Lesson One

**What are spreadsheets?**

We will now start to use Microsoft Excel which is a spreadsheet application.

Spreadsheets are used to help us perform calculations

**Working with Spreadsheets**

1. Open, close a spreadsheet application:
   1. To open our spreadsheet application we simply click on the Excel icon
   2. To close Excel we simply click on the ‘X’ located at the top right corner
2. Create a new spreadsheet based on default template:
   1. This is done by first clicking the MS icon on the top left corner
   2. We then need to click on new and we can select any template we like, more often than not we use the blank template
3. Save a spreadsheet to a location on a drive:
   1. Saving is done as we did with MS Word
   2. Click on the MS icon and select save as

**Enhancing Productivity**

1. Setting a User name:
   1. Click on the MS icon
   2. Select options
   3. Select general
   4. Type in the username you wish to use next to user
2. Use available Help functions:
   1. This is done by clicking the blue icon with the question mark
   2. Use as you would use a search engine
3. Use magnification/zoom tools:
   1. Click on view
   2. Use the desired zoom tools
4. Display, hide built-in toolbars. Restore, minimize the ribbon:
   1. Just like MS Word you can hide the ribbon
   2. Right click on the ribbon and click on ‘Minimize ribbon’
5. Changing the color shceme:
   1. Click on the MS icon
   2. Select options
   3. Under general choose a color from the drop down list