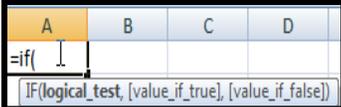


Using Function Arguments

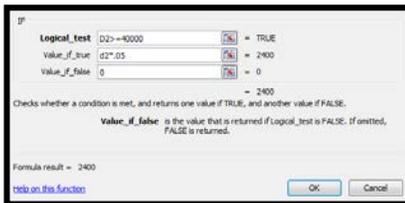
1. Click into the cell to contain the function.
2. Type = and the name of the function.
3. Type the open parenthesis.
4. Observe the tooltip



5. Fill in the arguments or click the hyperlink for help on entering the arguments.
6. To end, press the **Enter** key, the **Tab** key, or click the  check mark.

Using the Insert Function Dialog Box

1. Select the cell to contain the function.
2. Click **Insert Function**  on the Formula Bar.
3. Select the desired category and function.



4. Fill in the required fields.
5. Click **OK** when finished.

Using the Formula Auditing Toolbar

1. Select the **Formula** tab to view the buttons of the Auditing Toolbar.



2. **Cell precedents** are any cells referenced by the formula. Select

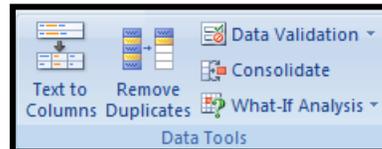
the cell containing the formula to trace.

3. Select the Formulas tab in the ribbon.
4. Select the  **Trace Precedents** button in the Formula Auditing group.
5. Click  **Remove Arrows** to remove the arrows.
6. **Cell dependents** are those cells dependent upon the contents of the selected cell in order to perform a set calculation.
7. Select the cell containing the formula or value to trace.
8. Select the Formulas tab in the Ribbon.
9. Click  **Trace Dependents** in the Formula Auditing group.
10. Click  **Remove Arrows** to remove the arrows.

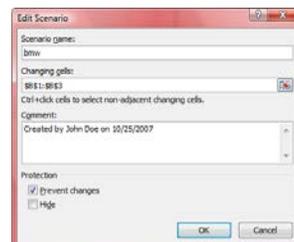
Analyzing Data

Analyze tools is in the **Data Tools** group on the **Data** tab.

Scenarios



1. Click  **What-If Analysis** button and select **Scenario Manager**.
2. Click **Add** - name the scenario, and choose the changing cells.

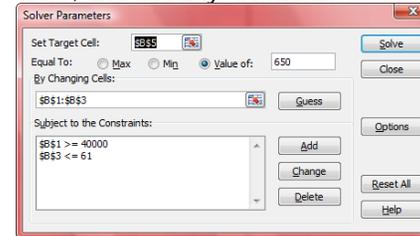


3. Repeat to add additional scenarios.
4. Click the **Summary** button to create a report.

Using the Solver



1. Click  button found on the **Analysis Group, Data Tab**.
2. Choose the Target Cell, Changing Cells, and add any restraints.

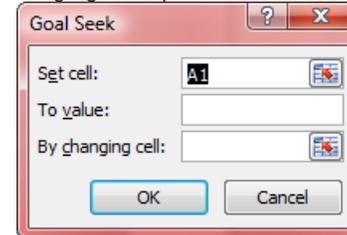


3. Click **Solve**.

Using Goal Seek



4. Click  button and select **Goal Seek**.
5. Fill in the Set Cell, To Value, and By changing cell options and click **OK**.



Managing Data

1. Enter unique fields as Field Names
2. Enter one record per row.
3. Leave no blank rows or columns
4. Be consistent with data entry.

Using the List Table Feature

2. Click the **Insert Command Tab** and choose **Table**.
3. The range will automatically be selected.
4. Click **OK**.

5. The table will be formatted with a default Style, and each column will contain a Filter drop-down.
6. To add a Total Row, click the box to **add Total Row** on the **Design** command tab.

Sorting Data



1. Click the  button on the **Data Tab**.
2. Click **Sort Ascending** or **Sort**



Descending  to perform a



quick sort, or click the  **Sort** button for additional options.

Filtering Data



1. Click the  button on the **Data Tab**.
2. Click the drop-down arrow next to the heading you wish to filter on.
3. To remove the filter from that column click the  next to the column and choose **Clear Filter From...**
4. To show all data again, click the  **Clear** button.

Advance Filtering

1. Create the criteria range by copying the field names into the new rows.
2. Enter the criteria to search directly below the field names at the top of the worksheet.
3. Click the  **Advanced** button.
4. Set the list range and criteria range as desired and click **OK** to filter the list in place.

Subtotals

1. The Data, Subtotals menu is used to automatically create subtotals on a sorted list.

- Sort the list by the column on which you will base your subtotals.
- Click on a cell inside the sorted range.
- Select the **Data** tab on the Ribbon



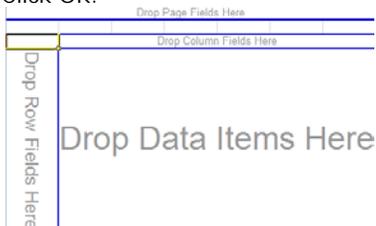
- Click **Subtotal** in the Outline group.
- Define the At each change in, by entering the field name on which the subtotals will be based.
- In the Use Function box, enter the mathematical function to be performed to calculate the subtotal.
- In the Add subtotal to box, check the field names to have the subtotals.
- Click **OK** to apply the subtotal.

Using Conditional Formatting

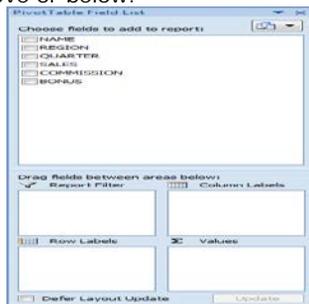
- Select the cells to be formatted.
- Click the **Conditional Formatting** button from the Home tab.
- Select from the pre-defined choices or click New Rule to create your own criteria.
- To delete a conditional format, select Manage Rules and delete the desired rule.

Creating Pivot Tables

- Click the **PivotTable** button from the Insert Tab.
- Select the table range, source (if not current worksheet), and result location.
- Click OK.



- Drag the desired headings to the column, row, data, and page sections either using the graphic above or below.



- Click inside the Pivot Table to display the Pivot Table Ribbon Bar.
- Click the Design or Options tabs to switch between the two available ribbons.



- To chart the data from your Pivot Table, click the **PivotChart** button from the Options Tab.
- Select the desired Chart style and click OK.

Importing and Exporting Data

Exporting Data

- To export an Excel file to another application, click the **Office Button**, choose Save As, Other formats.
- Select the location, type in a name for the file, and choose the appropriate format from the drop-down arrow next to **Save As Type** option.

Importing Data

- Choose the **Get External Data** button from the Data tab.



- Select the desired option.
 - Follow the prompts.
- #### Importing a Text File
- Open the workbook to receive the data.
 - Select the **Data** tab on the Ribbon.
 - Click **From Text** from the Get External Data button. The Import Text File dialog box opens.
 - Choose the File to import. The Text Import Wizard opens.
 - Select the appropriate delimiter and options by clicking Next to move through the Wizard.
 - Choose the cell where the data should be placed and click Finish.



Using Access Data

- Select the **Data** tab on the Ribbon.
- Click **From Access** in the **Get External Data** group.
- Excel 2007 opens the **Select Data Source dialog box**.
- Select the database.
- Click **Open**.
- Choose the desired table or query and click OK.
- Select the location for the table and any other display option, and click OK.

Copy into Word

- Select the range to be copied.
- Edit, Copy.
- Switch to Word.
- Edit, Paste into desired location.

Macros

All workbooks are created as Macro Free. To enable the ability to save a workbook with Macros, it must be saved as Macro-Enabled.

- Click the **Office Button**, choose Save As, Excel Macro-enabled Workbook.

Creating a Macro

- Click the **Macros** button from the View tab.
- Choose **Record Macro...**
- Type in the Name for the macro, a shortcut key (if desired), location for the macro, and description.
- Perform the steps to be recorded in the macro.
- Click the **Macros** button and choose **Stop Recording** when finished.

Running a Macro

- Click the **Macros** button from the View tab.
- Choose **View Macros**
- Select the desired macro and click Run.

Editing and Viewing a Macro

- Click the **Macros** button from the View tab.
- Choose **View Macros**
- Select the desired macro and click Edit. The macro will appear in the Visual Basic editor.
- After making changes, click **File, Close and Return to Excel**.

Deleting a Macro

- Click the **Macros** button from the View tab.
- Choose **View Macros**
- Select the desired macro and click Delete.