Microsoft® Excel 2016 Basics- Unit 1

STUDENT WORKSHEET ANSWER KEY

Directions:
Fill in the blanks.

Microsoft® Excel in the Workplace

1. Microsoft® Excel **spreadsheet** software plays an integral role in most workplaces.

2. From a school perspective, many classes require you to create charts and graphs to represent **data**.

Opening Workbooks & Templates

1. To open Microsoft® Excel, click the **Start** Button in the bottom left-hand corner of the desktop, then locate the program name or icon, and click it.

2. If you have a workbook open and need to open a new workbook, click the File tab and then the **New** option.

Customizing the Excel Window

1. If the gridlines are present and you want to remove them, click on the **View** tab and in the Show group click on the box with the check in it next to Gridlines.

2. If you want to zoom to a specific selection, select the cells and on the View tab and in the Zoom group click Zoom to **Selection**.

Viewing Workbooks

1. The three main viewing options are Normal, Page **Break** Preview and Page Layout View.

2. To view the windows next to each other, click on the View **Side** by Side option.

3. To create a freeze pane, click on the **Freeze** Pane icon and then choose the type of freeze pane you want to create such as Freeze the Top Row.

4. To remove a freeze pane, click on the Freeze Pane icon and choose **UnFreeze** Panes and the worksheet will return to its normal view.

Saving & Sharing Your Work

1. To save a workbook that has not been saved before, use the **Save As** option by clicking on the File tab and then Save As in Backstage View.

2. Another option you can use to save a file is to use the keyboard shortcut Control **S**.