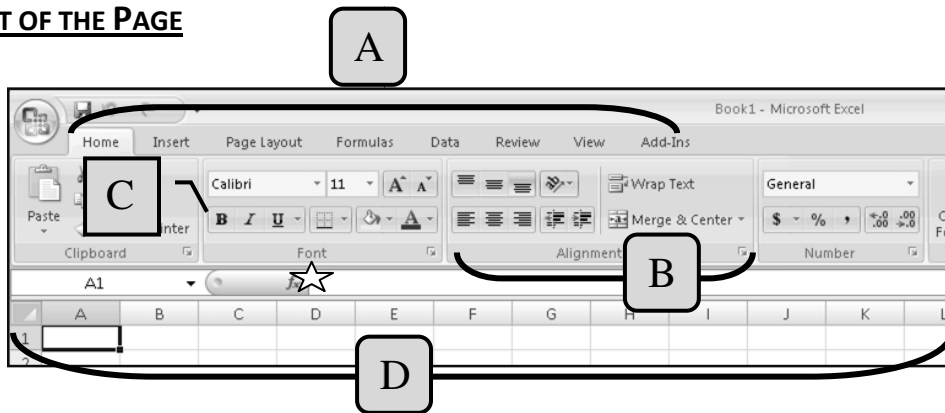


Microsoft Excel 2007

LAYOUT OF THE PAGE



- A. **Tabs** – These are new to Excel 2007. They are task-oriented and very handy.
- B. **Group** – Within each tab, there are subtasks, organized by group.
- C. **Command Buttons** – Each group contains several buttons, for carrying out commands or displaying menus.
- D. **Row and Column Heading Buttons** – All cells in Excel are part of a table. Each cell (box) can contain data and is referred to by a letter and number. For example, the first cell is A1.

ENTERING DATA

The dark box surrounding cell A1 above is Excel's version of a selection, and is called the Cell Pointer. The Cell Pointer shows you in which cell you are typing. To move the cell pointer, you may use the mouse or a variety of keys on the keyboard

- Tab or Right Arrow Key: Selects the next cell in the row (the box to the right)
- Enter or Down Arrow Key: Selects the next cell in the column

EDITING DATA

If there is data in a cell, and you would like to change it, simply move the cell pointer to that cell and begin typing. Any new data that you type replaces the old.

To replace a portion of the data, double-click in the cell, delete what you don't want and type. Or, once the cell is selected, click in the Formula Bar (☆), delete the section of data you don't want, and replace it with new information.

INSERTING AND DELETING CELLS

To Insert a Single Cell:

Click on the Cell to the right, or underneath where you want the new cell to go.
Go to Home → Cells → Insert Arrow → Insert Cells button, not the drop-down menu

To Delete a Single Cell:

Click on the Cell that you would like to delete

- Go to Home → Cells → Delete button, not drop-down menu

To Insert an Entire Row or Column

Click on Row Number underneath or the Column Letter to the right of the location you need to insert.

- Go to Home → Cells → Insert drop-down menu → Insert Sheet Rows or Insert Sheet Columns
- Or, Right-click → Insert

To Delete an Entire Row or Column

Click on the Row or Column you need to delete

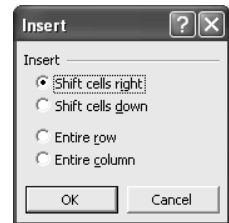
- Go to Home → Cells → Delete drop-down menu → Delete Sheet Rows or Delete Sheet Columns
- Or, Right-Click → Delete

WHERE WILL THE CELLS GO?

When you insert an individual cell, a box appears.

Make sure you select the correct direction, or your data may become misaligned.

Note: You may also insert an entire row or column (a handy shortcut).

**CHANGING SIZE**

You may need to adjust the width or height of a cell to make the text or a number fit.

Note: If there is *no* data in the adjacent cell, the overflowing text is visible, so it is not always necessary to adjust the cell size.

Move your mouse pointer to the line between the two Column Heading Buttons. For example, between columns B and C. The mouse pointer changes to a double-headed arrow with a line through it. ⇔ Click and Drag to the left or right to increase or decrease the size of the cells.

***Try This! Move your mouse pointer in between two column headings, and then double-click. The cells in the left row will automatically adjust in size to accommodate the largest data in any cell.*



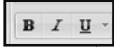



FORMATTING

To make formatting changes, first select the cell by clicking on it, and then apply the changes as needed.



Note: Many formatting changes affect the size of the text or data. You may need to readjust your cells to achieve the correct appearance.





Font

- **Font Face** - Go to Home → Font → Font , and select a font face
- **Size** - Go to Home → Font → Size , and select a font size
- **Emphasis (Bold, Italic, Underline)**- Go to Home → Font → and select 
- **Border**
 - Select the cell, or series of cells around which you would like to place a border
 - Go to Home → Click the drop-down menu to the right of the Borders icon  and select the correct border
 - Or, Right-click → Format Cells, select the Border tab
- **Font Color** – Changes the Color of the Text
 - Go to Home → Font → Font Color 
- **Fill Color** – Changes the Color of the Cell Background
 - Go to Home → Font → Fill Color 

Alignment

– Aligns the text along an edge of one or more cells

Note: the alignment is dependant on the walls of the cell. To align text over more than one cell, use the Merge and Center icon.

- **Horizontal Alignment** – Go to Home → Alignment → 
- **Vertical Alignment** – Go to Home → Alignment → 
- **More Alignments** – Go to Home → Alignment → Orientation 
- **Merge and Center** - Merges data across several cells
 - Select the range of cells you would like to center.
 - Go to Home → Alignment → 

To center one cell across several cells:

2008			
January	542	669	7801

- **Wrap Text** - keeps the data within the border of the cell, and allows it to spill a second line, if necessary.

- Go to Home → Alignment → 

	A	B	C
1			
2	Wrapped Text		
3			
4	Unwrapped Text		
5			
6			
7			

FORMULAS

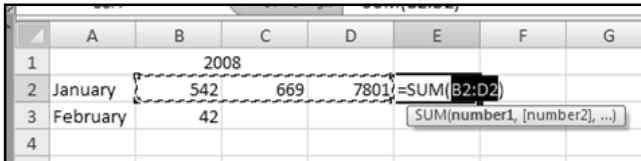
Excel has the useful ability to calculate formulas from the data entered.

Each formula begins with an = sign. This indicates to the program that it needs to perform a calculation. The program displays the result of the calculation in the cell. For example, if you typed “= 6 + 9”, the cell would display 15.

Simple mathematical functions			What the formula looks like	Cell Display
+	=	addition	=8+2	10
-	=	subtraction	=8-2	6
*	=	multiplication	=8*2	16
/	=	division	=8/2	4

AutoSum - Adding a series of numbers is the most common formula in Excel.

- Click once on the cell where you would the total to be displayed.
- Go to Home → Editing → AutoSum (Σ)
- Excel puts “marching ants” around the cells that it will add



- Press enter to complete the formula
- If the selection Excel chooses is not the correct selection, you may highlight any selection of cells

OR

- Select the cells to be added
- Click the AutoSum button (see above for location)
- The total will be displayed in the next blank cell to the right or below

Inserting Formulas

Excel has hundreds of formulas. To access any of them, go to the Formulas tab. Select from one of the categories listed in the Function Library. Or, select the Insert Function button. The box that appears has a search feature if you know the name of the formula you need, or you may browse through a series of categories until you get the correct formula.

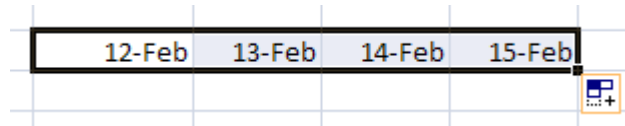
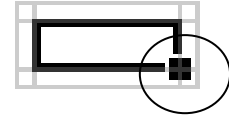
Using Microsoft Templates

Excel has a variety of Templates built into the program itself, and hundreds more available for download. The formulas have already been created in both of these choices. Take advantage of them! Why spend hours reinventing the wheel when Excel has done most of the work already!

- To access them, go to the Office Button → New
- Select from Templates, or from Microsoft Office Online

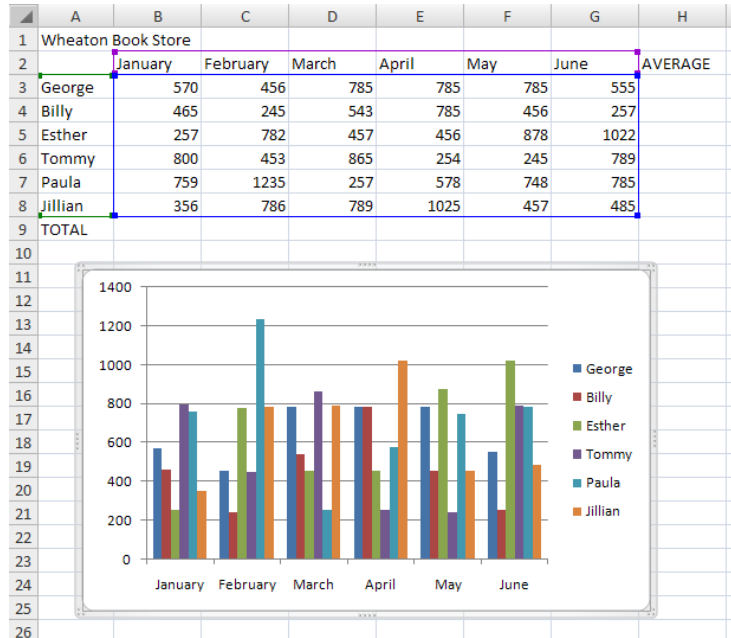
AUTO FILL – Quickly create a list in sequential order by using the Fill handle (black square at bottom of selected cell).

- Select the cell(s) that contains the first date/number/etc.
- Drag the fill handle across (or down) the adjacent cells to fill in the list.



CHARTS – Use Excel to create diagrams and charts of your data

- Select the data you would like to put in your chart
- Go to Insert → Charts → Click the type of chart you need (Column, Line, Pie, etc.)
- Once the chart is inserted, you will see three new tabs: Design, Layout, Format. These will appear each time you click on your chart and allow you to customize the chart.



SORTING – Arrange lists of data by column.

- In a list, you might occasionally need to arrange the data alphabetically, or by zip code, etc.
- Highlight the top cell in the column you would like to sort.
 - Go to Home → Editing → Sort and Filter → Sort Smallest to Largest, or Sort Largest to Smallest
- To sort more than one column simultaneously, go to Home → Editing → Sort and Filter → Custom Sort.
 - In the Sort By box, select the first column to sort
 - Click the Add Level button
 - Select the second column to sort and repeat as necessary