

Excel 2021 & 365 Introduction

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The Excel Environment



Interface Basics

Using the Ribbon

1. To **hide and show** the contents in the Ribbon, double-click the active tab in the Ribbon.
2. To **change bottom groups shown in the Ribbon**, click the tabs at the top of the Ribbon.
3. To **show or hide "Contextual" tabs**, click to select or click away to de-select the object.
4. To **access commands**, click a Ribbon tab and use the commands. Ribbon will expand to show the commands.

Enabling and Disabling Touch Mode

1. Click the "Customize Quick Access Toolbar" button in the Quick Access Toolbar and choose the "Touch/Mouse Mode" option.
2. Click the "Touch/Mouse Mode" button to select that option.

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Opening Workbooks

1. To **open a workbook when Excel first launches**, click a file listed under the "Recent," "Frequent," or "Shared with Me" tabs at the right, or click the "Open" button at the left, navigate to the file, select it, and click the "Open" button.
2. To **open a workbook from within Excel**, click the "File" tab in the Ribbon, choose "Open" at the left of Backstage View, then either click a "Recent" file or select "OneDrive," "This PC," or other location, click "Browse," navigate to the file, and click "Open."

Recovering Unsaved Workbooks

1. Select the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View.
2. Select the "Recent" command in the "Open" area in the middle pane.
3. Click the "Recover Unsaved Workbooks" button at the bottom of the "Recent" pane. (In [Screenshot 1](#))
4. Select the file in the "Open" dialog box in the unsaved file folder.
5. Click the "Open" button. (In [Screenshot 2](#))

Data Entry

Selecting Cells

1. To **select a single cell**, click the cell, or use the arrow keys to move to the cell.
2. To **select a range of cells with the mouse**, click and drag with the mouse, or hold down the "Ctrl" or "Shift" key while clicking other cells.
3. To **select a range of cells with the keyboard**, hold down the "Shift" key while using the arrow keys.
4. To **select multiple ranges**, select a range with the mouse, press the "Ctrl" key, and select other ranges.
5. To **select a range of cells with touch**, tap and drag the selection handle. (In [Screenshot 1](#))

Instructions



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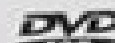
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