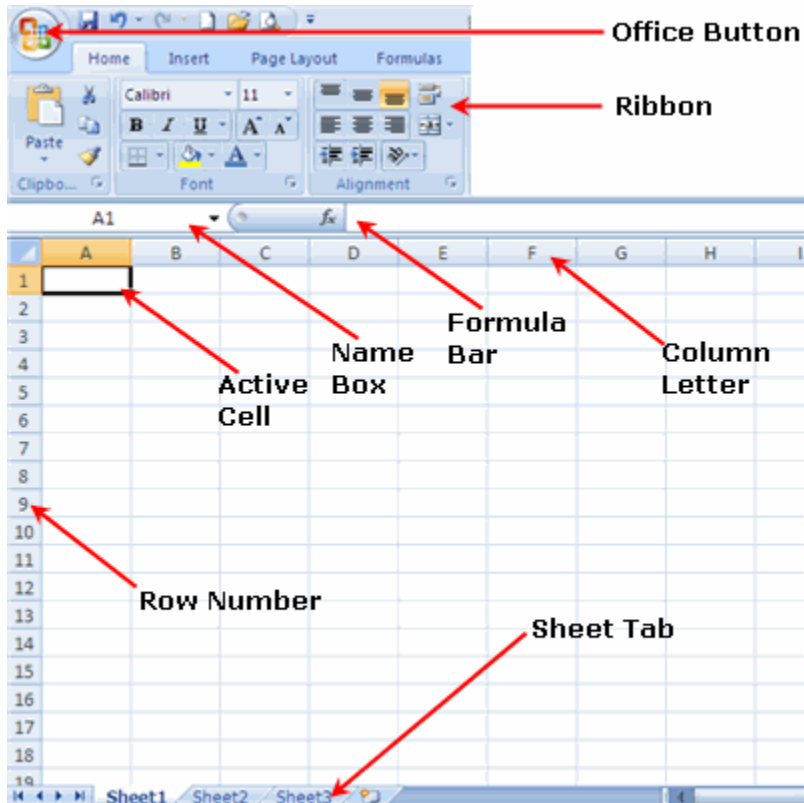
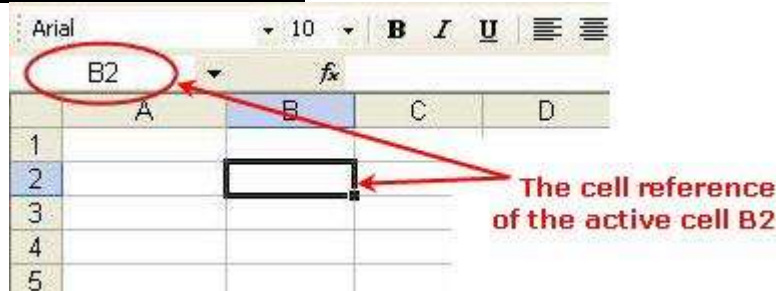


EXCEL 2007

The Main Screen Parts



Cells and Cell References



Cell Facts

- Data is stored in [cells](#) in an Excel spreadsheet.
- Each small rectangle in a spreadsheet is a cell.
- A cell is the intersection point of a [column](#) and a [row](#).

Column and Row Facts

- Columns run vertically in a spreadsheet and are identified by a letter.
- Rows run horizontally and are identified by a number.
- There are 65,536 rows, 256 columns, and over 16 million cells in a [worksheet](#).

Cell Reference Facts

- To keep track of all these cells, each cell has a [cell reference](#) or address.
- A cell reference is a combination of the column letter and the row number.

Using AutoComplete to Enter Data

1. Excel's AutoComplete feature is intended to simplify the task of data entry.
2. When entering labels down a column, if you begin typing text that has previously been entered, Excel will display a black box containing the previous entry in the cell you are entering data into.
3. If you want to reenter the same text, press the **Enter** key and Excel enters the text for you.
4. If you are entering a different label, continue typing and the AutoComplete box will go away.

Limitations of AutoComplete are:

- It only works for data being entered in columns - it will not work if you are entering text across a row.
- It only works for columns of continuous data.

Entering Data into a Spreadsheet

Entering your data into a spreadsheet is always a three step process. These steps are:

1. Click on the cell where you want the data to go.
2. Type your data into the cell.
3. Press the **ENTER** key on the keyboard or click on another cell with the mouse.

Speeding up data entry

Many people use the mouse when moving around their spreadsheet. Using the mouse, though, is the slow way of doing anything on a computer. It's fine if you have only a small amount of data to enter or if you're not in a hurry.

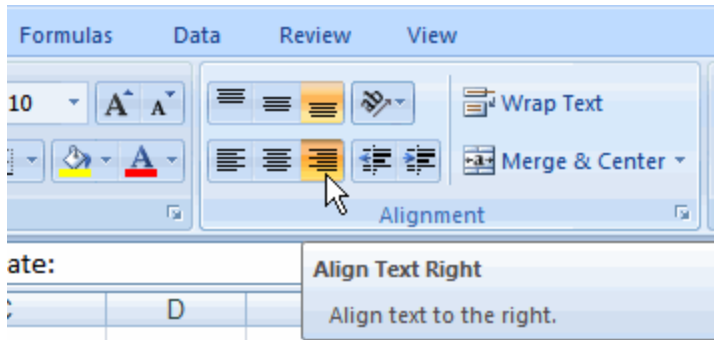
To speed up your data entry, use the keyboard. Below is a list of keys that you can use when you want to quickly enter your data.

- **Enter key:** enters the data and moves the active cell highlight down to the next cell in the current column.
- **Tab key:** enters the data and moves the active cell highlight to the next cell in the current row.
- **Arrow keys:** enters the data and moves the active cell highlight to the next cell in the direction of the specific arrow key pressed. For example, if the up arrow is pressed, the active cell highlight moves up to the next cell in the current column.
- **Esc key:** cancels the current data entry.

Merging and Centering Cells

The Merge and Center formatting feature in Excel 2007 is a handy option to quickly format titles and headings in Excel 2007 [spreadsheets](#). It allows you to center titles evenly above your [data](#) by merging a number of cells into one and then centering the title in this one [cell](#). In Excel 2007 the Merge and Center option is located under the *Home* tab of the [ribbon](#).

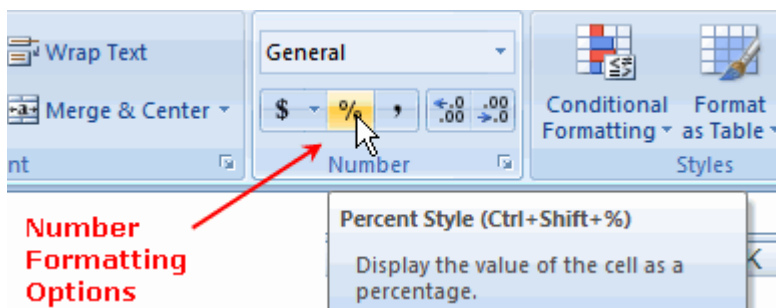
Changing Data Alignment



Alignment Formatting in Excel 2007
© Ted French

1. [Drag select](#) cells B4 - B6.
2. Click on the *Home* tab.
3. Click on the *Align text right* option on the ribbon.
4. Drag select [cells](#) A9 - A12.
5. Click on the *Align text right* option on the ribbon.
6. Drag select cells A8 - D8.
7. Click on the *Center* option on the ribbon.
8. Drag select cells B9 - D12.
9. Click on the *Center* option on the ribbon.

Number Formatting



Number Formatting in Excel 2007
© Ted French

1. Select [cell](#) C6.
2. Click on the *Home* tab.
3. Click on the *Percent style* option on the ribbon.
4. [Drag select](#) cells B9 - D12.

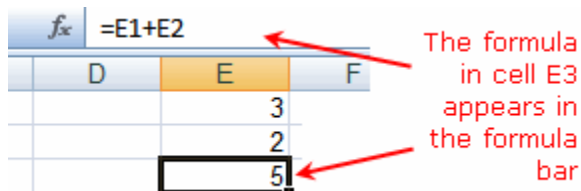
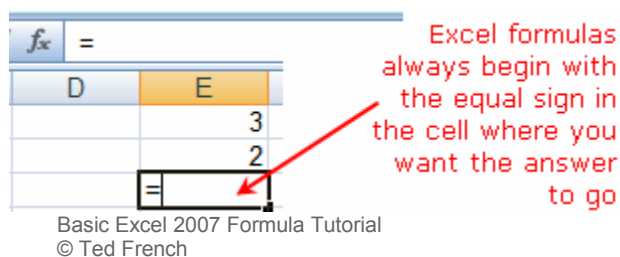
- Click on the *General* option on the ribbon to open the *Number Format* drop down list.
- Select *desired option* from the list.

Adding Formulas

Excel 2007 [formulas](#) allow you to perform calculations on data entered into the [spreadsheet](#). You can use an Excel 2007 formula for basic number crunching, such as addition or subtraction, as well as more complex calculations such as payroll deductions or averaging a student's test results. In addition, if you change the [data](#) Excel will automatically recalculate the answer without you having to re-enter the formula. The following example creates a basic [formula](#). The steps used to create this basic formula are the same ones to follow when writing more complex formulas. The formula will add the numbers 3 + 2. The final formula will look like this: = E1 + E2

Entering the data

- Type a 3 in [cell](#) E1 and press the **ENTER** key on the keyboard.
- Type a 2 in cell E2 and press the **ENTER** key on the keyboard.



Adding and Copying Formulas

Deduction Calculations for Employees				
				Fill Handle
	Date:		05/03/2007	
	Deduction Rate:		0.06	
Last Name	Gross Salary	Deduction	Net Salary	
Smith B.	45789	2747.34		
Wilson C.	41245	2474.7		
Thompson J.	39876	2392.56		
James D.	43211	2592.66		

The Fill Handle in Excel 2007
© Ted French

- Click on [cell](#) C9.
- Type in the formula = B9 * rate and press the **Enter** key on the keyboard.

To copy the formula from cell C9 to other cells:

1. Click on cell C9 again.
2. Move the mouse pointer over the [fill handle](#) in the bottom right corner of the [active cell](#).
3. When the pointer changes to a black "plus sign", click the mouse pointer and drag the fill handle down to cell C12.
4. Click on the fill handle again and drag the fill handle across to cell D12.
5. Cells C10 to D12 should be filled with the formula created in cell C9.

Using the Auto SUM Command

Using the AutoSUM button on the standard toolbar



	A	B	C	D
1	The Cookie Shop			
2	1st Quarter Statement			
3	for 2006			
4				
5	1st Quarter Sales:			
6				
7		January	February	March
8	Sales Revenue:			
9	Peanut Butter	\$1,292	\$1,156	\$1,250
10	Chocolate Chip	\$2,047	\$1,987	\$1,156
11	Oatmeal Raisin	\$1,795	\$2,010	\$1,892
12	Lemon	\$1,250	\$1,345	\$1,292
13	Total Revenues:	\$6,384	=SUM(C9:C12)	
14			SUM(number1, [numb	

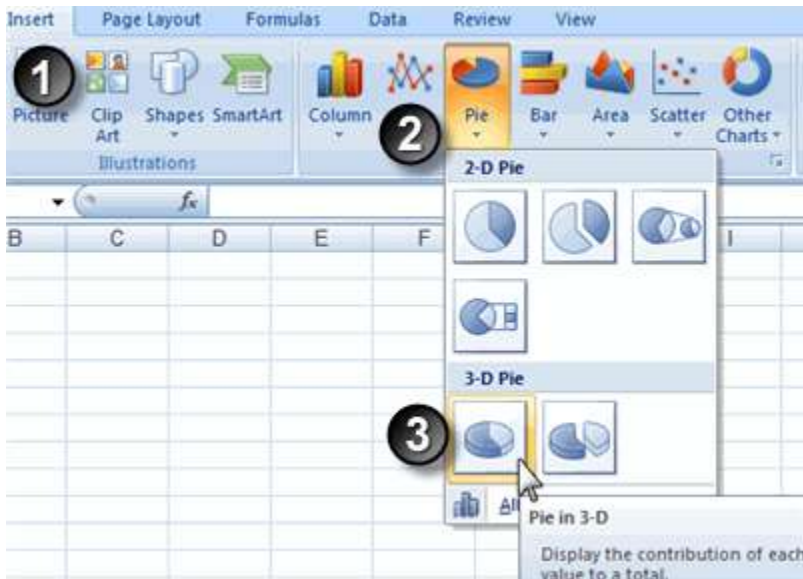
Creating Charts

1. Select data to include in the chart (don't skip rows when entering data)

The Cookie Shop Sales - 2003	
Peanut Butter	\$15,500
Chocolate Chip	\$27,589
Oatmeal Raisin	\$24,980
Lemon	\$14,799

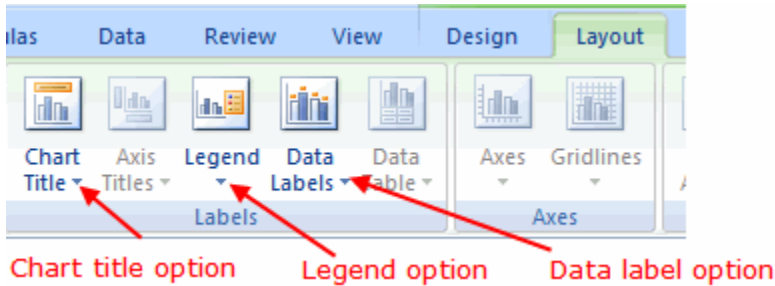
Excel 2007 Pie Chart
© Ted French

2. Click on the [Insert ribbon](#) tab.
3. Click on a chart category to open the drop down list of available chart types.
(Hovering your mouse pointer over a chart type will bring up a description of the chart type).
4. Click on a chart type to select it.



Excel 2007 Pie Chart
© Ted French

Formatting a Pie Chart



Excel 2007 Pie Chart

Adding a title to the chart

1. Click on the *Layout* tab.
2. Click on *Chart Title* under the *Labels* section.
3. Select desired option.
4. Type in the title "

Remove the legend

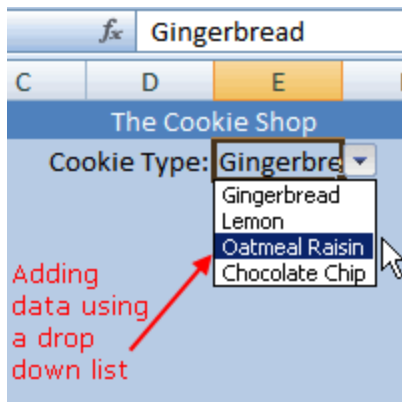
1. Choose **Layout > Legend > None**.

Adding data labels to the chart

1. Choose **Layout > Data Labels > Best Fit** to add data labels.
2. Choose **Layout > Data Labels > More Data Label Options** to bring up the *Format Data Labels* dialog box.
3. Remove the check marks from **Value** and **Show Leader Lines** under *Label Options* in the right hand window.
4. Check off **Category Name** and **Percentage** under *Label Options* in the right hand window.

Creating a Drop Down List

A drop down list allows you to enter [data](#) into an Excel [spreadsheet](#) from a preset list of entries. This can be done to make data entry easier or to limit the number of acceptable choices.



Adding Data Using a Drop Down List
© Ted French

1. Enter the following data into cells:
A1 - Gingerbread
A2 - Lemon
A3 - Oatmeal Raisin
A4 - Chocolate Chip
E1 - The Cookie Shop
D2 - Cookie Type:
2. Click on cell E2 - the location where the results will be displayed.
3. Click on the *Data* tab.
4. Click on the **Data Validation** option from the [ribbon](#) to open the menu.
5. Click on the **Data Validation** in the menu to bring up the dialog box.
6. Click on **Settings** tab in the dialog box.
7. From the **Allow** menu choose *List*.
8. Click on the **Source** line in the dialog box.
9. [Drag select](#) cells A1 - A4 in the spreadsheet.

Creating Tables

	A	B	C		
1	College Enrollment 2005 - 2006				
2					
3	Student ID	Last Name	Initial	Age	Program
4	ST348-245	Smith	B.	21	Drafting
5	ST348-246	Wilson	C.	19	Science
6	ST348-247	Thompson	S.	18	Business
7	ST348-248	James	D.	23	Nursing
8	ST348-249	Ramirez	A.	37	Science
9	ST348-250	Graham	T.	20	Arts
10	ST348-251	Rosen	O.	26	Business
11	ST348-252	Hirsch	W.	22	Arts
12	ST348-253	Russell	E.	20	Nursing
13	ST348-254	Robitaille	K.	19	Drafting

Leave no empty cells in the table when entering data

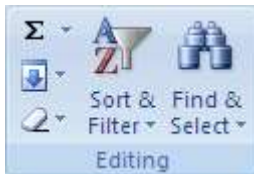
Sorting Data in Table

To sort data, first select the data. Two easy ways to select this data are as follows:

- Position the cursor in the upper-left corner of the data and press CTRL+SHIFT+RIGHT ARROW followed by CTRL+SHIFT+DOWN ARROW
- Position the cursor anywhere in the cell range and press CTRL+*.

To sort **text** :

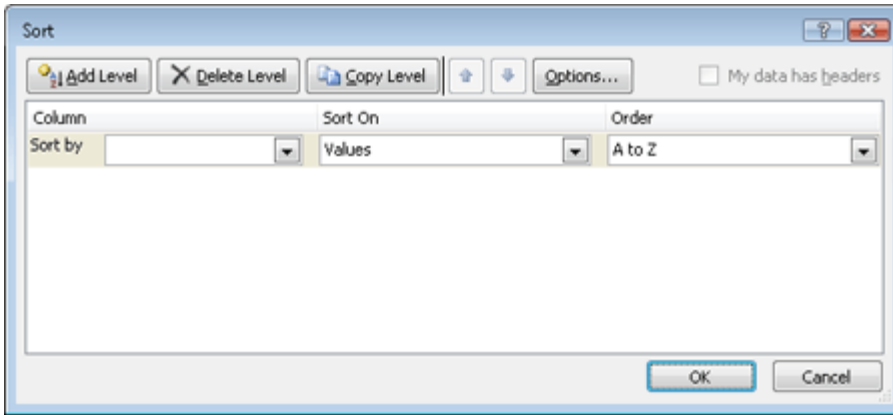
1. On the **Home** tab, in the **Editing** group, and then click **Sort & Filter**.



2. Do one of the following:

- To sort in ascending alphanumeric order, click **Sort A to Z**.
- To sort in descending alphanumeric order, click **Sort Z to A**.

Office Excel 2007 allows the user to involve up to 64 criteria in one sort. If you want to sort by more than one criteria: Select **Custom sort** from directions above or on the **Data** tab, in the **Sort & Filter** group, click **Sort** to display the Sort dialog box




If a row contains headings for the data columns, check the **My Data Has Headers** box. Then select the criteria in the order that you want to sort.

Filtering Data in a Table

Filtered data displays only the rows that meet criteria that you specify and hides rows that you do not want displayed. After you filter data, you can copy, find, edit, format, chart, and print the subset of filtered data without rearranging or moving it. You can also filter by more than one column. Filters are additive, which means that each additional filter is based on the current filter and further reduces the subset of data.

1. Select a range of cells containing alphanumeric data.
2. On the **Home** tab, in the **Editing** group, click **Sort & Filter**, and then click **Filter**.



3. Click the arrow  in the column header.
4. In the list of text values, select or clear one or more text values to filter by. The list of text values can be up to 10,000.
If the list is large, clear (**Select All**) at the top, and then select the specific text values to filter by.

Conditional Formatting

Another way you can make your data easier to interpret is to have Microsoft Office Excel 2007 change the appearance of your data based on its value. These formats are called conditional formats because the data must meet certain conditions to have a format applied to it.

To create a conditional format, you select the cells to which you want to apply the format, display the **Home** tab of the user interface, and then, in the **Styles** group, click **Conditional Formatting** to display a menu of possible conditional formats.

