

Renaming Sheets

1. Double-click on the sheet tab.
2. Type a new name.
3. Press **[Enter]**.

Grouping Sheets

1. For **consecutive** sheets, click the first sheet's tab and **[Shift + Click]** the last sheet's tab.
2. For **non-consecutive** sheets, click a sheet's tab and **[Ctrl + Click]** on each additional sheet's tab.

Entering a 3-D Reference

1. Select the cell to contain the formula.
2. Type = (equal sign), the function, ((an open parenthesis).
3. Click on the tab containing the first cell(s) for the formula and select the cell or range.
4. **[Shift + Click]** on the tab of the worksheet containing the last cell to be included.
5. Press **[Enter]**. Example: =SUM(Qtr1:Qtr4!B3)

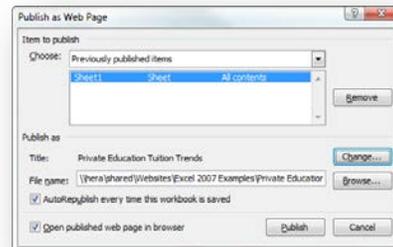
Working with Hyperlinks

1. Select the **Insert** tab.
2. Select **Hyperlink** on the ribbon.
3. Select an existing file or web page.
4. Type a **ScreenTip**, if desired.
5. Click **OK**.
6. Right-click the link and choose **Remove Hyperlink** to delete the link.

Save as a Web Page

1. Open your file.
2. Click the **Microsoft Office Button**.
3. Select **Save As** from the drop down menu.
4. Select **Other Formats** from the list.
5. Enter the File name
6. Select **Single File Web Page** (*.mht;*.mhtml) from the Save as type: drop-down list.
7. Click **Publish...**.
8. Click **Change...** to enter the Title for the resulting web page.
9. Type the Title for the web page.

10. Click **OK**.



11. If you want Excel 2007 to automatically update the web page when the workbook is saved, click the **AutoRepublish every time this workbook is saved** option.

12. Click **Publish** to publish the workbook to a web page.

Applying an Outline

1. Select the rows or columns that contain the detail data.

1. Select the **Data** tab.
2. Click **Group** button in the Outline group.
3. Choose **Group...**
4. Select **Rows** or **Columns**.



5. Click **OK**.

Paste Special

The Paste Special command also allows you to paste only the value or formula from the original range to a new location.

Paste Special	Result
All	Pastes everything.
Formulas	Pastes the cell's contents including formulas, values and text.
Values	Pastes only values. Any formulas will be

	converted to their current value.
Formats	Pastes only the format, not the cell contents.
Comments	Pastes only the comments.
Validation	Pastes data validation rules for the current cells.
All except borders	Pastes all information except borders of the selected range.
Column widths	Pastes only the column width of the selected cells.
Formulas and number formats	Pastes only the formula and number formatting from the selected cells.
Values and number formats	Pastes only the values and number formatting from the selected cells.

Pasting the Value Only

1. Select the cells you wish to copy, including cells with formulas.
2. Select the **Home** tab and choose **Copy**.
3. Select the upper left cell of the paste range on the worksheet to contain the values.
4. Select the dropdown arrow under **Paste** on the ribbon.
5. Select **Paste Special...**
6. Select **Values**.
7. Click **OK**.

Linking Between Workbooks

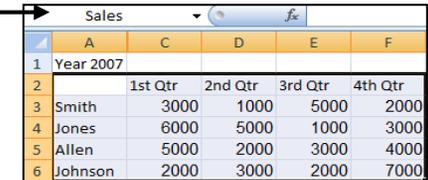
1. Open the workbooks.
2. Select the **View** tab.
3. Select **View Side by Side**.
4. Select the cell of first value to be copied, which may contain a formula.
5. Select the **Home** tab and choose **Copy**.

6. Select the cell in the workbook where the value will be pasted.
7. Select the dropdown arrow under

Paste on the ribbon.

8. Select **Paste Link**.
- #### Creating Range Names

1. Select the cell or range to be named.
2. Click in the **Name Box** on the formula bar.



	A	C	D	E	F
1	Year 2007				
2		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
3	Smith	3000	1000	5000	2000
4	Jones	6000	5000	1000	3000
5	Allen	5000	2000	3000	4000
6	Johnson	2000	3000	2000	7000

3. Type the name to be assigned. In this example, the name is "Sales."
4. Press **[Enter]**.

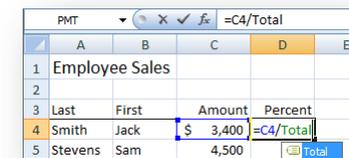
Moving to a Named Range

1. Click on the arrow **Sales** in the **Name Box**.
2. Click on the name of a range.

Using Range Names in Formulas

You may use range names in formulas rather than cell addresses. Using a name makes the formula easier to read and understand. Ranges names are absolute.

1. Enter your formula onto the worksheet.
2. Wherever you would typically enter a cell address, you may use the range name.



	A	B	C	D	E
1	Employee Sales				
2					
3	Last	First	Amount	Percent	
4	Smith	Jack	\$ 3,400	=C4/Total	
5	Stevens	Sam	4,500	Total	

Removing a Named Range

1. Select the **Formulas** tab.
2. Select **Name Manager** from the ribbon.
3. Select the name from the list.
4. Click **Delete**.

Creating Charts

1. Select the range containing the data to be charted, including column or row labels to be added.
2. Click on the **Insert** tab.
3. Select a chart style from the ribbon:



Editing a Chart

1. Select the chart.
2. Choose **Change Chart Type** from ribbon for a different chart style.
3. Choose **Switch Row/Column** from the ribbon to swap axis data.
4. Choose **Move Chart Location** from the ribbon to move the chart to a different sheet.
5. Right-click other chart objects and choose **Format...** for additional editing.

Chart Components

Before you can effectively work with graphs, you must understand the different components.

Component

Axes: The term "axes" generally refers to the lines that run horizontally across the bottom of the chart and vertically along the left side of the chart.

- The horizontal axis is called the x-axis or category axis.
- The vertical axis, called the y-axis or value axis, usually runs up the left side of the chart, but can also appear on the right side (Y2).

In a column chart, the x-axis commonly contains labels and the y-axis plots values. The values plotted on the y-axis may also be referred to as the *data series*.

Legend: Chart legend is an area on chart that explains the data points on the y-axis. It also shows name of each data series.

Data Series: A collection of data from the worksheet.

Gridlines: Lines that extend from the tick marks across the plot area. Gridlines sometimes make it easier to interpret charts.

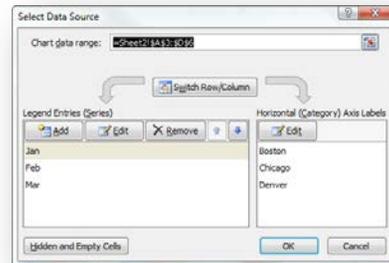
Chart Text: Text within the chart. This text can either be attached or unattached. Attached text is linked to a chart object and moves if the chart object is repositioned.

Adding a New Series to a Chart

1. Click the chart to activate it.

1. Click the **Design** tab.

2. Click . Excel 2007 displays the Select Data Source dialog box.



3. Click to select the range of data to plot.

4. Click to switch the Row/Column data.

5. Click to edit the Category Axis Labels.

6. Click to rechart the data.

Switching the Row/Column Data

After the chart is created, you can easily change how the data is plotted by switching the Row/Column.

7. Select the chart to modify.

8. Click the **Design** tab.

9. Click in the Data group.

Adding Graphics

1. Select the **Insert** tab.
2. Choose a graphic from the **Illustrations** collections:

- **Picture** inserts pictures from a file
- **Clip Art** inserts drawing, movies, sounds
- **Shapes** inserts ready-made shapes, arrows, lines, callouts, etc.

3. Place the mouse pointer where you want to begin drawing the object.
4. Drag the mouse pointer in the worksheet or chart sheet until the object is the desired shape and size.

Moving and Copying Graphic Objects

1. Select the object.
2. Point to the border of the object.
3. Drag the object away from its current location to move, or press the **[Ctrl]** while dragging to copy.

Note: Another way to copy an object is to select the object and press **[Ctrl] + D** to duplicate it.

Deleting a Graphic Object

1. Select the object you want to delete.
2. Press **[Delete]**.

Inserting a Text Box

1. Select the **Insert** tab.

2. Select **Text Box** on the ribbon.
3. Place the mouse pointer where you want to begin the text box.
4. Drag the mouse pointer in the worksheet or chart sheet until the text box is the desired shape and size.
5. Type your text inside the box.

Inserting SmartArt

1. Select the **Insert** tab.
2. Select **SmartArt** on the ribbon.
3. Choose a SmartArt graphic and click .
4. Type your text in the **[Text]** placeholders.

Setting Excel Defaults

1. Click the **Microsoft Office Button** .
2. Click **Excel Options** to set defaults.

Formatting Keyboard Shortcuts

Format Data

Ctrl + 1	Display Format Cell Dialog Box
Ctrl + Shift + ~	Apply General format
Ctrl + Shift + \$	Apply Currency format
Ctrl + Shift + %	Apply Percentage format
Ctrl + Shift + #	Apply Date format with the day, month & year
Ctrl + Shift + @	Apply Time format with hour/minute, indicated AM/PM
Ctrl + Shift + !	Apply Number format with two decimal places, comma separator & - for negative values
Ctrl + Shift + &	Outline borders
Ctrl + Shift + _	Remove borders
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + 5	Strikethrough
Ctrl + 9	Hide rows
Ctrl + Shift + (Unhide rows
Ctrl + 0 (zero)	Hide columns
Ctrl + Shift +)	Unhide columns