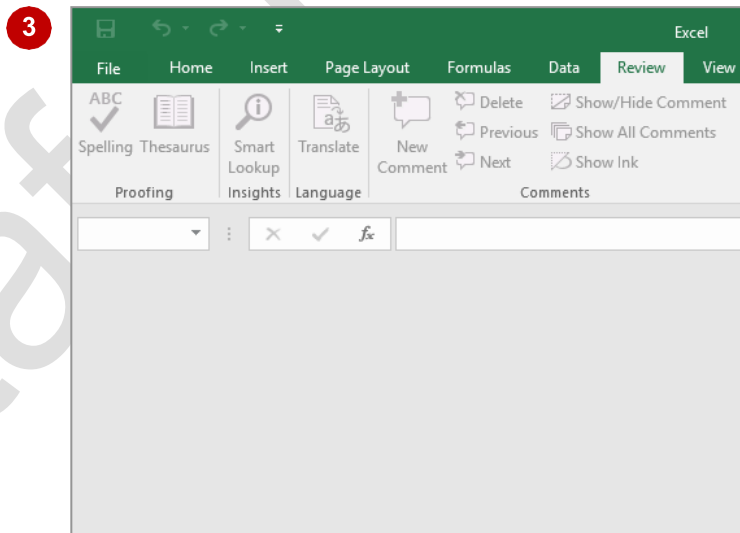
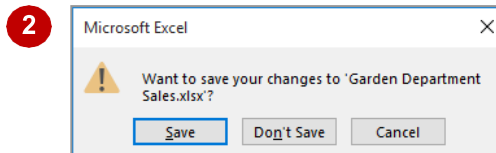
If you have not saved your work, a message box will appear providing you with an option to do so. If you want to keep the changes you've made select [Save], otherwise select [Don't Save]. The [Cancel] option will cancel closing and leave the workbook open...

**3** Click on **[Save]** to first save, then close the workbook

If this was the only workbook open, then the screen will now appear without a workbook

**1**

	A	B	C	D	E	F	G
1							
2		AUS	NZ	UK	Europe		
3	Garden Se	30000	17850	18100	63598	129548	
4	Pool Cove	21412	25942	24944	53624	125922	
5	Fountains	20824	31288	37456	48569	138137	
6	Large Tub:	20722	29782	35963	25126	111593	
7	Brush Fen	49254	65750	125811	75863	316678	
8		142212	170612	242274	266780	821878	
9							
10	Sales at:	3-Nov					
11	Reviewed	10-Nov					
12							



### For Your Reference...

To **close** a **workbook**:

1. Click on the **File** tab
2. Click on **Close**, then click on **[Save]**, or **[Don't Save]**

### Handy to Know...

- If you save your workbook and select **Close** in the **Backstage**, the workbook will be closed without a message prompting you to save.
- If you close a workbook when others are still open, the application will not close.