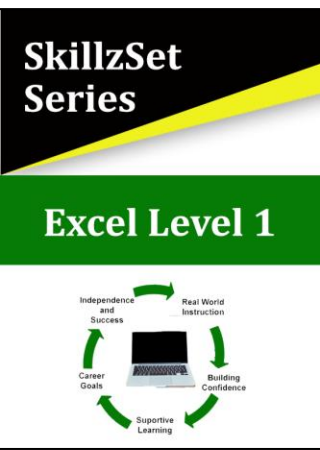




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Welcome to Excel Level 1

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Lesson 1

Getting Started with Excel

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Lesson 1A: Navigating the Interface

- Basic Terminology

Lesson 1B: Cells, Rows and Columns

Lesson 1C: Worksheet Tabs

Lesson 1D: The Home Tab

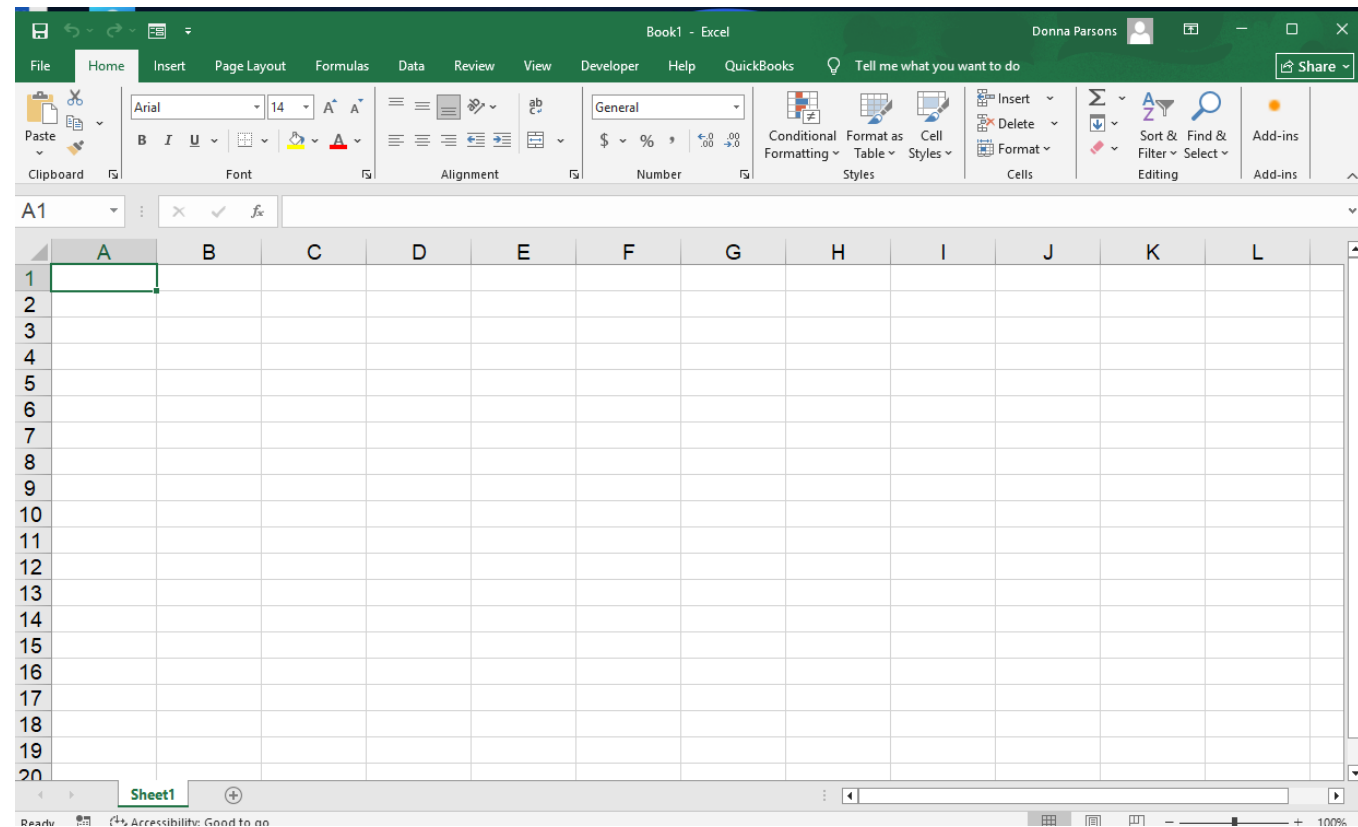
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Lesson 1A: Navigating the Interface

- Students will be able to identify the key components of the Excel interface. Including the ribbon, formula bar, sheet tabs, zoom level, and the cell reference name box
- Distinguish the difference between a workbook and a worksheet.
- Practice adding, renaming, moving, and deleting sheets to manage multi-sheet documents.
- Excel Terminology

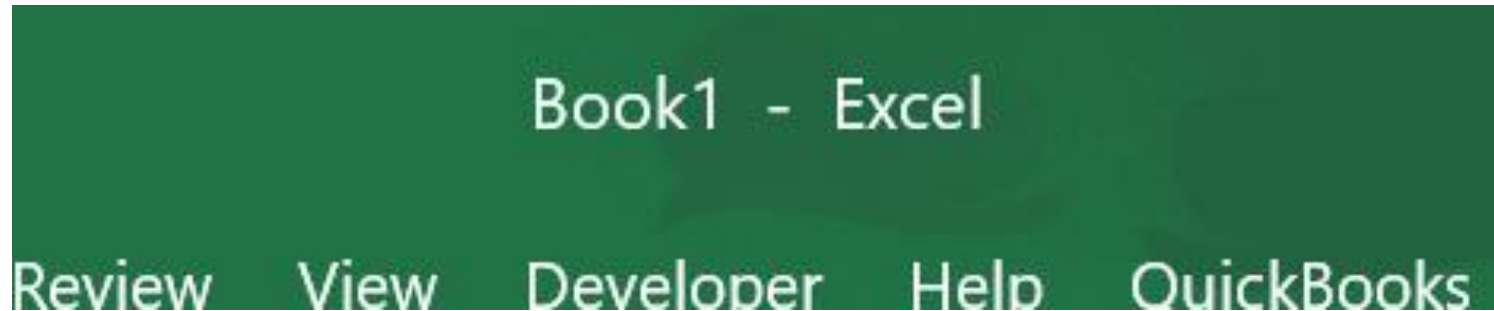
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Lesson 1A: Navigating the Interface



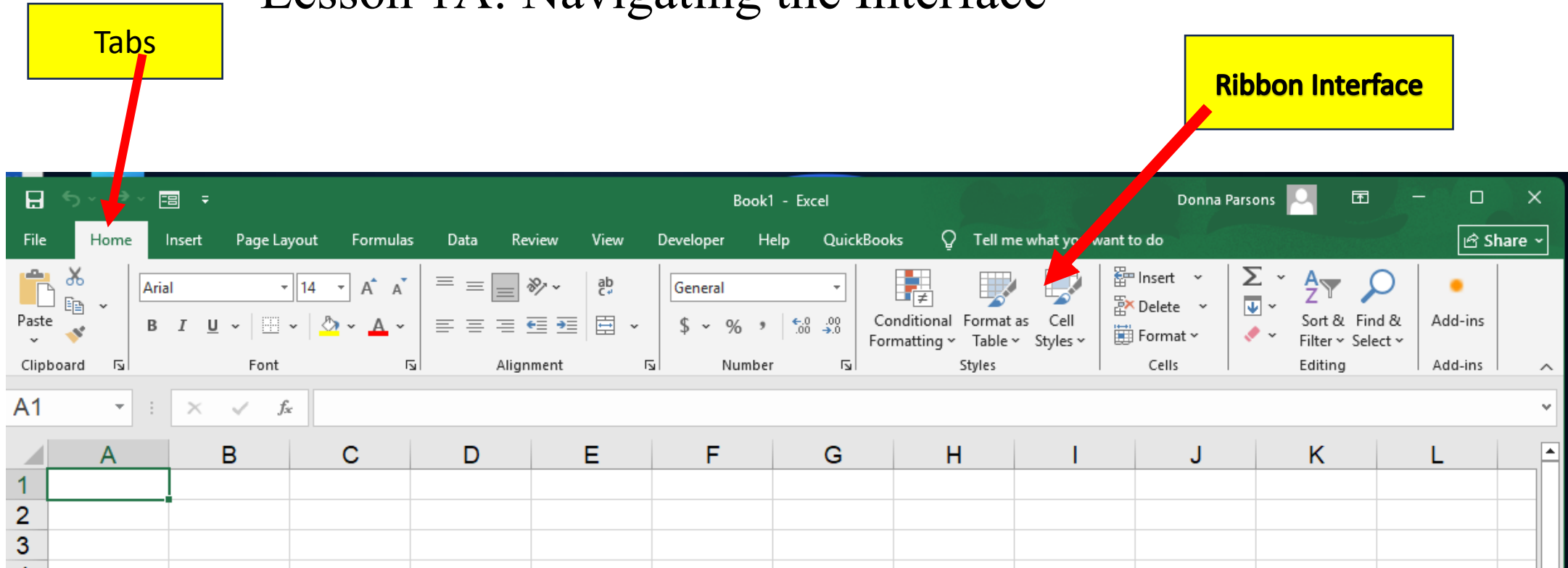
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By default, Excel opens to a blank workbook titled “Book1”



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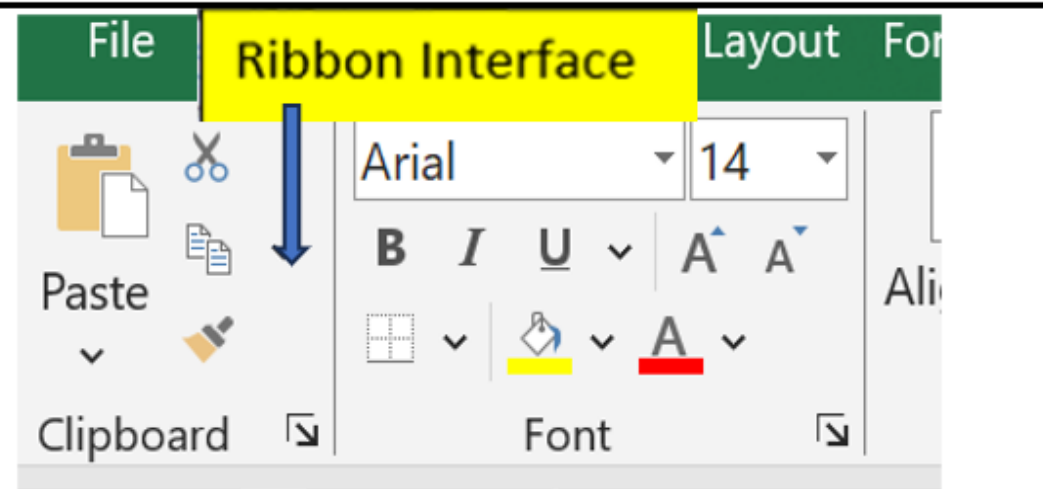
Lesson 1A: Navigating the Interface



Each tab on the Ribbon (like Home, Insert, Page Layout, Formulas) opens a different set of tools. When you click a tab, the Ribbon changes to show the different tools and commands

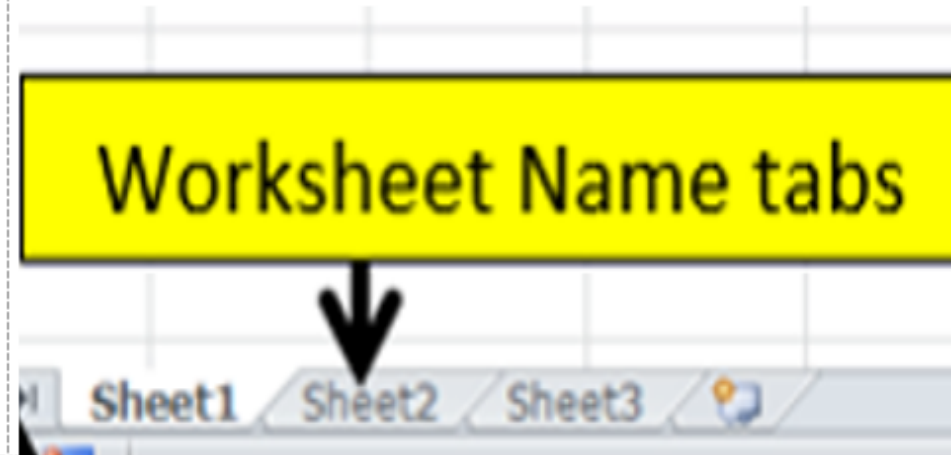
The Ribbon Interface

The **Ribbon Interface** is the main panel at the top of the Excel workbook window. It is designed to help quickly find the different tools you may need. These tools are contained within the named tabs that opens up a set of options grouped by specific function.



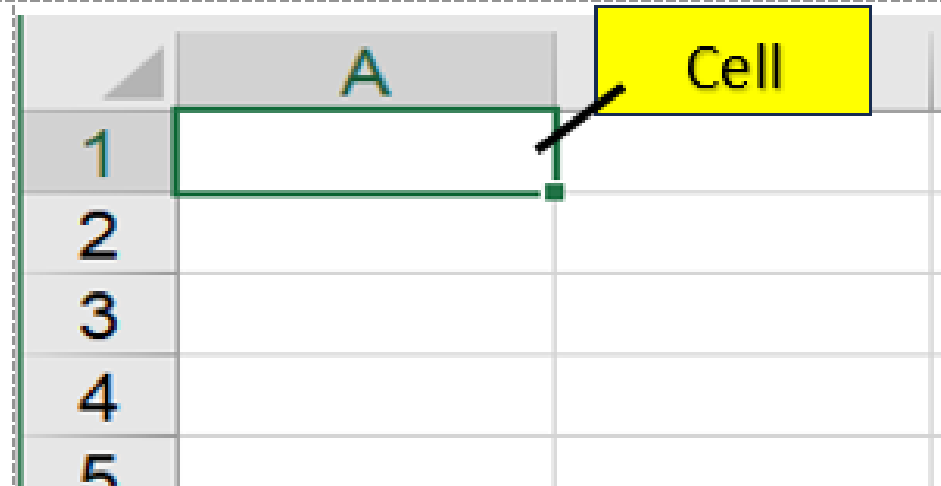
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A **worksheet name tab** is a tabbed file sheet that is located at the bottom of the workbook. It allows you to select between different worksheets within the same workbook. Each tabbed, sheet file represents a separate page



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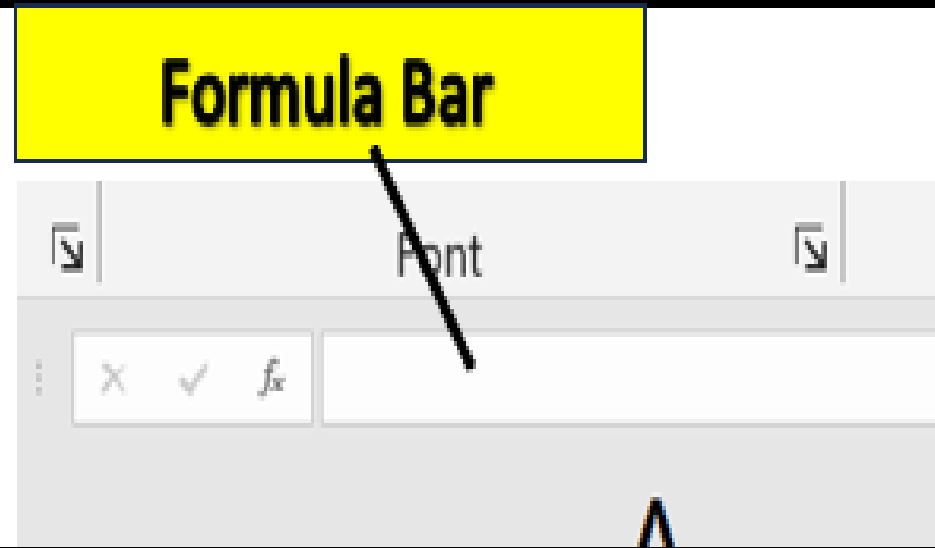
A **cell** is an area of the worksheet where you can enter data. Each cell can hold text, numbers, dates, or formulas. Each cell has its own name, called a **cell reference**, based on its column letter and row number. For example, cell **A1** is in column A and row 1.



	A	
1		
2		
3		
4		
5		

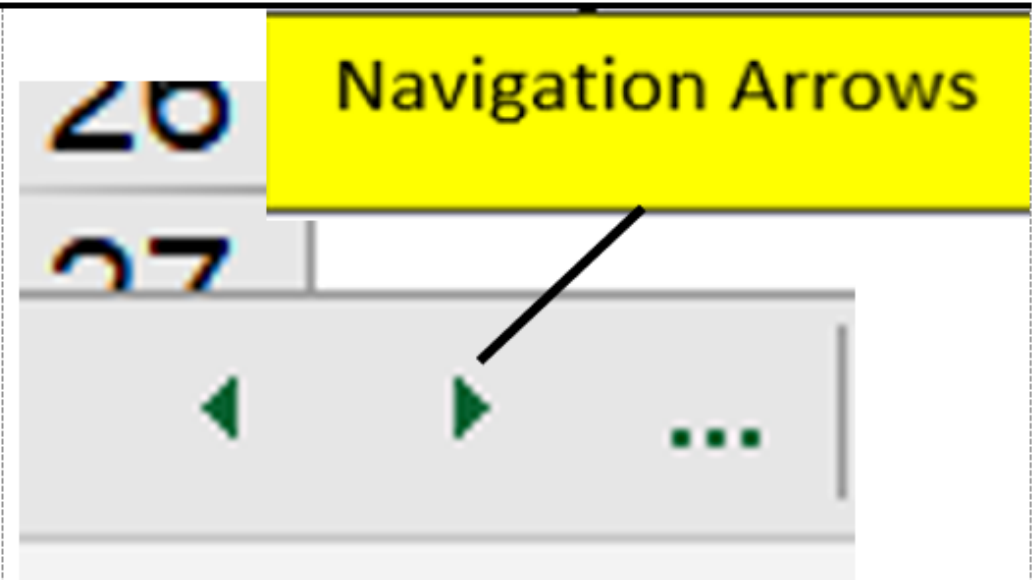
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The **Formula Bar** is an area located above the column headers where you can enter or edit the contents of the selected cell. It also allows you to view a formula that was entered in a cell so it can be revised.



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The **Navigation Arrows** are small arrows that are found at the bottom of the worksheet window or along the scroll bars. The arrows will only appear when there are more than a few worksheets in your workbook.



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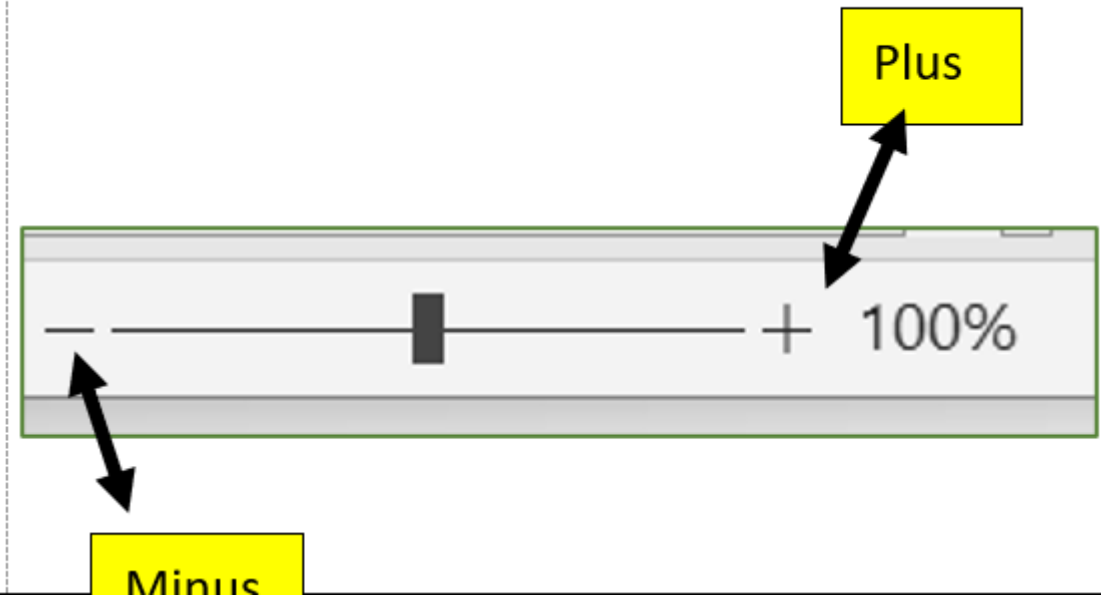
The **Page View Icons** are a set of icons found at the bottom-right corner of the window that let you switch to see how your worksheet is displayed on the screen.



Page View

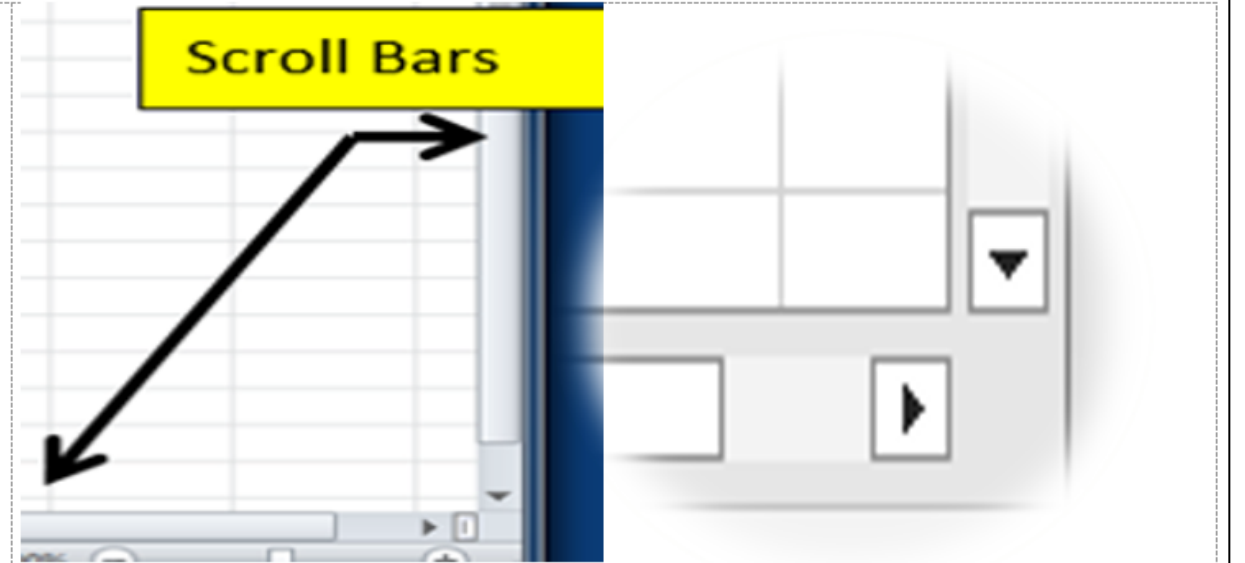
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The **Zoom Slider Bar** is a slider bar found at the bottom-right corner of the window that lets you easily adjust how much of your worksheet you can see at once. Moving the slider bar to the right zooms in on the workbook pages making the rows and columns appear larger, while sliding to the left zooms the area out, making your data appear smaller.



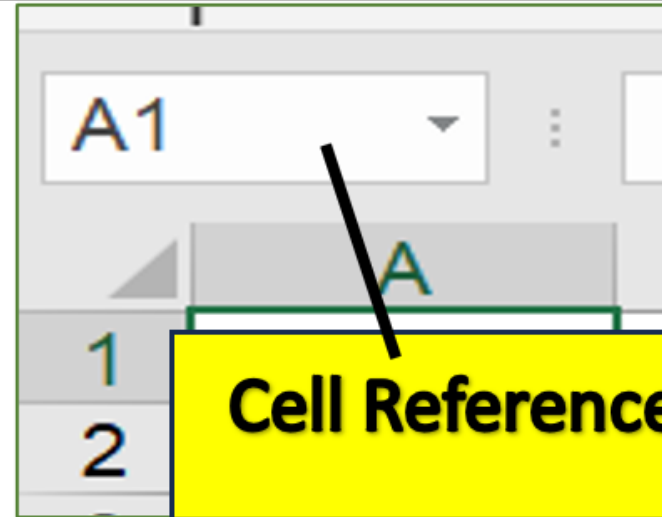
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The **Scroll Bars** are the bars along the right side and bottom edge of the workbook window that lets you move around your worksheet. This occurs when the workbook is too small to fit into the work area of your screen.



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The **Cell Reference Name Box** is a small box located just above Column A and row 1 and located to the left of the formula bar. It shows you the name or address of the cell you've currently selected. For example, A1, B4, or C7.



Cell Reference Name Box

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The **Quick Access Toolbar** is a customizable toolbar located above or below the ribbon that gives you the most-used tools. By default, it includes basic items like **Save, Undo, and Redo**. You can add/remove these tools to customize.

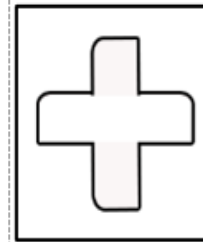


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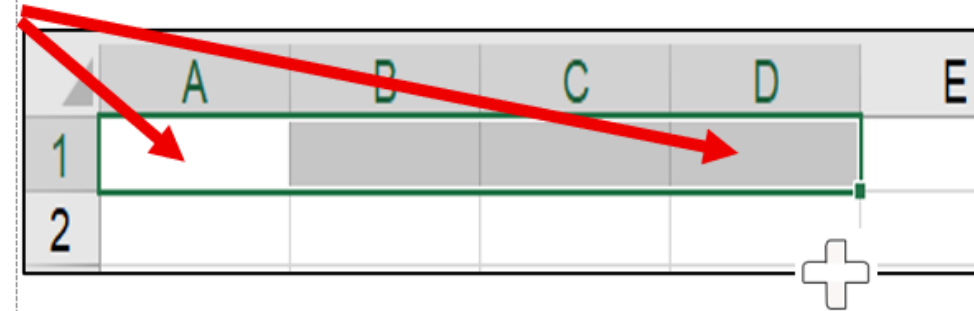
Excel Terminology

Select with your mouse (left click) and drag **inside** a cell to select multiple cells.

To select multiple cells: left click in the middle of the first cell and drag your mouse to the right or down and release your mouse to select the desired cell area.



Selecting cells
Mouse cursor

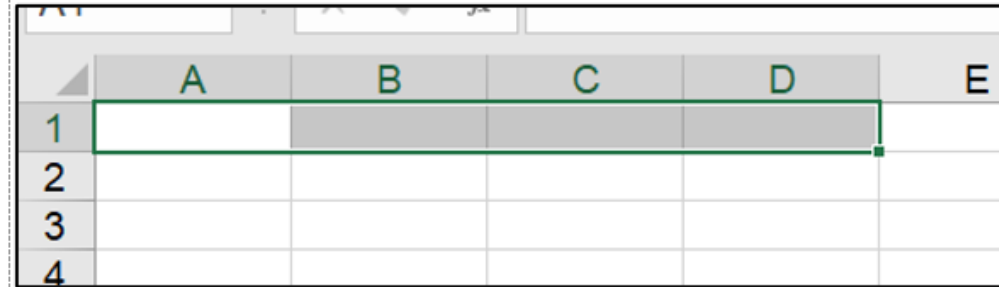


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What is a Range?

The term **Range** Is a group of selected cells.

a1:d1



An Excel spreadsheet with columns A through E and rows 1 through 4. The cell range A1:D1 is highlighted with a green border, indicating it is the selected range.

	A	B	C	D	E
1					
2					
3					
4					

The Range above is called cell a1:d1

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The fill handle is when your mouse changes to a small plus sign at the bottom-right corner of a cell (called the **fill handle**). You can **drag the fill handle across additional cells** to copy the previous cells formula references.



Fill Handle

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The colon in an Excel formula is the
word

Through

Example =sum(a1:a5)

-
-

(colon on your keyboard)

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The Pound Symbol	#																
The pound symbol appears when the cell is not wide enough to accommodate the numbers that are contained within the area,	Before <table><tr><th>A</th><th>B</th></tr><tr><td>XYZ Company</td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td>January</td></tr><tr><td>Northern Region</td><td>##</td></tr><tr><td>Southern Region</td><td>##</td></tr><tr><td>Eastern Region</td><td>##</td></tr><tr><td>Total</td><td>##</td></tr></table>	A	B	XYZ Company					January	Northern Region	##	Southern Region	##	Eastern Region	##	Total	##
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