

Basic Computer & Applications Class
Week 13 Agenda
3/31/2020 to 4/3/2020

This assignment is for students who attend Tuesday and Thursday class and for students who attend Wednesday and Friday Class

You will review one video to understand how to create and open Excel workbooks. Excel 2013 Video 5 Creating and Opening Workbooks

NOTE: You can click on the blue link below to go to the Video

1. Keyboarding www.typing.com (30 minutes)
2. Open www.gcflearnfree.org
3. Review Excel 2013 Video 5 Creating and Opening Workbooks
4. **Click here to open [Video 5 Creating and Opening Workbooks](#)**
Video 5 Objectives
 - Create a new workbook in Excel
 - Open a pre-designed Template
5. Review the written instructions below the video and answer the following questions.

Send your answers to me to my email address:

raquel_rios@upland.k12.ca.us

Questions

1. To create a new blank workbook which tab do you select?
 - a. File
 - b. Insert
 - c. Home
2. In the backstage view what do you select to open a blank workbook?
 - a. New
 - b. Open
 - c. Info
3. To create a new workbook from a template which tab do you select?
 - a. File
 - b. Insert
 - c. Home
4. In the backstage view what do you select to open a template?
 - a. Info
 - b. New
 - c. Open