

# Microsoft® Excel 2016 Basics- Unit 1

*Directions:*

Fill in the blanks.

## **Microsoft® Excel in the Workplace**

1. Microsoft® Excel \_\_\_\_\_ software plays an integral role in most workplaces.
2. From a school perspective, many classes require you to create charts and graphs to represent \_\_\_\_\_.

## **Opening Workbooks & Templates**

1. To open Microsoft® Excel, click the \_\_\_\_\_ 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 \_\_\_\_\_ option.

## **Customizing the Excel Window**

1. If the gridlines are present and you want to remove them, click on the \_\_\_\_\_ 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 \_\_\_\_\_.

## **Viewing Workbooks**

1. The three main viewing options are Normal, Page \_\_\_\_\_ Preview and Page Layout View.
2. To view the windows next to each other, click on the View \_\_\_\_\_ by Side option.
3. To create a freeze pane, click on the \_\_\_\_\_ 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 \_\_\_\_\_ 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 \_\_\_\_\_ 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 \_\_\_\_\_.