Microsoft Office Virtual Learning

Getting Started with MS Excel and Google Sheets

April 27, 2020

Lesson: <mark>April 27, 2020</mark>

Objective/Learning Target:
Students will be introduced to MS Excel and Google Sheets

Introduction

MS Excel

Excel is a **spreadsheet program** that allows you to **store**, **organize**, and **analyze information**. While you may believe Excel is only used by certain people to process complicated data, anyone can learn how to take advantage of the program's **powerful features**. Whether you're keeping a budget, organizing a training log, or creating an invoice, Excel makes it easy to work with different types of data.

Google Sheets

Google Sheets is a **web-based spreadsheet application** that allows you to store and organize different types of information, much like **Microsoft Excel**. While Google Sheets does not offer all of Excel's advanced features, it's easy to **create** and **edit** spreadsheets ranging from the simple to the complex.
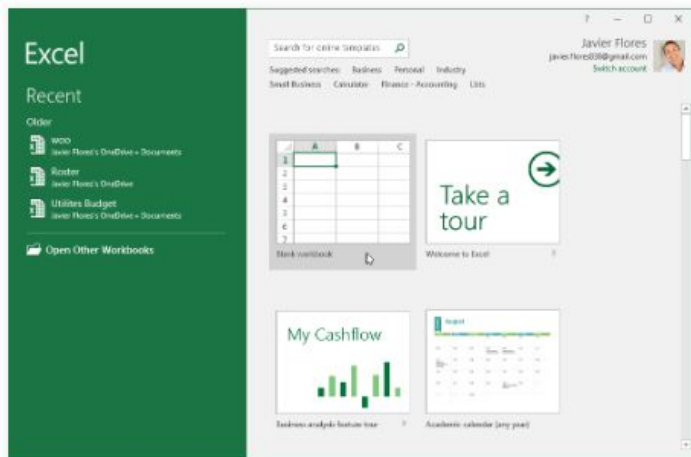
Excel

Google Sheets

https://youtu.be/IgIWIPDJuPo

https://youtu.be/HLp6nbp8VIc

Excel

When you open Excel for the first time, the Start Screen will appear. From here, you'll be able to create a new workbook, choose a template, and access your recently edited sheets. From the Start Screen, locate and select Blank Workbook to access the Excel interface.
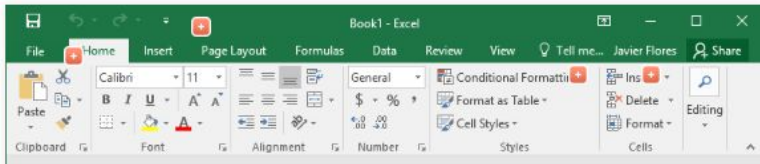

Sheets

When you create a new spreadsheet in Google Sheets, a blank spreadsheet will appear. This interface displays the toolbar, along with the main view of your spreadsheet. It allows you to create and modify cells, choose a theme, and share the spreadsheet with others
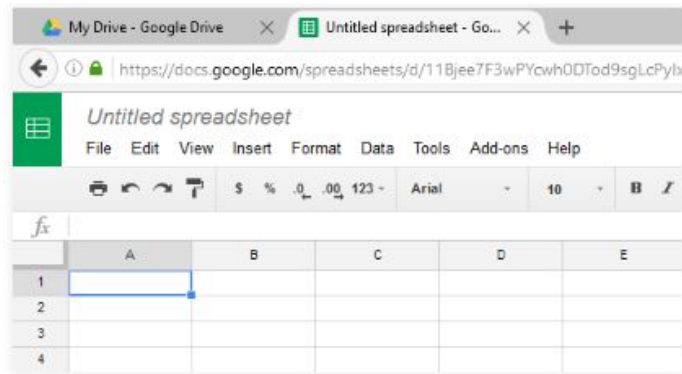
Opening Interface

Excel

Excel 2016 uses a tabbed Ribbon system instead of traditional menus. The Ribbon contains multiple tabs, each with several groups of commands. You will use these tabs to perform the most common tasks in Excel.

Sheets

When you create a new spreadsheet in Google Sheets, the interface for Sheets will appear. This interface displays the toolbar, along with the main view of your spreadsheet. It allows you to create and modify your spreadsheet, choose a theme, and share the sheet with others.
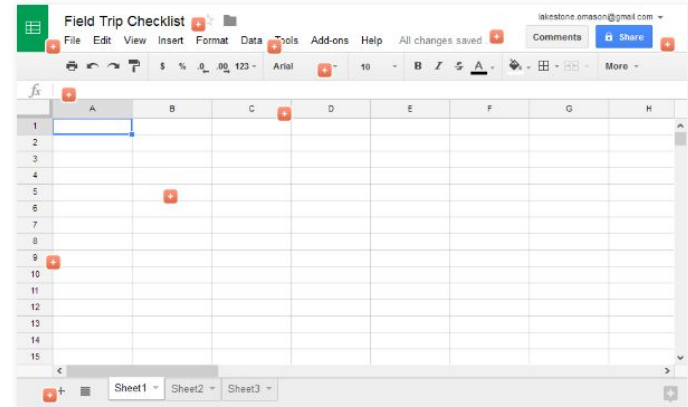
The Ribbon and Toolbar

Excel

- Each tab will have one or more groups.

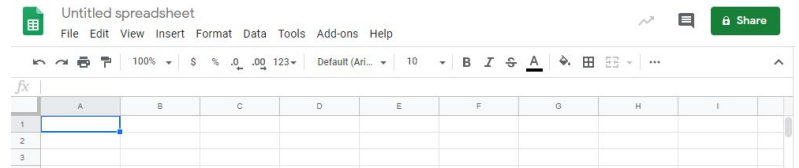- Some groups will have an arrow you can click for more options


- Click a tab to see more commands.

Sheets

The Google Sheets interface uses a traditional menu system with a shortcut toolbar. The menus contain commands grouped by function. The shortcut toolbar has buttons for some frequently used commands.

Excel

The Ribbon is designed to respond to your current task, but you can choose to minimize it if you find that it takes up too much screen space. Click the Ribbon Display Options arrow in the upper-right corner of the Ribbon to display the drop-down menu.
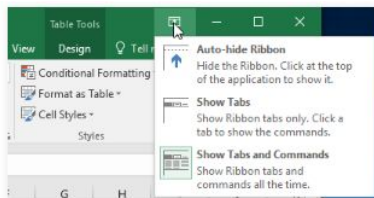

There are three modes in the Ribbon Display Options menu:

- Auto-hide Ribbon: Auto-hide displays your workbook in full-screen mode and completely hides the Ribbon. To show the Ribbon, click the Expand Ribbon command at the top of screen.
- Show Tabs: This option hides all command groups when they're not in use, but tabs will remain visible. To show the Ribbon, simply click a tab.
- Show Tabs and Commands: This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Excel for the first time.

Sheets

You can choose to minimize the menu bar to free up more space to display your spreadsheet. Click the Hide the menus command to hide the menu bar, leaving only the shortcut toolbar at the top of the window. Click it again to show the menu bar again.
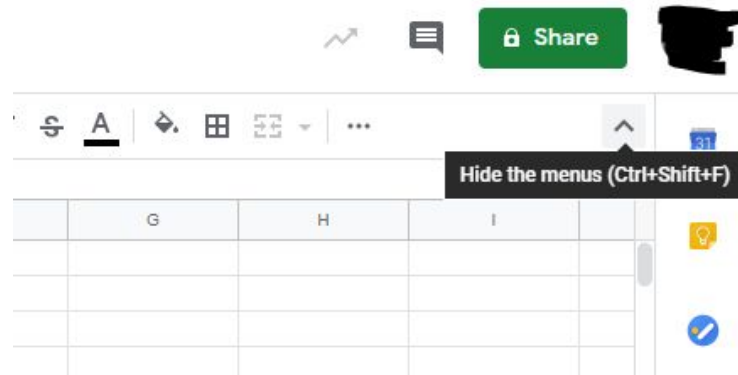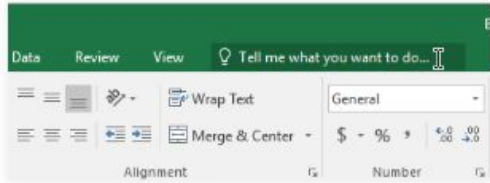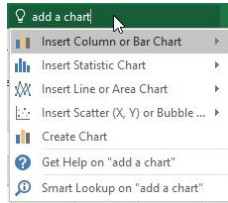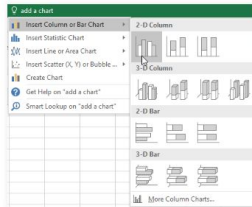
Using the Tell Me Feature

Excel

The Tell me box works like a search bar to help you quickly find tools or commands you want to use.

Type in your own words what you want to do.

The results will give you a few relevant options. To use one, click it like you would a command on the Ribbon.

Sheets

If you're having trouble finding a command you want, the Tell Me feature can help. It works just like a regular search bar. Click the Help option. In the search the menus bar, type what you're looking for, and a list of options will appear.
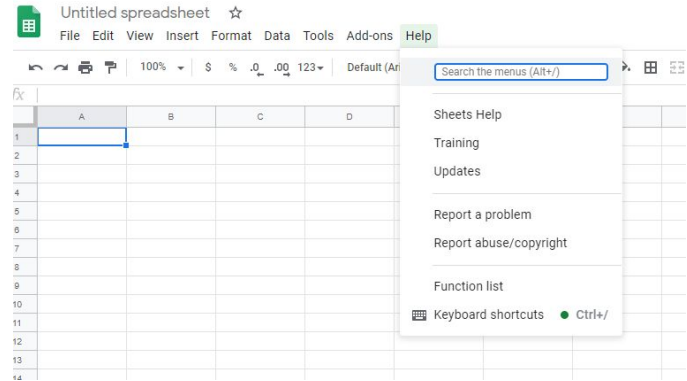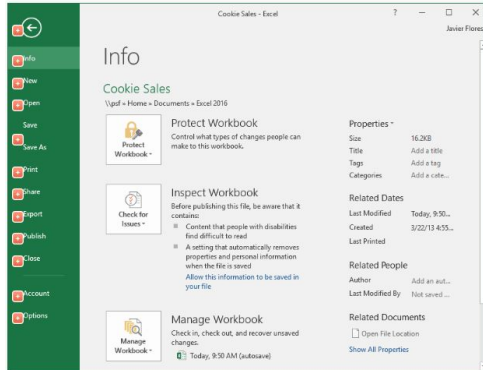
Backstage View

Excel

Backstage view gives you various options for saving, opening a file, printing, and sharing your workbooks.

1. Click the File tab on the Ribbon. Backstage view will appear.

Sheets

Unlike Microsoft Office, Google sheets does not have a backstage view when File is selected.

When you click File, the drop down menu gives you various options for saving, opening a file, printing, and renaming your document. To access this menu, click the File option in the top left corner of your document
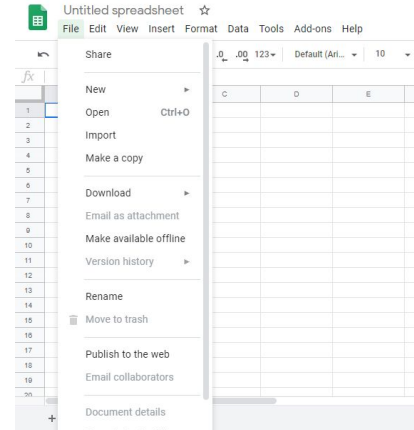
Challenge

Excel

1. Open Excel 2016.
2. Click Blank Workbook to open a new spreadsheet.
3. Change the Ribbon Display Options to Show Tabs.
4. In the Tell me bar, type the word Color. Hover over Fill Color and choose a yellow. This will fill a cell with the color yellow.
5. Change the Ribbon Display Options back to Show Tabs and Commands.
6. Close Excel

Sheets

1. Open Google Sheets
2. Click Blank Spreadsheet to open a new spreadsheet.
3. Change the display option to show the toolbar.
4. In the Tell me bar, type the word Color. Hover over Fill Color and choose a yellow. This will fill a cell with the color yellow.
5. Close Sheets

For More Resources:

Microsoft Excel:
https://edu.gcfglobal.org/en/excel2016/getting-started-with-excel/1/
https://edu.gcfglobal.org/en/googlespreadsheets/getting-started-with-google-sheets/1/