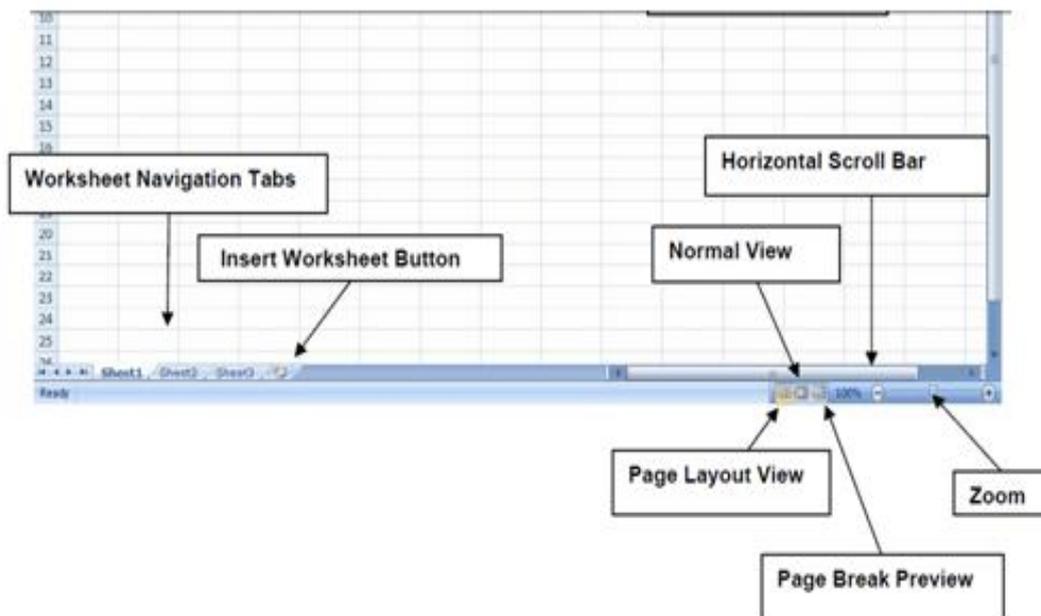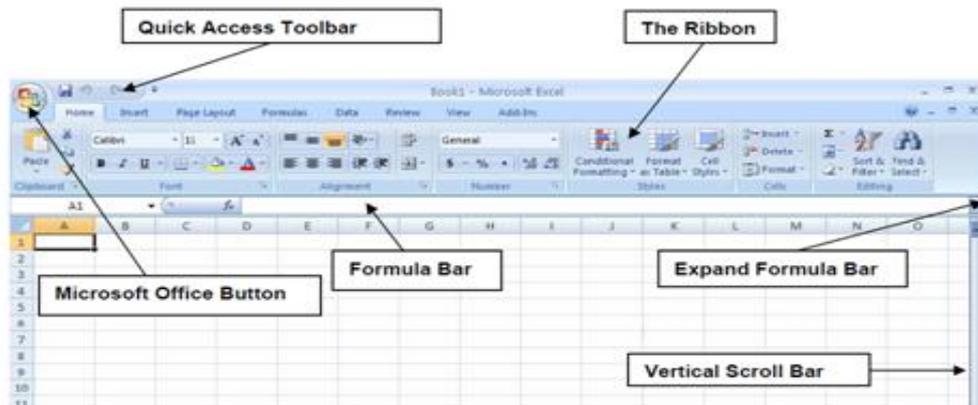# Microsoft Excel 2007

Screen Elements

The Ribbon

The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page. To reduce clutter, some tabs are shown only when needed. For example, the **Picture Tools** tab is shown only when a picture is selected.

Microsoft Office Button

Here you will find the same basic commands available in earlier releases of Microsoft Office to open, save, and print your file.

Quick Access Toolbar

The place to keep the items that you not only need to access quickly but want to be immediately available regardless of which of the Ribbon's tabs you're working on. If you put so many items on the Quick Access Toolbar that it becomes too big to fit on the title bar, you can move it onto its own line.

Formula Bar

A place where you can enter or view formulas or text.

Expand Formula Bar Button

This button allows you to expand the formula bar. This is helpful when you have either a long formula or large piece of text in a cell.

Worksheet Navigation Tabs

By default, every workbook has 3 sheets. You are able to navigate the sheets by clicking on the sheet tab.

Insert Worksheet Button

Click the **Insert New Worksheet** button to insert a new worksheet in your workbook.

Normal View

This is the "normal view" for working on a spreadsheet in Excel.

Page Layout View

View the document as it will appear on the printed page.

Page Break Preview

View a preview of where pages will break when the document is printed.

Zoom Level

Allows you to quickly zoom in or zoom out of the worksheet.

Horizontal/Vertical Scroll

Allows you to scroll vertically/horizontally in the worksheet.

Entering Text

Any items that are not to be used in calculations are considered, in Excel's terminology, **labels**. This includes numerical information, such as phone numbers and zip codes. Labels usually include the title, column and row headings.

To Enter Text/Labels:

1) Click in cell
2) Type text
3) Press **Enter**

NOTE: By default, pressing the Enter key will move you to the cell below
the active cell.

The label actually "lives" in the cell you typed it into, if you type long text it might appears to be in multiple columns. It is important to understand this concept when trying to apply formatting to a cell. Using the formula bar will confirm where the label actually "lives."

Auto fill

Frequently, it is necessary to enter lists of information. For example, column headings are often the months of the year or the days of the week. To simplify entering repetitive or sequential lists of information, Excel has a tool called

Auto fill. This tool allows preprogrammed lists, as well as custom lists, to be easily added to a spreadsheet. Some examples of the automatic auto fill lists are months, days, etc.
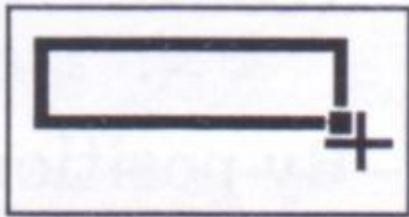
Entering Values

Numerical pieces of information that will be used for calculations are called **values.** They are entered the same way as labels. It is important NOT to type values with characters such as "," or "$".

To Enter Values:
1) Navigate to a cell
2) Type **a Value**
3) Press **Enter**

Creating Formulas

To Create a Formula:
1) Click in a cell
2) Press the **=** key
3) Type the **formula**
4) Press **Enter**

Copying Formulas

Like many things in Excel, there is more than one way to copy formulas. This class will show you some of the methods; feel free to choose which one(s) work best for you.

To Copy Formulas Using Auto fill:
1) Click in the cell that contains a formula
2) Position the mouse on the **Auto fill** handle (a skinny black cross will appear)
3) Click and drag to copy the formula

To Copy Formulas Using Copy and Paste:
1) Click in the cell that contains a formula
2) Select **Copy button on Home Ribbon in the Editing Section**

3) Highlight the cells where you would like to paste the formula
4) Select **Paste button on Home Ribbon in the Editing Section**

Autosum Function

The most common formula in Excel is **SUM**, or the addition of multiple values. In this example, we could create a formula that reads =C6+D6+E6+F6+G6+H6.

That's a lot of typing! Instead, we can use the SUM function and specify a range of cells. Functions, as explained previously, are more complex formulas that are invoked by typing their name. In this example, we will use the SUM function. Excel has over 200 functions that can be used. Because SUM is the most common function, it is the only one with its own toolbar button.

A **range** is a group of cells that are specified by naming the first cell in the group and the last cell. For example, A1:D1 is a range that includes cells A1, B1, C1and D1.

To Create the Total Column's Values Using Autosum:
1) Click in the cell where you would like the **Total** to be located
2) Press the **Autosum** button on the **Home Ribbon**
3) Press **Enter**
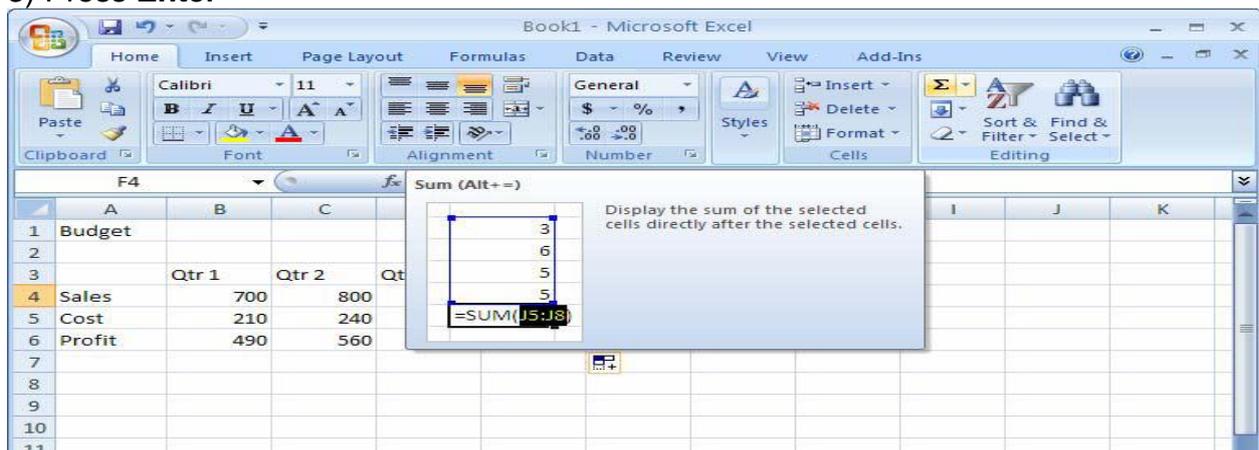
Saving a Worksheet

When working in Excel it is necessary to save your files. It is also very important that while working, your file is saved frequently. When naming a file, you are restricted to 255 characters. Avoid most punctuation; spaces are acceptable.

To Save the File:
1) Select the **Office Button**
2) Select **Save**
3) Type **a file name**
4) Click **Save**

Formatting Values

Applying formats to any cell can be done either using the Format menu or using the Formatting toolbar, which has the most commonly used formatting options on it.

To Apply the Currency Format:
1) Highlight cells
2) Click on the **Currency Style** button on the **Home Ribbon**
3) If necessary, click on the **Increase** or **Decrease Decimal** button on **the Home Ribbon**

To Apply the Comma Format:
1) Highlight cells
2) Click on the **Comma Style** button on the **Home Ribbon**
3) If necessary, click on the **Increase** or **Decrease Decimal** button on **the Home Ribbon**

Creating a Basic Chart

1) Highlight the data to be charted
2) Select **the Insert Ribbon**
3) Select a **Chart Type**
4) Select a **Chart Style**

The Ribbon at the top of the screen has changed so chart options are just a click away. If you do not see the chart icons on your Ribbon, click on your chart to select it.

• **To Adjust the Chart Style:**
Select a different style from the Ribbon

• **To Adjust the Chart Type:**
Select a different chart type from the Ribbon

• **To Change the Chart Layout (the location of the Title/Legend)**
Select a different layout from the Ribbon

Note: you are able to scroll in the Layout section and see other chart layouts that you can apply.

To Enter a Title on your Chart:
1) Make sure you have selected a chart layout that includes a Title area.
2) Double click where you see the text Chart Title
3) Enter a Title

To Size the Chart:
1) Position your mouse on one of the corners of the chart
2) Click and drag your mouse to either increase of decrease the size of the Chart

Excel Functions

As we have previously seen, the power of Excel lies in its ability to perform calculations. The real strength of this is shown in **Functions.** Functions are more complex formulas that are executed by using the name of a function and stating whatever parameters the function requires
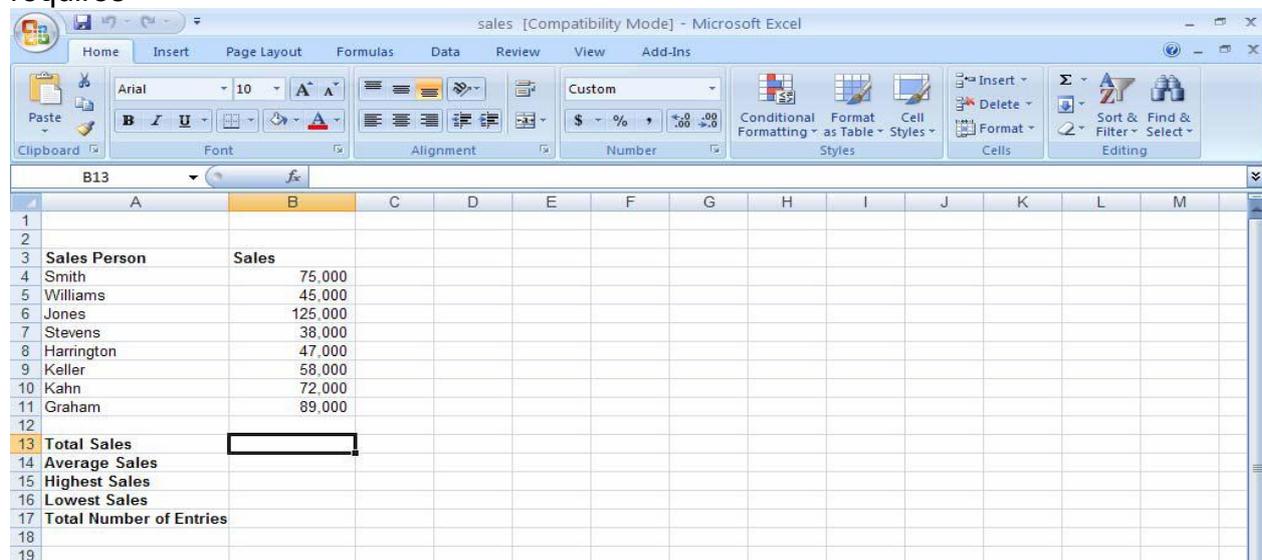
To Enter the SUM Function:
1) Click in a cell
2) Type **=SUM(**
3) Highlight the range of cells that are to be added (The colon means "through")
4) Type **closed parentheses**
5) Press **ENTER**

To Insert the Average Function into the Worksheet:
1) Click in a cell
2) Type **=average(**
3) Highlight the range of cells be calculated
4) Type **closed parentheses**
5) Press **ENTER**

To Insert the MAX Function into the Worksheet:
1) Click on a cell
2) Type **=max(**
3) Highlight the range of cells to be calculated
4) Type a **closed parentheses**
5) Press **ENTER**

To Insert the MIN Function into the Worksheet:
1) Click on a cell
2) Type **=min(**
3) Highlight the range of cells to be calculated
4) Type a **closed parentheses**
5) Press **ENTER**

To Insert the COUNT Function into the Worksheet:
1) Click on a cell
2) Type **=count(**
3) Highlight the range of cells to be calculated
4) Type a **closed parentheses**
5) Press **ENTER**

Printing a Worksheet

Open the file you would like to print.
To View the Spreadsheet in Print Preview:
1) Click on the **Office button** on the Ribbon
2) Select the **arrow** to the right of Print
3) Choose **Print Preview**

To Print the Document:
1) Click **Print**
2) Click **OK**

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