EXCEL 2007 – GETTING STARTED

TODAY'S DESTINATION

Quick Access Toolbar – Customize it! Office Button→ Click Excel Options

BREAK DOWN OF TABS & RIBBON

Tab Name	Contains Information relating to…	Contains the following groups…
Home	Most used functions in Excel	Clipboard, Fonts, Alignment, Number, Styles, Cells, Editing
Insert	Inserting objects in Excel Spreadsheets	Tables, Illustrations, Charts, Links, Text
Page Layouts	How the data is displayed on the page	Themes, Page Setup, Scale to Fit, Sheet Options, Arrange
Formulas	Calculations that use formulas and functions	Function Library, Defined Names, Formula Auditing, Calculation
Data	Inputting, importing, and analyzing data	Get External Data, Connections, Sort & Filter, Data Tools, Outline
Review	Proofing the document and collaboration through tracking	Proofing, Comments, Changes
View	Switching how worksheets and workbooks are viewed on-screen; working with Macros	Workbook Views, Show/Hide, Zoom, Window, Macros

Basic Functions:
- Create a new workbook
- Open a file
- Save a file
- Print preview a file
- Prepare a file
- Send a file
- Publish a file
- Close a file
- Exit Excel
- Getting help

Workbooks:
- Creating a new blank workbook
- Opening a workbook
- Saving a workbook

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Worksheets:
- Insert a worksheet
- Rename a worksheet
- Moving or copying a worksheet
- Deleting a worksheet
- Headers/Footers
- Color coding a worksheet tab
- Applying styles to cells
- Format numbers
- Quickly adding a row or column of numbers
- Auto-fill columns or rows with data
- Inserting cells, rows, or columns
- Delete cells, rows, or columns
- Merging cells
- Insert a picture
- Insert a chart
- Using **Zoom** slider

Formulas:
- Creating a formula
- Using the **Sum** button

CONVERTING FILES

Excel 2007 has the capability to convert older versions of Excel to the 2007 format.

1. This is done by opening an existing Excel document made in an older version (97-2003).
2. Once the document is open, click the Office Button and select **Convert**.
   a. This will automatically allow you to incorporate new features of Excel 2007 into older Word documents.

SAVING FILES

Excel 2007 contains very powerful saving capabilities not seen in prior versions.

Click on the Office Button, then select **Save** to save in the current format, or **Save As** to select a format.

✓ **Excel Document** – Saves to the Excel 2007 format. You will not lose any special features in the saving process. Older versions of Excel cannot open this file unless they have downloaded the Excel converter patch.

✓ **Excel Macro-Enabled Workbook** – Save the workbook in the XML-based and macro-enabled file format.

✓ **Excel Binary Workbook** – Save the workbook in a binary file format optimized for fast loading and saving.

✓ **Excel 97-2003** –Saving in older versions allows for others to view
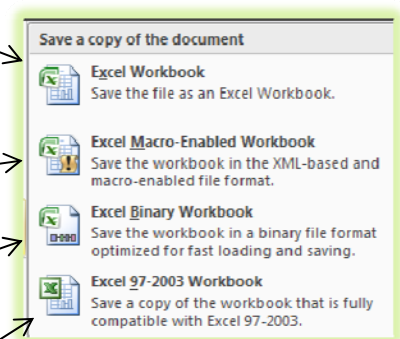
your documents if they don't have Excel 2007. Note: Some new features in Excel 2007 don't save well in the 97-2003 formats. SmartArt graphics don't render to older versions of Excel without creating blurred pixilated graphics.

HOME TAB - ALIGNMENT GROUP

The *Alignment* group allows you to align the contents of cells in many useful ways.

Basic alignment options are **Top**, **Middle**, and **Bottom Align**, and can be combined with **Left**, **Center**, and **Right Align** options. This means there are nine different locations inside the cell where data can be aligned.
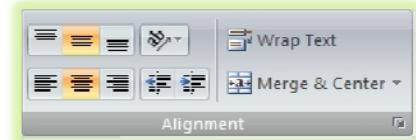
The orientation of the text can also be manipulated by selecting [button image] button. This means that the text can be rotated to a specific degree plane.

Note: This is best used with text and not numbered data.

Merge & Center options are used mainly for titles, to allow the title to span the length of a few cells. To Merge & Center multiple cells, select the cells for merging and click the **Merge & Center button**. The Merge & Center **drop-down menu** also has options to **Merge Cells** without centering, or **Merge Across** along rows only. If you would like to unmerge merged cells, select the cells to be unmerged, and then select **Unmerge Cells** from the drop-down menu.
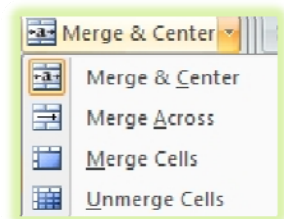
HOME TAB - CELLS GROUP

The **Insert** button allows you to insert a new Cell, Row, Column, or Worksheet. Click on the drop-down button to select from the options.

The **Delete** button allows you to delete Cell, Row, Column, or Worksheet. Click on the drop-down button to select from the options.

The **Format** button contains many options to apply to the worksheet. These formatting options are organized into categories: *Cell Size*, *Visibility*, *Organize Sheets*, and *Protection*.

The **Cell Size** category allows you to change *Row Height* and *Column Width* for selected rows or columns by entering a specific amount (Row height is measured in points and Column Width in number of characters displayed). To have the rows or columns adjust automatically according to their contents, use
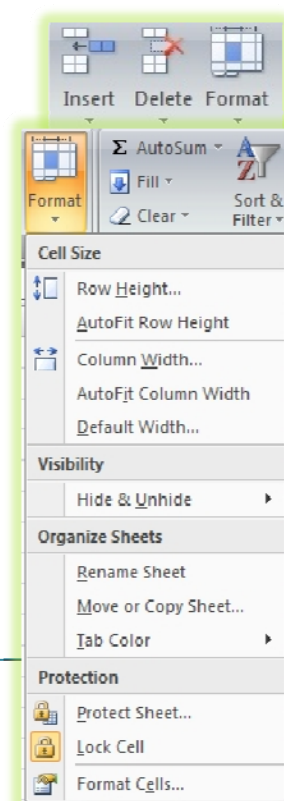
the **AutoFit** functions. **Default Width** changes default column width of the entire worksheet.

The **Visibility** category allows you to *Hide & Unhide* selected rows, columns or sheets.

The **Organize Sheets** category allows you to *Rename a Sheet*, *Move or Copy a Sheet*, and change the *Tab Color* of the sheet.

The **Protection** category allows you to protect the data in your worksheet from changes. By selecting *Protect Sheet* you can determine what data you what to protect specifically.

Format Cells is another way to access the *Format Cell*s dialog box which we've already seen.

HOME TAB - EDITING GROUP

The *Editing* group contains the options for *AutoSum*, *Fill*, *Clear*, *Sort & Filter*, and *Find & Select*.
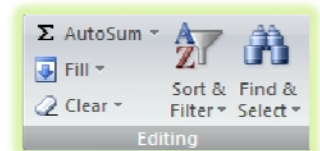
The *AutoSum* function will be covered below in the Formulas Tab section of the training, but know that it is also available here on the Home Tab within the Editing group.
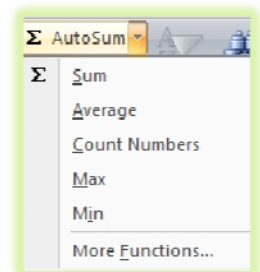
The **Fill** function allows cells to be filled four directions: down, right, up, and left. To use this option, select the cell with the desired data, as well as the cells to be filled in (in the desired direction).

The **Clear** drop-down menu gives the options to *Clear All*, *Clear Formats*, *Clear Contents* and *Clear Comments.* After selecting cells, you can then clear (or delete) the desired aspect of those cells.

The **Sort & Filter** feature is very useful for organizing and filtering selected data. Once the data has been entered into cells, there are various ways to sort that data. For example, select number data and you can sort from the smallest to the largest number or the largest to smallest; select text data and you can sort from A-Z or Z-A. *(Note: If your data is already used in a chart and you then sort it, the chart will also adjust to reflect the changes.)*
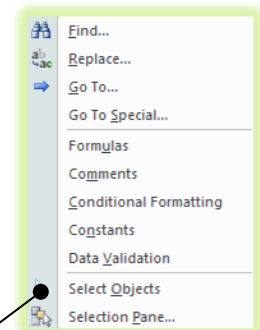
Click the *Filter* option to enable filtering of selected cells. Once filtering is turned on, click the arrow in the column header to choose a filter for the column.

The **Find & Select** button contains many ways to locate specific data and formatting throughout the worksheet. In addition to typing in text to *Find* (or find and *Replace*), you can also locate Formulas, Comments, and instances of Conditional Formatting by using the options in the *Find & Select* feature.

BASIC FUNCTIONS IN EXCEL

There are five basic functions in Excel. They are *AutoSum, Average, Min, Max,* and *Count Numbers*.

The **AutoSum** function adds up the numbers from a range of cells, and places the sum of the numbers in the cell where the function was inserted.

The **Average** function adds up the numbers from a range of cells, divides it by the number of cells in the range, and shows that value into the cell where the function was inserted.

The **Min** *and* **Max** functions are used when you have a list of numbers and want to know the Minimum or Maximum number in that list. Many times the median of a list is calculated by finding the minimum and maximum numbers and dividing them together to get the median.

The **Count Numbers** function is used to count the amount of numbers in a list. This is not a sum; it just returns the amount of cells in which number data is recorded.
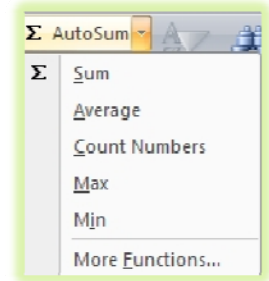
PRINT AREA: SETUP

The **Print Area** button, located in *the Page Layout* tab within the *Page Setup* group, is very useful for printing specific data from a worksheet. First select the range of cells you wish to print using the [+] white plus sign selector, then under *Print Area* select **Set Print Area**. If the area which you selected is incorrect, just select the **Clear Print Area** option and select a new print area through the steps described above.
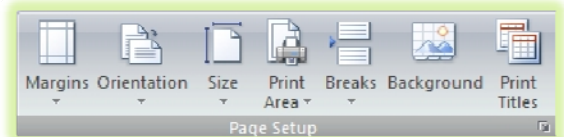
Margins, Orientation, and *Size* offer the same features as those used throughout the *Office 2007 Suite*.

PLACES TO GO FOR HELP

Microsoft Excel 2007 User Manual

http://www.calstatela.edu/its/docs/pdf/excel2007p1.pdf

Tutorials from Microsoft:

Excel 2007 Training Courses

Classroom Multimedia Tutorial for Excel 2007

http://classroommultimedia.com/?cat=4

Where to get help (upper right hand corner)