**Excel Basics**

1. Open **Microsoft Excel**
2. Take a look at this picture to start learning the names of things in Excel:

Excel is used for making **spreadsheets**. A spreadsheet is used to organize information and numbers. You can make **graphs** and **charts** in excel. You can **sort** information. You can do **math** (even complicated math). You can make **tables**. You can do many things, but these are the basics that we will cover.

Now, answer the questions on the next pages using the picture and Excel on your computer.

1. On your **Ribbon**, what are 3 things you see under the **Home** tab?
2. On your **Ribbon**, what are 3 things you see under the **Insert** tab?
3. On your **Ribbon**, what are 3 things you see under the **Page Layout** tab?
4. On your **Ribbon**, what are 3 things you see under the **Formulas** tab?
5. On your **Ribbon**, what are 3 things you see under the **Data** tab?
6. On your **Ribbon**, what are 3 things you see under the **Review** tab?
7. Under what tab can you find **Column** Charts?
8. Under what 2 tabs can you add up numbers (**Autosum**)?
9. Do Columns go **up and down** or **side to side**? (look at the picture on the first page)
10. Do Rows go **up and down** or **side to side**? (look at the picture on the first page)
11. What is a **Cell?**
12. In Excel type something in one of the cells. As you are typing, where do the letters show up? (There are 2 places…)
13. After you finishing typing, press “**Enter**” – Where do the letters show up now?
14. How do you change the **font** and **size** of what you typed?
15. How do you change the width of a column or row?

**Finally, show me everything you did and I’ll record your grade!**