

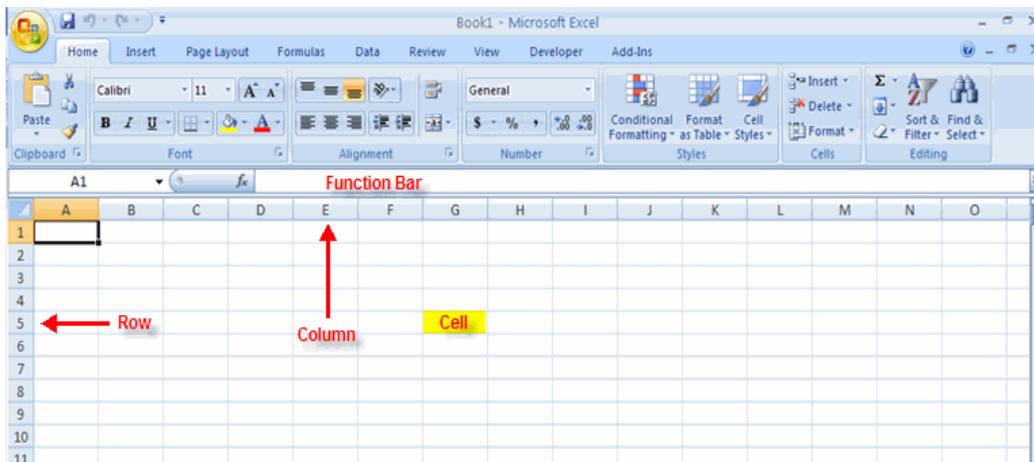
Basic Excel 2007

Microsoft's *Excel 2007* is the electronic spreadsheet program within the Microsoft Office Suite. An electronic spreadsheet is an application you use to perform numeric calculations and to analyze and present numeric data.

Loading (starting) the Excel 2007 Program

There are several ways to start, or load the *Excel* program. The two most common methods are by using the *Start* menu (far left-bottom of the screen) or by clicking a desktop shortcut for the *Excel* program if it is available. If you use the Start menu, the steps will vary slightly depending on the version of Windows you are using. At this time, we will load the *Excel 2007* program from the Start menu, and observe the screen layout.

Getting started with Excel 2007 you will notice that there are many similar features to previous versions. You will also notice that there are many new features that you'll be able to utilize. There are three features that you should remember as you work within Excel 2007: the Microsoft Office Button, the Quick Access Toolbar, and the Ribbon. The function of these features will be more fully explored below.



Spreadsheets

A spreadsheet is an electronic document that stores various types of data. There are vertical columns and horizontal rows. A cell is where the column and row intersect. A cell can contain data and can be used in calculations of data within the spreadsheet. An Excel spreadsheet can contain workbooks and worksheets. The workbook is the holder for related worksheets.

Entering Data

Data – Three types of data are entered onto worksheets:

- **Text** – starts with an alphabetic character
- **Numbers** – starts with a number
- **Formulas and functions** – starts with “=”

Exercise 1 - Creating a Workbook

<depress the “Enter” key or the arrow keys after each line>

Cell Type this data

A1	NPL-Basic Excel Example 1
A3	Type your actual first and last name (example: “Joe Smith”)
C5	Travel Books
D5	Qty
C6	Hawaii
C7	California
C8	Florida
D6	10
D7	2
D8	4
D9	=d6+d7+d8

Home tab: Font, Alignment and Number groups

- Font Group – Font shape and size; bold, italics and underline; fill and font color
- Alignment group – left, center and right justification; top, middle, and bottom align
- Number group – Number, currency, percentage, date, text, “\$”, and more

Exercise 2 - Manipulating Data - Excel allows you to move, copy, and paste cells and cell content through cutting and pasting and copying and pasting. You must **“Select”** the data prior to moving or deleting.

Select Data - To select a cell or data to be copied or cut:

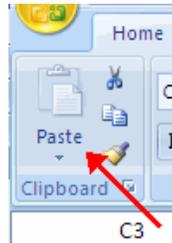
- Click the **cell** – **click cell C5**
- Click and drag the cursor to select many cells in a range from **C5 to D9**

Cut and Paste - To cut (move) and paste data:

- On the **Clipboard** group of the **Home** tab, click the scissors icon meaning **Cut**



- Within the spreadsheet, click on cell **C15**
- On the **Clipboard** group of the **Home** tab, click **Paste**



Undo and Redo - To undo or redo your most recent actions, In the **Quick Access Toolbar** - Click **Undo** or **Redo**



Exercise 3 - Modifying a Worksheet – depress “Enter” key or arrow keys after each line

Cell Type this data

E4 Average

E5 Cost

E6 18

E7 22

E8 20

F5 Total

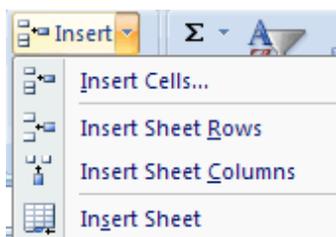
F6 =D6*E6

F7-F8 we will *select* cell F6, and *fill down* through cell F8

F9 =Sum(F6:F8)

Insert Cells, Rows, and Columns - To insert cells, rows, and columns in Excel:

- Place the cursor in the row below where you want the new row, or in the column to the left of where you want the new column
- Click the **Insert** button on the **Cells** group of the **Home** tab
- Click the appropriate choice: **Cell, Row, or Column**



Exercise 4 - Modifying a Worksheet – Inserting a row

Insert a row after row 7 (between California and Florida):

Cell C8: Illinois

Cell D8: 5

Cell E8: 15

Cell F8: fill down from cell F7

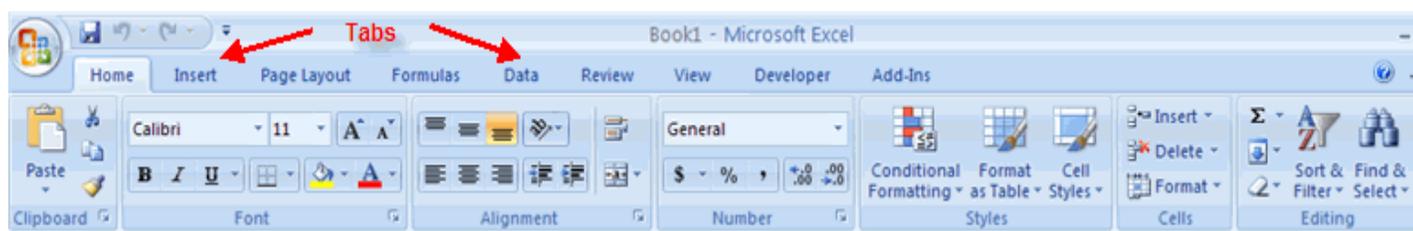
Is there a Problem?

To show formulas within the worksheet

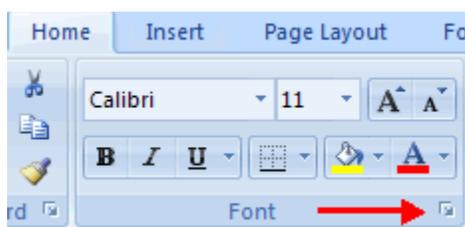
- Click “**Formulas**” tab
- In the “**Formula Auditing**” group, click “**Show Formulas**”

Ribbon

The ribbon is the panel at the top portion of the document and has seven *tabs*: **Home, Insert, Page Layouts, Formulas, Data, Review, and View**. Each tab is divided into *groups*. The groups are logical collections of features designed to perform function that you will utilize in developing or editing your Excel spreadsheets.



Commonly utilized features are displayed on the Ribbon. To view additional features within each group, click the arrow at the bottom right corner of each group.



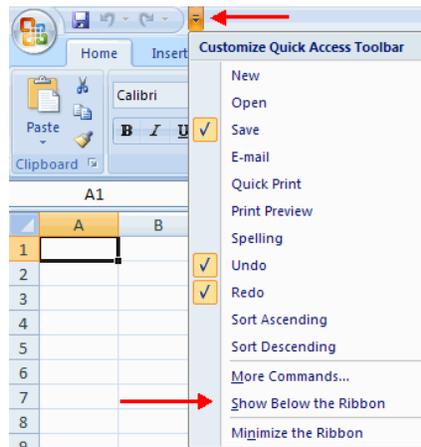
Tabs

Groups contained within the Tab

Home:	Clipboard, Fonts, Alignment, Number, Styles, Cells, Editing
Insert:	Tables, Illustrations, Charts, Links, Text
Page Layouts:	Themes, Page Setup, Scale to Fit, Sheet Options, Arrange
Formulas:	Function Library, Defined Names, Formula Auditing, Calculation
Data:	Get External Data, Connections, Sort & Filter, Data Tools, Outline
Review:	Proofing, Comments, Changes
View:	Workbook Views, Show/Hide, Zoom, Window, Macros

Quick Access Toolbar

The **quick access toolbar** is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the arrow at the end of the toolbar and click “**Show Below the Ribbon**”.

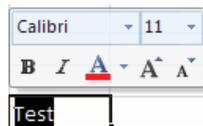


You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click Add to Quick Access Toolbar and a shortcut will be added.



Mini Toolbar

A new feature in Office 2007 is the Mini Toolbar. This is a floating toolbar that is displayed when you select text or right-click text. It displays common formatting tools, such as Bold, Italics, Fonts, Font Size and Font Color.



Microsoft Office Button

The Microsoft Office Button performs many of the functions that were located in the File menu of older versions of Excel. This button allows you to create a new workbook, Open an existing workbook, save, print, send, or close.



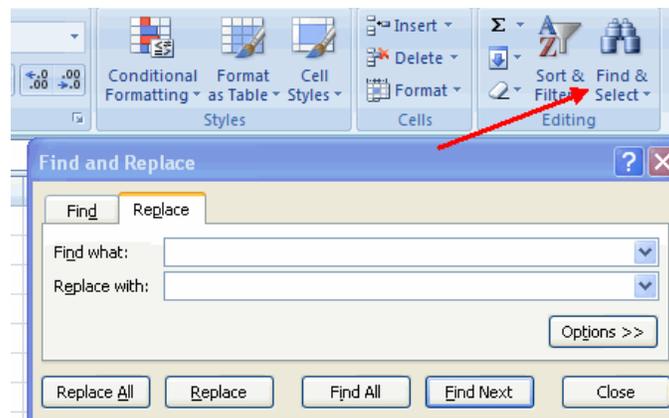
Delete Cells, Rows and Columns - To delete cells, rows, and columns:

- Place the cursor in the cell, row, or column that you want to delete
- Click the **Delete** button on the **Cells** group of the **Home** tab
- Click the appropriate choice: **Cell, Row, or Column**



Find and Replace - To find data or find and replace data:

- Click the **Find & Select** button on the **Editing** group of the **Home** tab
- Choose **Find** or **Replace**
- Complete the **Find What** text box
- Click on **Options** for more search options



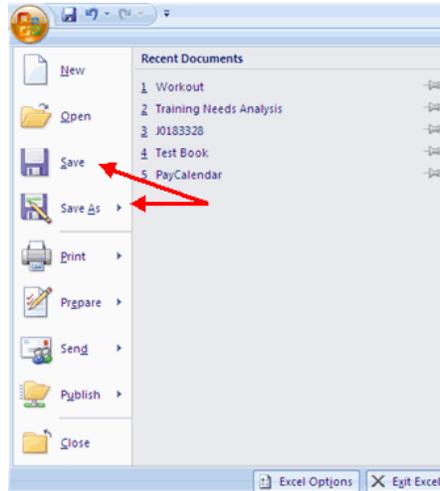
Exercise 5 – Using Find and Replace

- Find your first name, and replace it with the word: **Excel**
- Go to the Quick Access toolbar, and click “Undo”

Exercise 6 - Save a Workbook - When you save a workbook, you have two choices: **Save** or **Save As**.

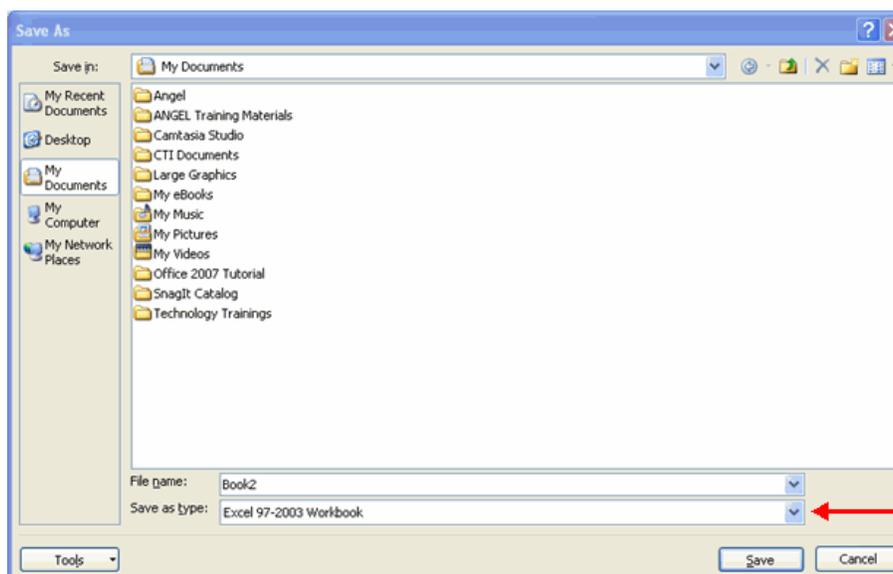
To save a document:

- Click the **Microsoft Office Button**
- Click **Save As** (directs the file to a folder and names the file)



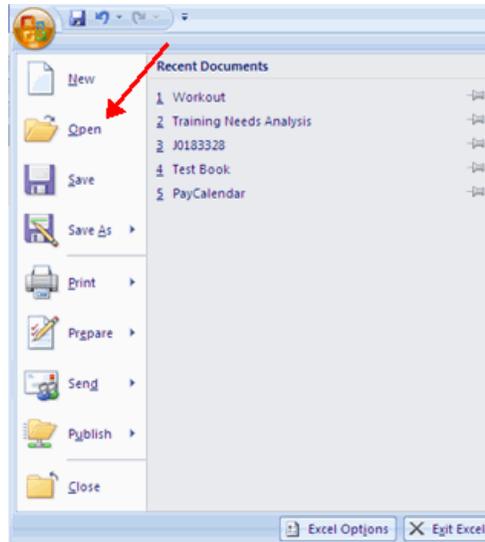
You may need to use the **Save As** feature when you need to save a workbook under a different name or to save it for earlier versions of Excel. Remember that older versions of Excel will not be able to open an Excel 2007 worksheet unless you save it as an Excel 97-2003 Format. To use the “**Save as**” feature:

- Click the **Microsoft Office Button**
- Click **Save As**
- Type in the name for the Workbook
- In the **Save as Type** box, choose **Excel 97-2003 Workbook** (extension is “.xls”)
- **Save As “Excel Workbook” will save file in Excel 2007 format** (extension is “.xlsx”)



Exercise 7 - Open a Workbook - To open an existing workbook:

- Click the **Microsoft Office Button**
- Click **Open**
- Browse to the workbook you want to open, and then click the title of the workbook
- Click **Open**

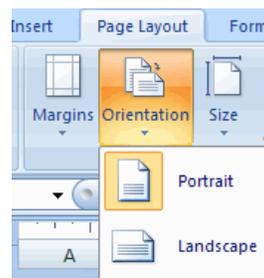


Exercise 8 - Page properties and printing

Change Page Orientation

To change the page orientation from portrait to landscape:

- Click the **Page Layout** tab
- At the **Page Setup** group, Choose **Orientation**, then **Portrait** or **Landscape**



Exercise 9 - Printing

- Click the **Office Button** at the top-left corner of the screen
- Choose **Print**, then **Print**

OR, just click in the **Quick Access Toolbar**, the **Quick Print** icon

Exercise 10 – Change the “look” of your worksheet

- Click the “Page Layout” tab
- Within the “Themes” group, click the “Themes” icon
- Click the “Aspect” theme

Practice / Practice / Practice

The best way to retain what you learned today ...

... practice using Excel daily for the next several days

Thank you for participating in Basic Excel 2007

Consider enrolling in the next session

INTERMEDIATE EXCEL 2007

Covers inserting charts into spreadsheets, validating formulas and functions, page numbering, changing chart types, and reviewing Excel templates.