

Lesson 1-1: Start Excel and open a new blank workbook

If you are using Windows 8 see sidebar.

Startup in Windows 7

- 1 Click the *Windows Start Button*  at the bottom left of your screen.
- 2 Click the *All Programs* item at the bottom of the pop-up menu.
- 3 Scroll down the list and click on the *Microsoft Office 2016* item.
- 4 Pin *Microsoft Excel 2016* to the start menu.

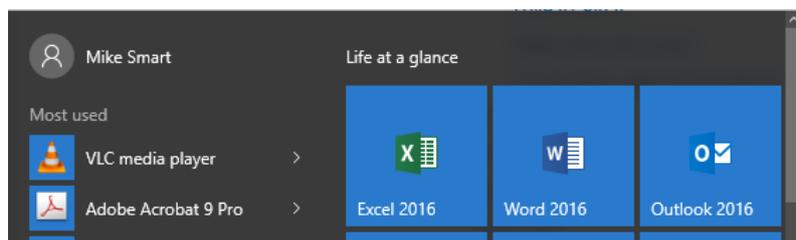
You'll be using Excel a lot so it makes sense to pin it to the start menu. This will make it appear at the top of the list in future so you'll be able to start Excel with just two clicks.

To pin to the start menu, point to *Microsoft Excel 2016* in the list, right-click your mouse and then choose *Pin to Start Menu* from the shortcut menu.

- 5 Left-click *Microsoft Excel 2016* to start Excel.
Excel starts and is displayed on the screen.

Startup in Windows 10

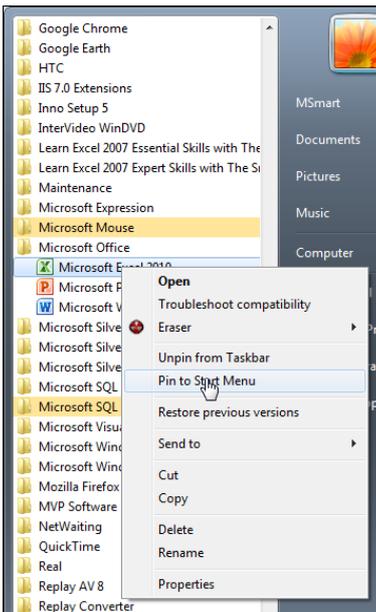
- 1 Click the Start Button  in the bottom left corner of the Windows 10 screen.
- 2 Drag the *Excel 2016* icon to the top of the start menu.



If you can't find the Excel 2016 icon, see the sidebar for instructions on how to locate it.

You'll be using Excel a lot so it makes sense to move the icon to the top of the Windows 10 start menu. You'll then be able to start Excel without having to search for the icon.

1. Point to the Excel 2016 icon.
2. Click and hold down the left mouse button.



note

Windows 8 Users

Microsoft have announced that Windows 10 is considered to be a "recommended" update for any remaining Windows 8 users.

For this reason, by the time that you read this book it is unlikely that there will be many Windows 8 users left in the world.

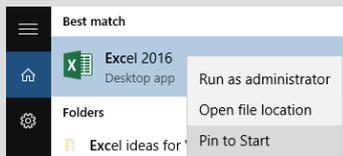
note

If you can't find the Excel 2016 icon in Windows 10

When you install Excel 2016 on a Windows 10 computer an icon is automatically added to the Start Menu. If you can't find the icon proceed as follows:

1. When the Windows 10 start menu is displayed, type: **excel** on the keyboard. You will then see the Excel 2016 application icon on the screen. If you don't, Excel is not installed on this computer.

2. Right-click the Excel 2016 application icon and click: *Pin to Start* from the shortcut menu:



You will now be able to locate the Excel 2016 icon on the start menu (though you may have to scroll down to the bottom of the icon list to find it).

note

Potential problems when using templates

Many of Microsoft's templates have been created using some very advanced Excel skills and techniques. If you make use of them there's a danger that you may depend upon a workbook you don't understand and are unable to maintain.

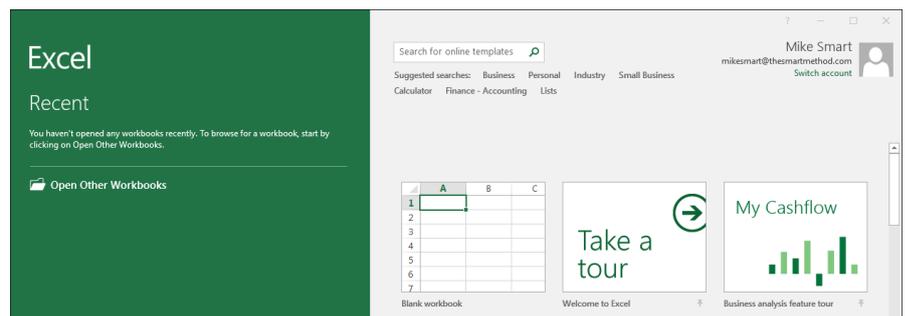
Templates you create yourself are far more useful. Creating your own custom templates is beyond the scope of this *Basic Skills* course but is covered in depth in the *Essential Skills* book in this series (in: *Lesson 3-15: Create a Template*).

3. With the left button held down, move your mouse towards the top of the start menu. The icon will move with the mouse cursor.
4. When you reach the top of the start menu, release the left mouse button.

The Excel 2016 icon is now permanently positioned at the top of the Windows 10 start menu.

3 Left-click *Excel 2016* to start Excel.

After you've started Excel



Now that Excel has started, Excel needs to know whether you want to create a new workbook, or whether you want to open a workbook that was created earlier.

When creating a new workbook, Excel also offers to give you a “flying start” by using a template. Templates are sample workbooks that you can adapt and modify for your own needs. The idea is very good but, in reality, templates are not usually a good choice as it can take longer to adapt them to your true needs than to design from scratch (see sidebar).

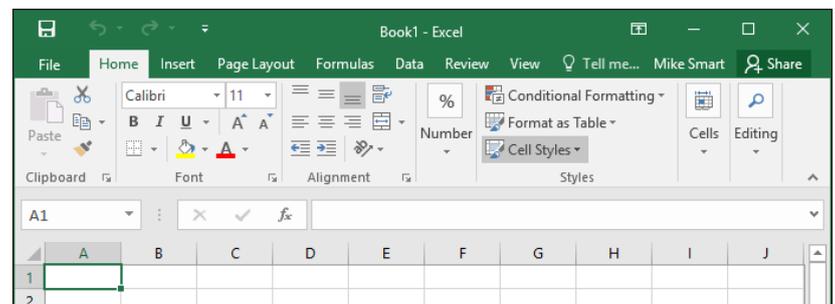
In this lesson you'll create a blank workbook.

1 Create a new blank workbook.

Left-click the mouse button on the *Blank workbook* template.

Note that, from now onwards, I will simply use the term “click” when I mean left-click (the mouse button you will use most of the time) and “right-click” only when you need to click the (less-used) right mouse button.

The Excel 2016 screen is displayed showing a blank workbook:



2 Leave the workbook open for the next lesson.