Excel 2007

Introduction

CompuWorks SYSTEMS, INC.

Working with Workbooks

1. Click 🗔, then 🗋 for new workbooks.
2. Click 🗔, then 📂 to open.
3. Click 💾 to save.
4. Click 🗔, then 🗁 to close.

Entering Data

1. Click on the cell.
2. Begin typing. (If you make a mistake. use the **Backspace** key)
3. To end, press the **Enter** key, press the **Tab** key, click the ✔ check mark, click in another cell, or press an arrow key on the keyboard.

Entering Formulas

1. Select the cell. Type **=**.
2. Click on first cell reference, or type cell address.
3. Use **+** for addition, **-** for subtraction, **/** for division, and ***** for multiplication.
4. Repeat Steps 2 and 3 as needed.
5. Press **[Enter]** when through.
   Example: =C3/(A5-A4)

Entering Functions

1. Select cell. Press **=**.
2. Type function name, then left parenthesis **(**.
3. Follow syntax; select range of cells.
4. Type right parenthesis **)**.
5. Press **[Enter]**.
   Examples: =SUM(B2:B12)
   =MAX(C25:G25)

Inserting Functions

1. Choose the **Formulas** tab.
2. Click **Insert Function** 📟 on the Ribbon.
3. Search for function or select a category.
4. Select the function.
5. Click [OK].
6. Enter or select the range.
7. Click [OK].

Using AutoSum

1. Select all the numbers in the worksheet along with the cells that should contain the formulas.
2. Click **Σ▾**.

Note: You may click the down arrow beside the AutoSum button for a list of common functions. Select the desired function to switch to it:

Σ▾

Σ **Sum**
   Average
   Count Numbers
   Max
   Min
   More Functions...
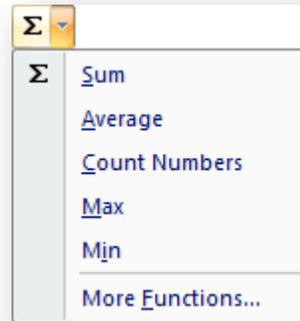
Moving and Copying Cells

1. Select the cell(s). Click and drag ✛ **AutoFill** to adjacent cells.

	A	B	C	D
1		Boston	New York	Hartford
2	Qtr 1	314	600	467
3	Qtr 2	200	478	601
4	Qtr 3	456	525	533
5	Qtr 4	500	587	444
6				
7	Total	1470	2190	2045

*Here the AutoFill handle is used to repeat the formula in **B7** to **C7:D7**.*

2. To move or copy, select cell(s).
3. Select the **Home** tab.
4. On the ribbon, click ✂ to cut or click 📋 to copy.
5. Click top left cell of new location.
6. Click 📋 to paste.
   OR
7. Select cells, place pointer on border, drag four-pointed arrow [7000] to move, or **[Ctrl]** and drag to copy.

Using AutoFill

If a formula or function is similar all the way down a column or across a row, you may repeat the formula using the AutoFill handle.
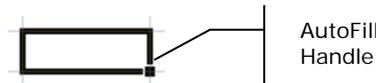
AutoFill Handle

When the mouse pointer is placed on the AutoFill handle, it will change to a solid black cross. At this time, you can click and drag to perform the AutoFill action.

Solid Black Cross

1. Select the cell containing the formula or value.
2. Select the AutoFill handle.
3. When the pointer appears as a solid, black cross, click and drag to highlight the cells to be filled.
4. Check the formula in each cell by the clicking in the cell and looking at the Formula Bar.

Relative v. Absolute Cell Addressing

When you copy cells that contain a formula, Excel automatically updates that formula in reference to the new cell location, making it relative to its location.

An absolute cell reference always refers to the same cell regardless of where the formula is copied. An absolute cell address contains a $ before the column and a $ before the row indicator.

A cell address can also be part relative and part absolute:

Address	Type	Action
A2	Relative cell address	The column and row may change.
A2	Absolute cell address	Neither the column, nor the row will change.
$A2	Mixed cell address	The column will remain constant as A, but the row may change.
A$2	Mixed cell address	The column may change, but the row will remain constant as row 2.

Formatting Cells

1. Select the cell(s).
2. Select the **Home** tab.
3. Click **B**, *I* or **U ▾** on the ribbon.
4. Click [Arial ▾] for fonts and [11 ▾] for font sizes.
5. Click ▤, ▤, or ▤ for alignment.
6. Format numbers using **$ ▾**, **%**, **,**, **◂.0 .00** or **.00 ▸.0**.
7. Click the "A" on **A ▾** for color shown, or arrow to select color.
8. For other formats, select the **Dialog Box Launcher** [General $ ▾ % , ◂.0 .00] [Number 🗔] and enter new settings. Click [OK].
9. To copy the format to another cell, select the formatted cell, click 🖌, click the cell to which you would like to apply the formatting.
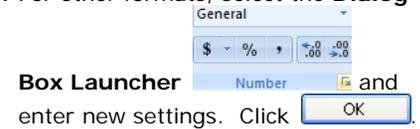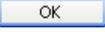
Note: To copy the formatting to multiple cells, double click 🖌.

Merging and Unmerging Cells

1. Select cells across columns into which text is to be centered.
2. Click **Merge and Center** 🔳.

3. Click either **Merge and Center** again or [icon] from the **Quick Access Toolbar** to undo.

	A	B	C	D	E
1	First Quarter Report				
2					
3					

Color Coding Workbook Sheet Tabs

1. Right-click worksheet tab.
2. Choose **Tab Color** and select color.

Moving or Copying Worksheets

1. Drag the sheet tab to the new location to move the sheet.
2. **[Ctrl]** and drag the sheet tab to the new location to copy the sheet.

Inserting Columns or Rows

1. Select the row or column after the one where you want to insert the new row or column.
2. Right-click on that column letter or row number.
3. Select **Insert.**

Deleting Columns or Rows

1. Select the row(s) or column(s) that you would like to delete.
2. Right-click on that column letter or row number.
3. Select **Delete.**

Inserting or Deleting Worksheets

1. Right-click on the sheet tab.
2. Select **Delete** to delete the active worksheet.

Note: Deleting a worksheet cannot be undone.

Select **Insert…>Worksheet** to add a new worksheet.

Hiding or Unhiding Worksheets

1. Right-click on the sheet tab.
2. Select **Hide** or **Unhide.**

Customizing the Layout

1. To freeze or unfreeze rows or columns, select the row below or the column to the right of the freeze.
2. Select the **View** tab.

**3.** Select **Freeze Panes** [icon] on the ribbon to freeze or unfreeze panes.

Page Break Preview

1. Select the View tab.
2. Click [Page Break Preview] in the Workbook Views group.
3. Click and drag the blue lines to adjust the page breaks.
4. To leave Page Break Preview, click **Normal** button.
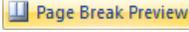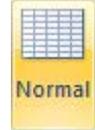
Page Setup Features

1. Select the **Page Layout** tab.
2. Select **Orientation** [icon] on the ribbon for **Portrait** or **Landscape**.
3. Select **Scale** [Scale: 100%] on the ribbon to fit to specific number of pages.
4. Select **Margins** [icon] on the ribbon to change the margins or center on the page.
5. Select **Print Titles** [icon] on the ribbon to specify rows and columns to repeat on each page.

Printing a Worksheet

1. Click [icon].
2. Click **Print**.
3. Fill in your options and click [OK].
4. To print a range, select the range on the worksheet, and choose **Selection** from the **Print** dialog box.
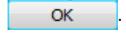
Note: To print without using the **Print** dialog box, click **Microsoft Office** [icon], point to the arrow next to **Print**, and then click **Quick Print**.

Inserting a Comment

1. Click on the cell to contain a comment.
2. Select the **Review** tab.
3. Select **New Comment** [icon] on the ribbon.
4. Type the comment text.

AMOUNT	
3400	**Student:** Check this figure!
4500	
5600	
3245	
4500	

5. Click outside the comment box.

Deleting a Comment

1. Click on the cell containing the comment.
2. Choose **Delete** [Delete icon] on the ribbon.

Splitting a Worksheet

By splitting the worksheet window, you may view two different areas of the same worksheet at once.

1. Click the **View** tab
2. Click [Split].
3. Adjust the splitters using the mouse.
4. Click [Split] again to remove the splitters from the screen.

Freezing Panes

By freezing the panes, you are able to lock portions of the screen so they remain visible as you move around the worksheet. This is particularly helpful in large spreadsheets when the worksheet labels are no longer visible.

1. Place the cell pointer just below and to the right of the location for the window to freeze.
2. The location of the pointer is very important!
3. Click the **View** tab.
4. Click [Freeze Panes].
5. Select the Freeze Panes option from the drop-down list.

Selecting Cells

Select one cell	Click on a cell
Select entire worksheet	[Ctrl]+[A]
Select row	[Shift]+[Spacebar]
Select column	[Ctrl]+[Spacebar]
Select to last cell used on worksheet	[Ctrl]+[Shift]+ [End]
Select contiguous cells	Click on cell then [Shift+ Click] on anot
Select non-contiguous cells	Click on cell, then Ctrl+ Click on other cells

Shortcut Keys

One cell at a time	[Arrow Keys]
Move left one range of data	[Ctrl + Left Arrow]
Move right one range of data	[Ctrl + Right Arrow]
One screen up	[PgUp]
One screen down	[PgDn]
Moves to start of the row	[Home]
Moves to end of a range of data	[End] + an arrow key
Moves to start of the data	[Ctrl + Home]
Moves to end of the data	[Ctrl + End]
Moves to a specified cell or named range	[F5]
Moves to previous sheet	[Ctrl + Page Up]
Moves to next sheet	[Ctrl + Page Down]
Moves to worksheet top left corner	[Ctrl + Home]