Microsoft Office Virtual Learning

Creating and Opening Workbooks

April 28, 2020

Lesson: April 28, 2020

Objective/Learning Target:
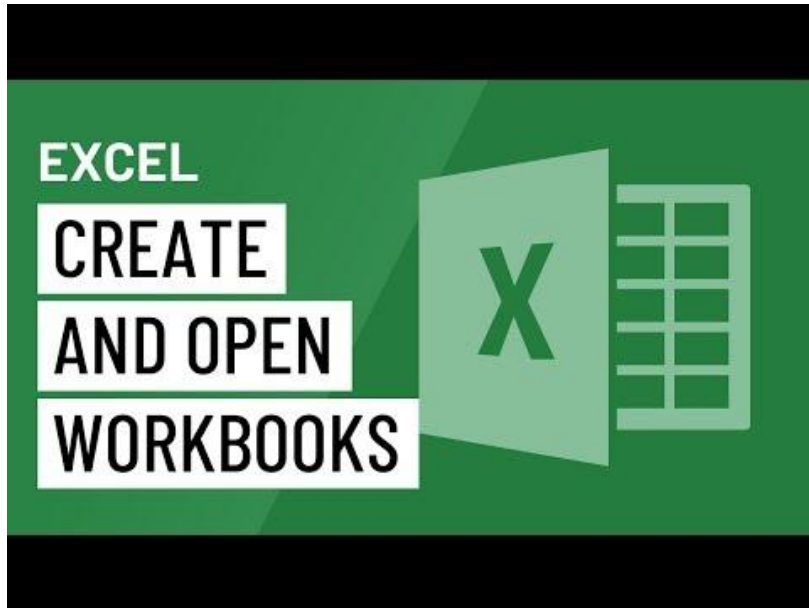Students will learn how to create and open workbooks in MS Excel and Google Sheets

MS Excel

Excel files are called **workbooks**. Whenever you start a new project in Excel, you'll need to **create a new workbook**. There are several ways to start working with a workbook in Excel. You can choose to **create a new workbook**—either with a **blank workbook** or a predesigned **template**—or **open an existing** workbook.

Google Sheets

Google Sheets files are called **workbooks**. Whenever you start a new project in Google Sheets, you'll need to **create a new workbook**. You can choose to **create a new workbook**—either with a **blank workbook** or a predesigned **template**—or **open an existing** workbook.
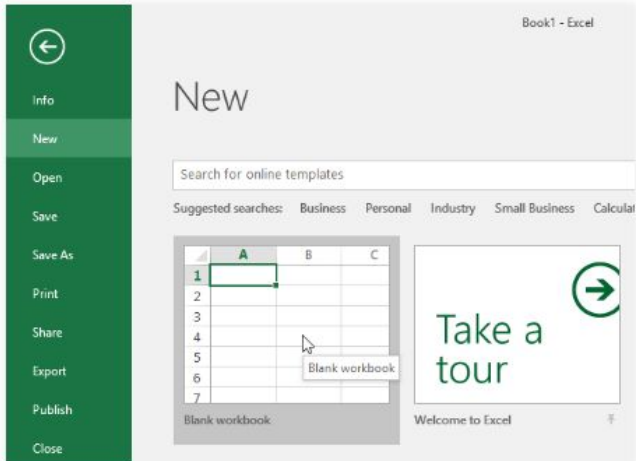
Excel

Google Sheets

https://youtu.be/EBGrJckHadw

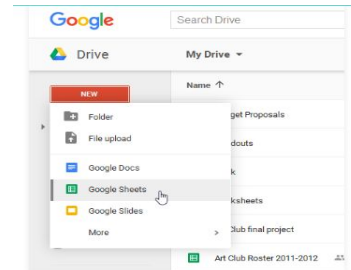https://youtu.be/HLp6nbp8VIc

Excel

1. Select the File tab. Backstage view will appear.
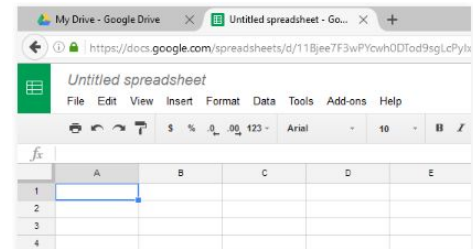2. Select New, then click Blank workbook.

3. A new workbook will appear

Sheets

1. While viewing your Google Drive, click New and select Google Sheets from the drop-down menu.

2. The spreadsheet will appear in a new browser tab.

Excel

In addition to creating new workbooks, you'll often need to open a workbook that was previously saved.

1. Navigate to Backstage view, then click Open.
2. Select Computer, then click Browse. Alternatively, you can choose OneDrive to open files stored on your OneDrive.
3. The Open dialog box will appear. Locate and select your workbook, then click Open.
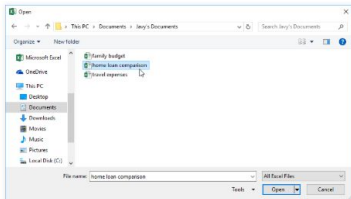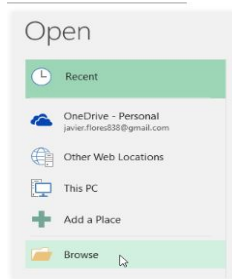
Sheets

Whenever you need to view or edit your spreadsheet, you can access it again from your Google Drive, where it will be saved automatically.
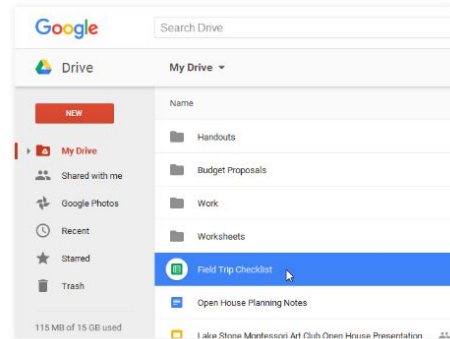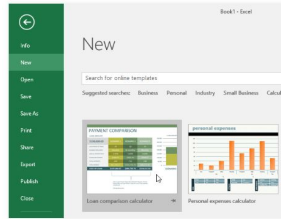
You may notice that there is no save button. This is because Google Drive uses autosave, which automatically and immediately saves your files as you edit them.

Using Templates

Excel

1. Click the File tab to access Backstage view.
2. Select New. Several templates will appear below the Blank workbook option.
3. Select a template to review it.

4. A preview of the template will appear, along with additional information on how the template can be used.
5. Click Create to use the selected template.
6. A new workbook will appear with the selected template.
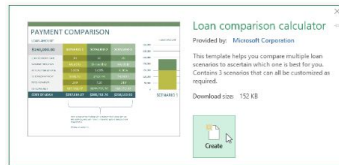
Sheets

1. Click the File option
2. Hover over the New option and select "From Template"

3. The template gallery will open. Select a template

4. A new workbook will appear with the selected template
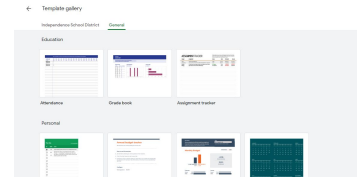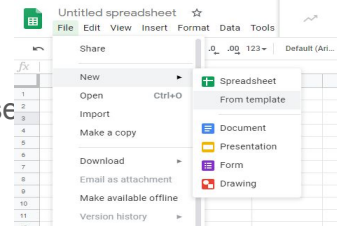
Challenge

Excel

1. Open Excel 2016.
2. Select the Personal Monthly Budget template
3. Create a New Blank Workbook from within the current workbook

Sheets

1. Open Google Sheets
2. Open a new blank spreadsheet
3. Create a new spreadsheet from the template gallery using the Assignment tracker template

For More Resources:

Microsoft Excel: