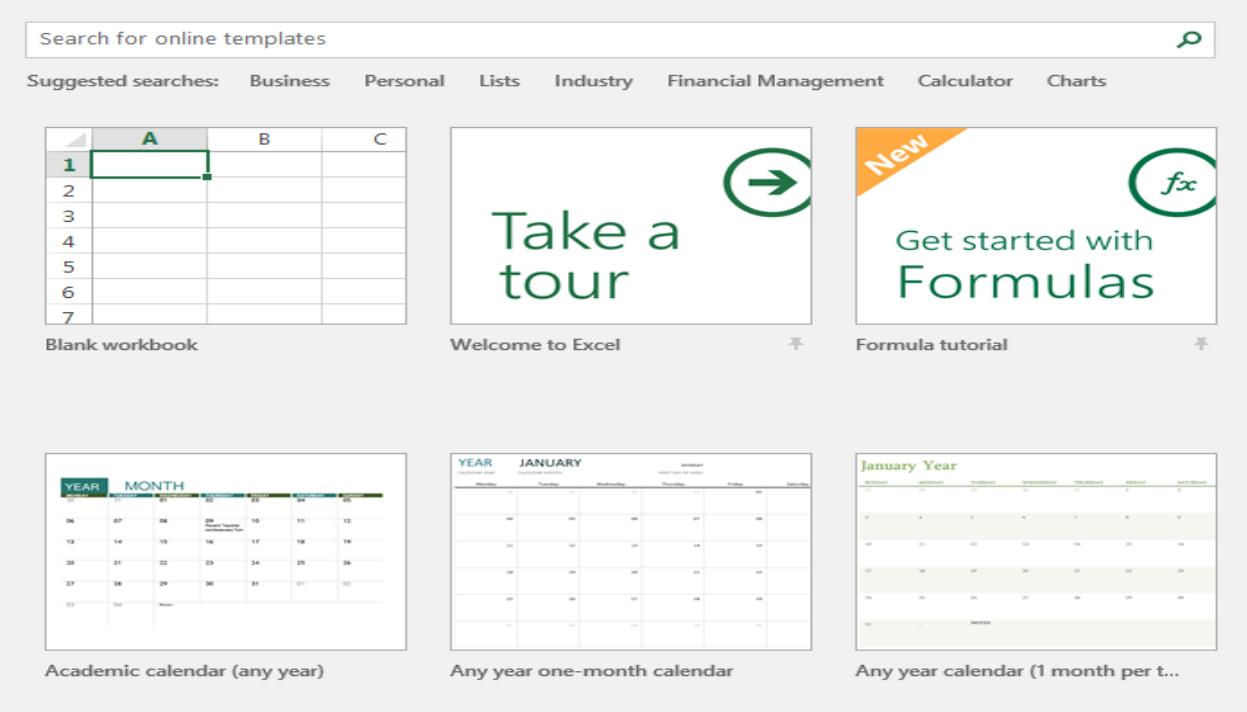
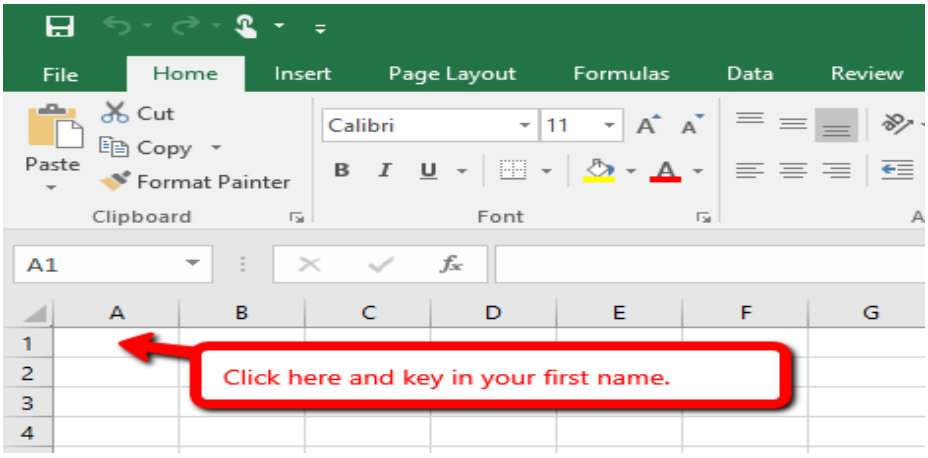
Excel – Creating and Saving Files

1. Open Excel 2016
2. On the Opening Screen you have the option to open a Blank Workbook or one of many Excel templates. Click on the "Blank workbook" option.

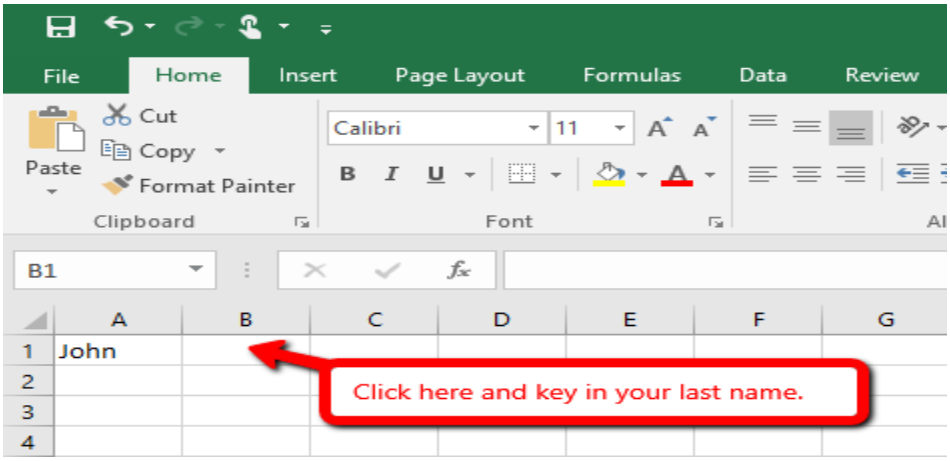
A template is an Excel workbook that is already setup and formatted. Using a template is like a fill-in-the-blank spreadsheet. The user will enter their own information into the template. If the user is looking a specific type of spreadsheet the user can key in key words and search online for templates.



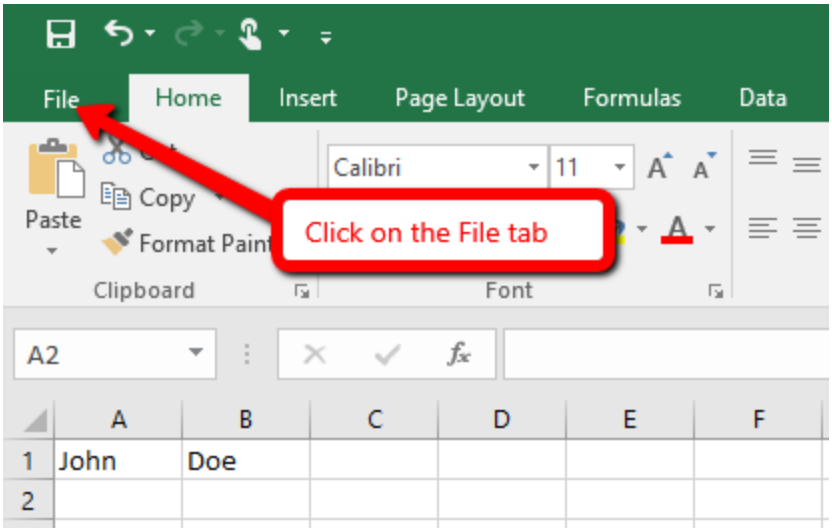

3. Click in Cell A1 and key in your first name.



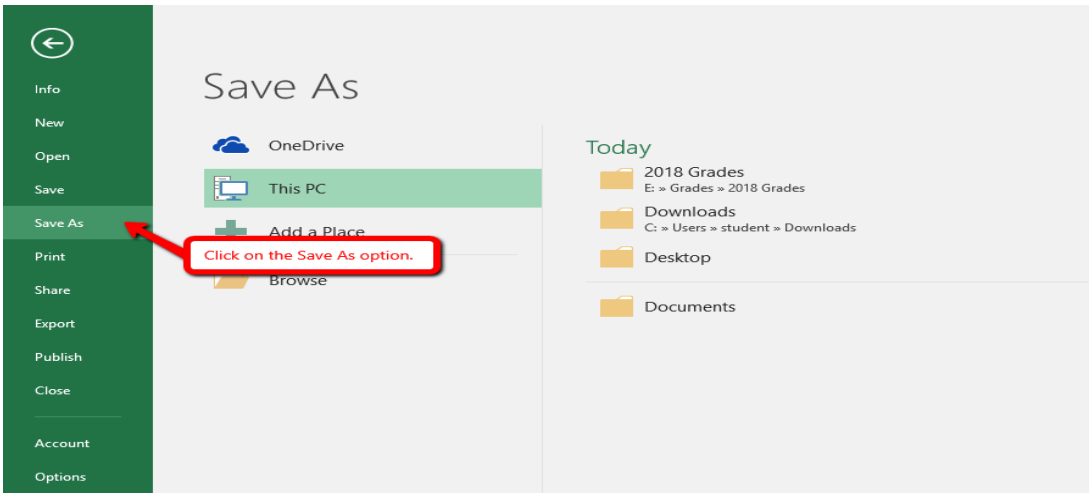
4. Click in Cell B1 and key in your last name.



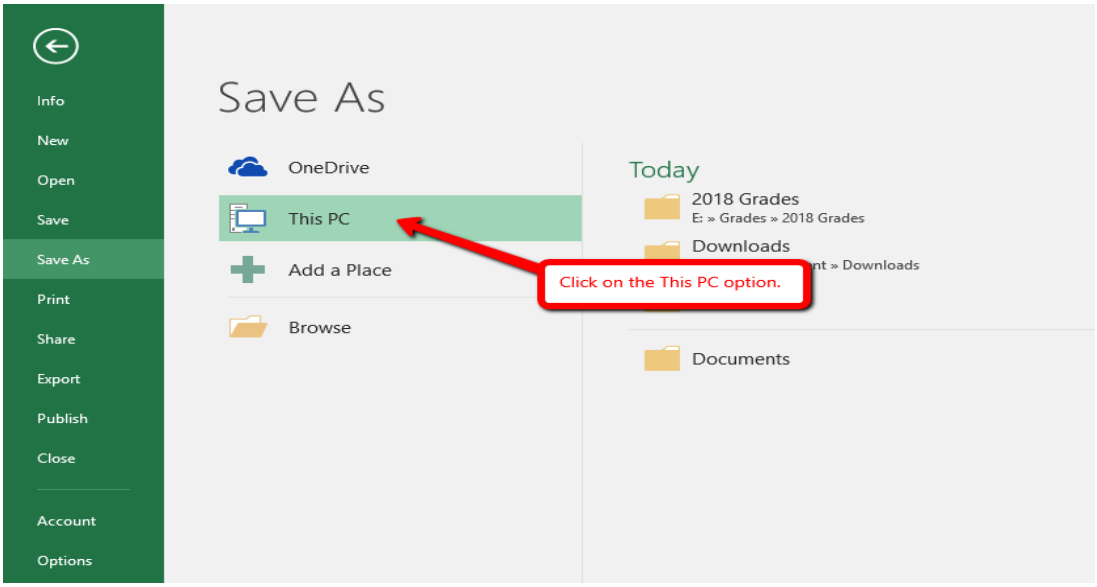

5. Click on the File tab.



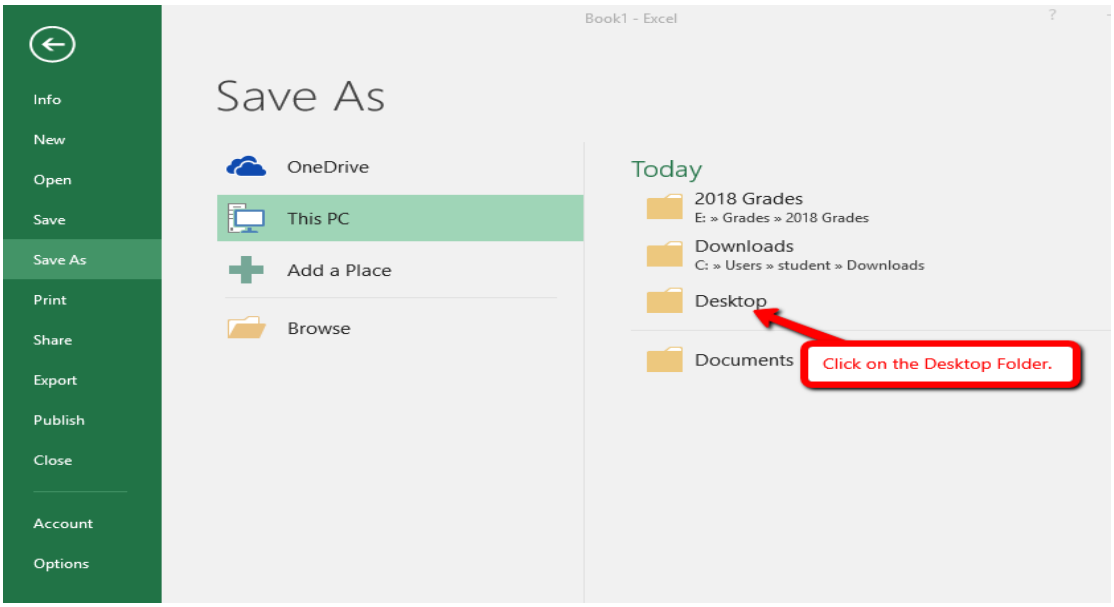

6. Click on the save as option.



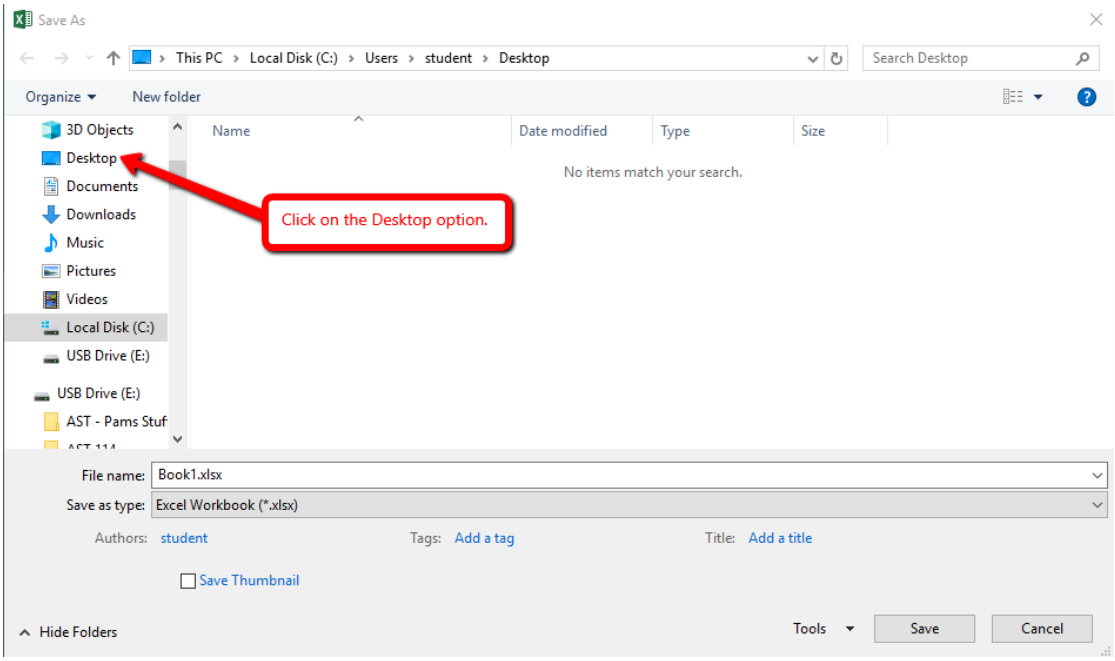

7. Click on the This PC option.




8. Click on the Desktop folder.



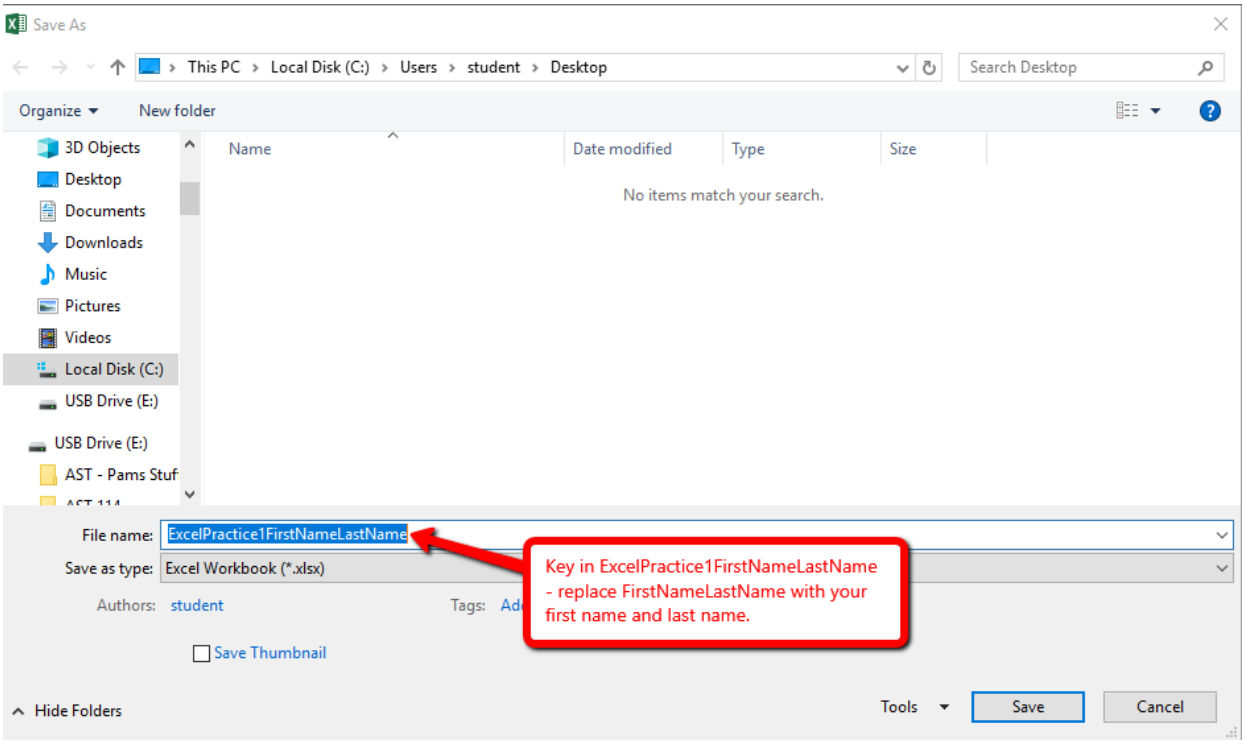

9. Click on the desktop option.



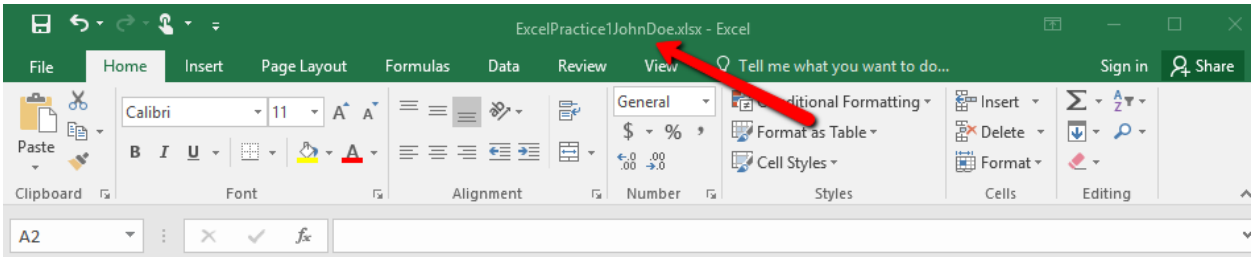

By clicking on the Desktop option, the user will be able to save the spreadsheet to the desktop. If the user is not able to save to the desktop, the user may select another location. Please make sure if you are using a public computer that you save your spreadsheet to a flash drive, so that you can always access your spreadsheet.

By default, the unsaved spreadsheet will be named Book with a number after it. The number will depend on how many spreadsheets that you have started.

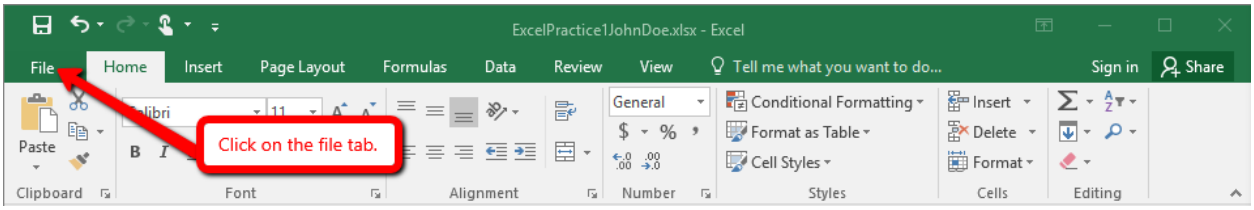
10. Click in the File Name box and delete the default name. Key in ExcelPractice1FirstNameLastName – Replace FirstNameLastName with your first name and last name.



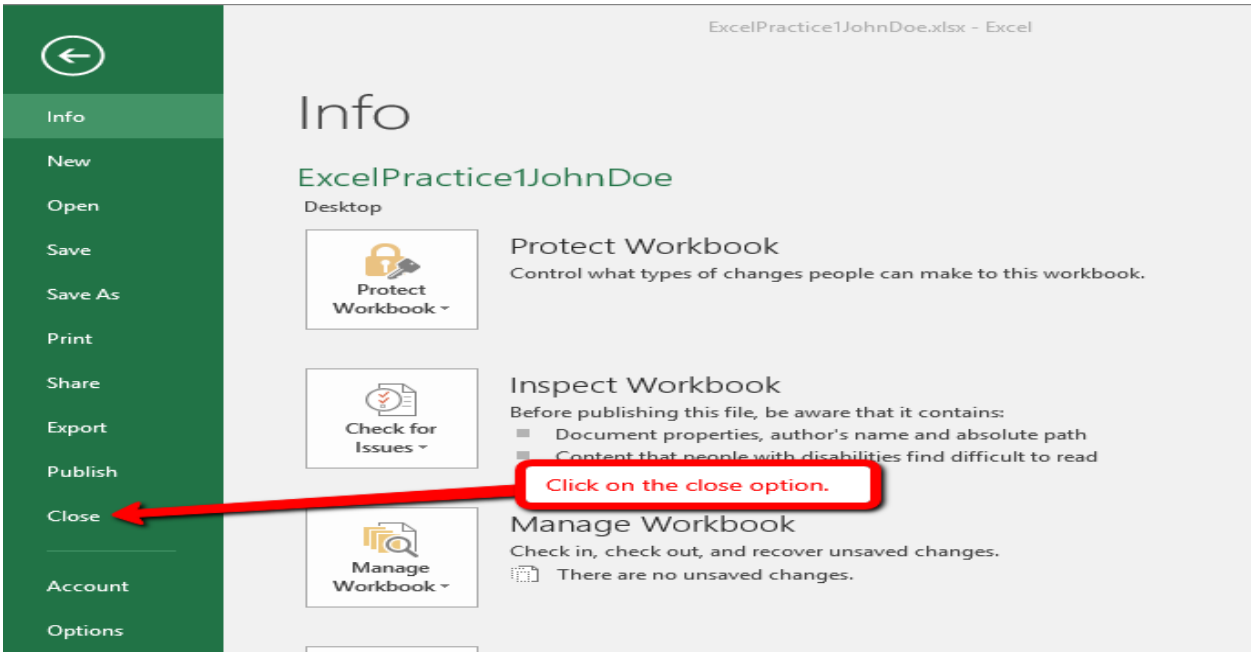

11. Look at the title bar to ensure that you have saved your spreadsheet.



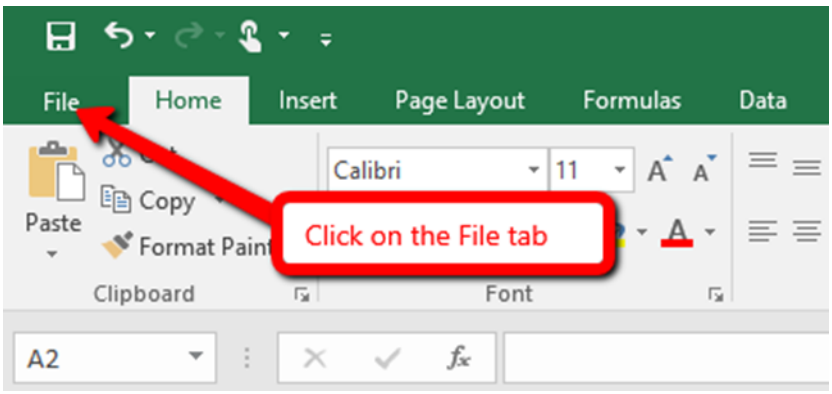

12. Click on the file tab.



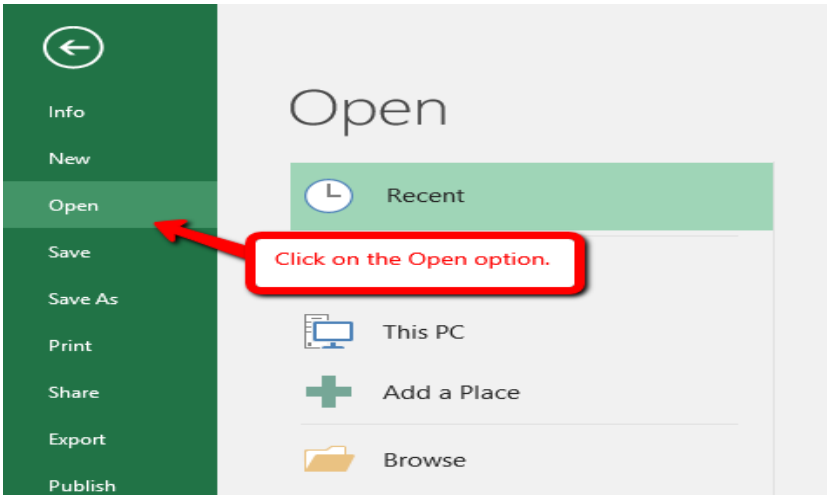

13. Click on the close option.



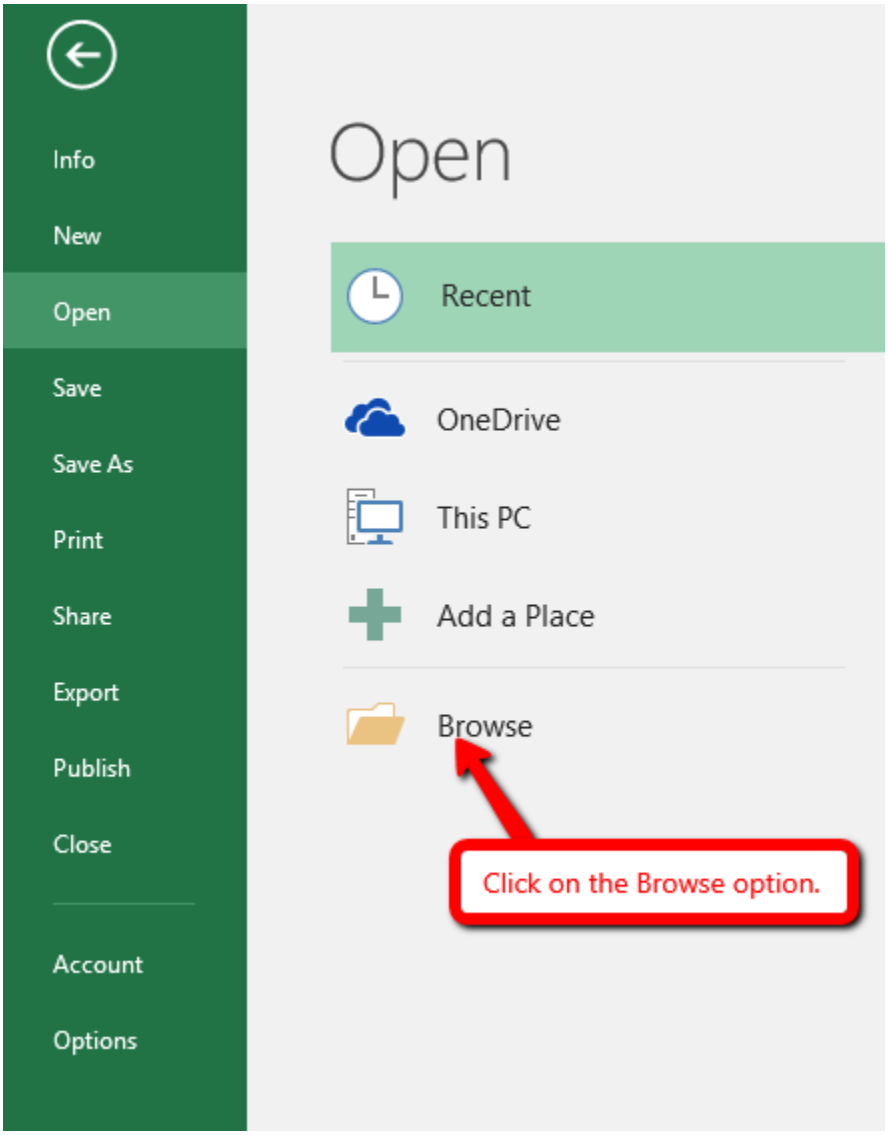

14. Open Excel 2016.
15. Click on the File tab.



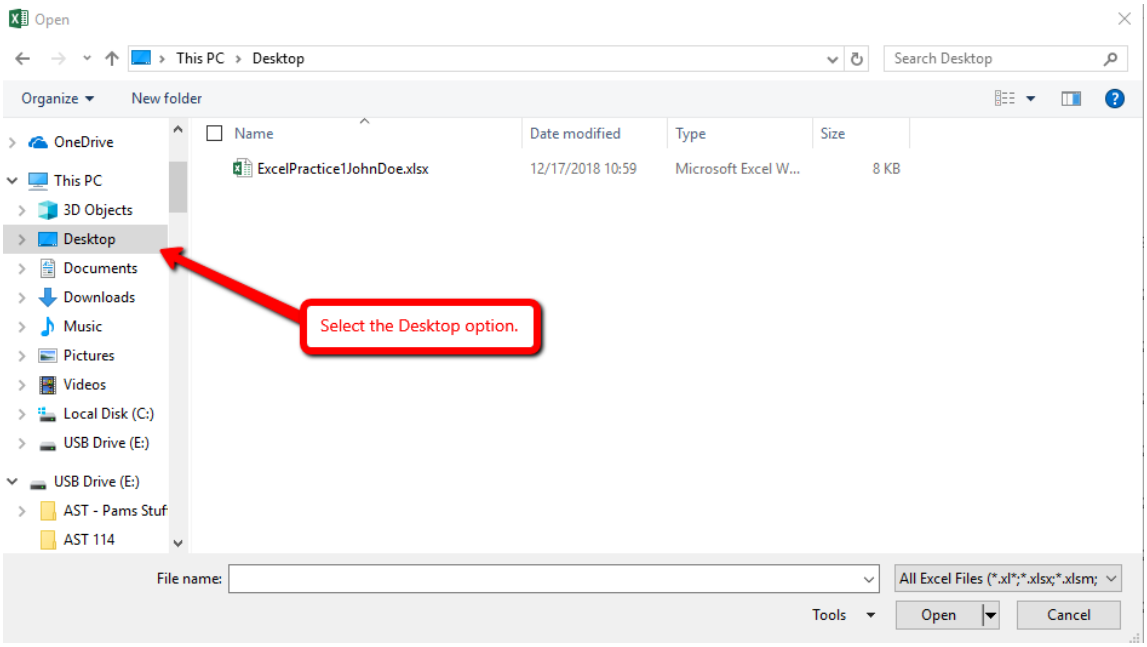

16. Click on the Open option.



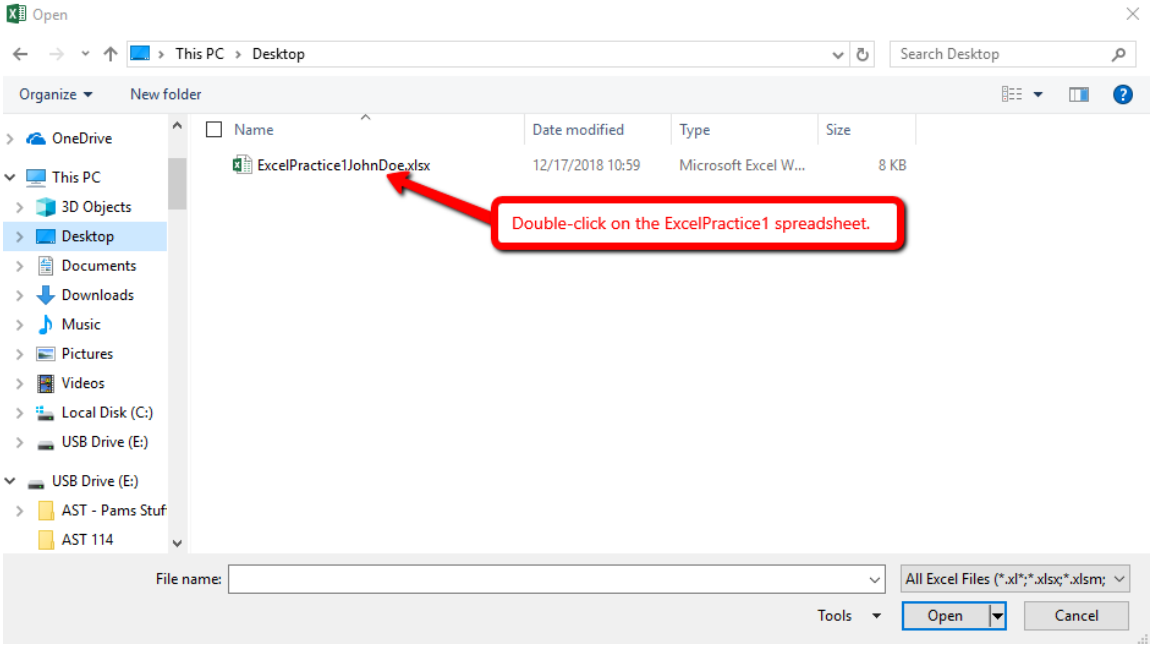

17. Click on the Browse option.



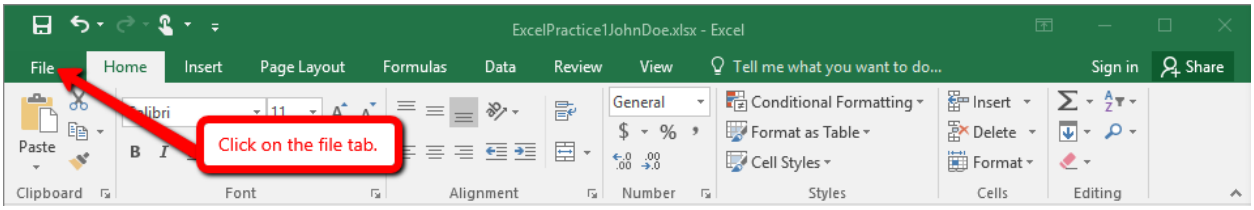
18. Select the Desktop option. **If you saved your Excel Practice 1 spreadsheet to another location, select that location instead of the desktop option.

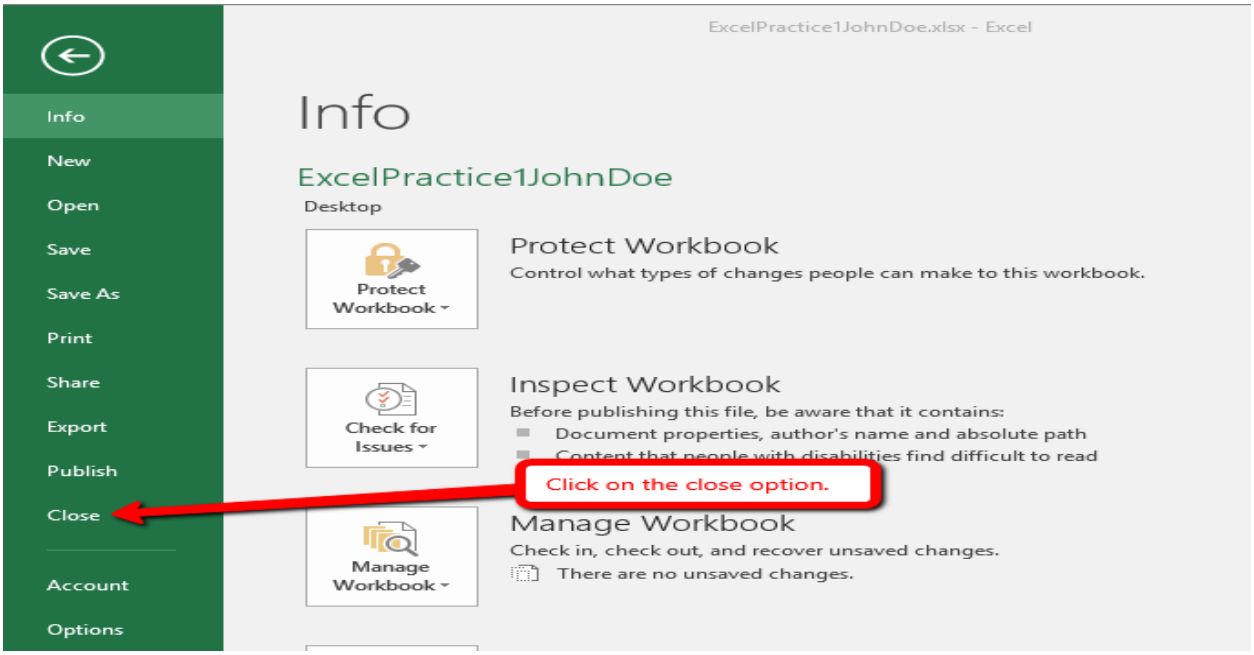



19. Double-click on the ExcelPractice1 spreadsheet.




20. Click on the file tab.




21. Click on the close option.