

Microsoft Office Virtual Learning

Creating and Opening Workbooks





Lesson: April 28, 2020

Objective/Learning Target:

Students will learn how to create and open workbooks in MS Excel and Google Sheets



Introduction

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.



Video Tutorial

Excel



https://youtu.be/EBGrJckHadw

Google Sheets



https://youtu.be/HLp6nbp8VIc



Create a New Blank Workbook

Excel

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



3. A new workbook will appear

<u>Sheets</u>

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.

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Opening an Existing Workbook

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.

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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.

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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

<u>Excel</u>

- 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
- Hover over the New option and se "From Template"



3. The template gallery will open. Select a template

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4. A new workbook will appear with the selected template



Challenge

<u>Excel</u>

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

<u>Sheets</u>

- 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: https://edu.gcfglobal.org/en/excel2016/creating-and-opening-workbooks/1/

