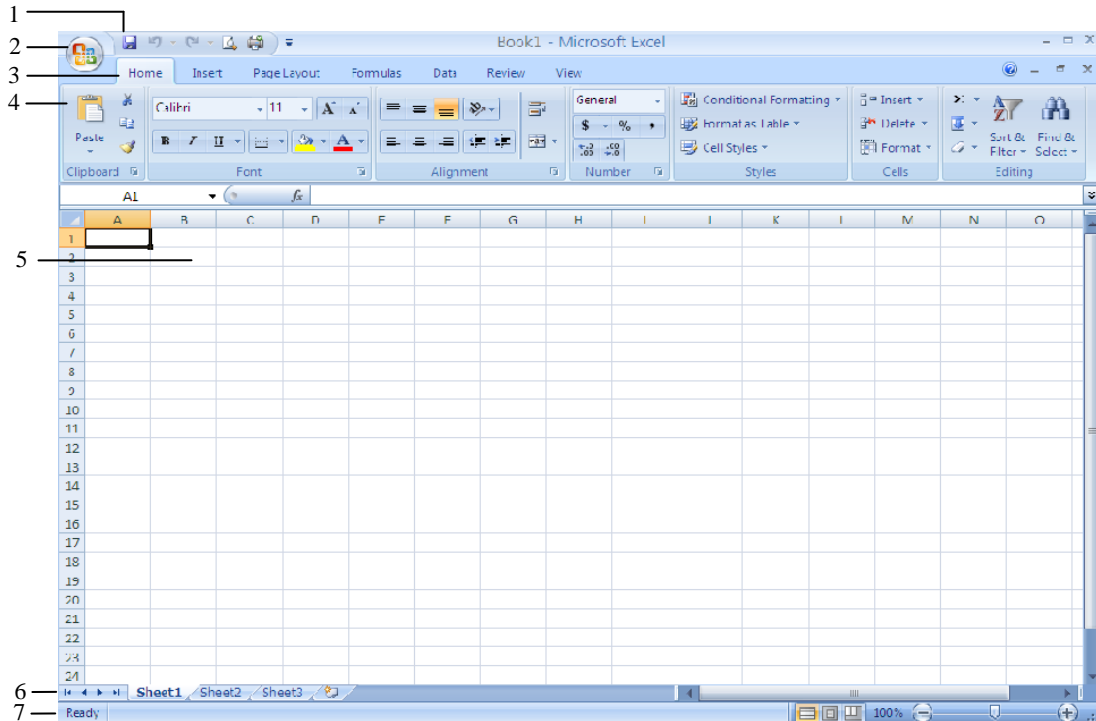


Microsoft Office Excel 2007 Basics


GETTING STARTED

The Excel Window




- 1) **Quick Access Toolbar** – Stores shortcuts for commonly used tools such as Save, Undo, and Print.
- 2) **MS Office Button** – Comparable to the Menu Bar in older versions of Excel. This is similar to clicking “File” and then “Open.” Other commonly used commands are also stored on the Quick Access Toolbar.
- 3) **Tab Bar** – Each Tab displays tools and commands in the Ribbon located just beneath the Tab Bar.
- 4) **Ribbon** – Contains the most commonly used tools used in MS Excel 2007.
- 5) **Worksheet Area** – Displays the current worksheet you are working on or have open for viewing.
- 6) **Sheet Tabs** – Displays the current sheet tabs available to you in your worksheet as well as shortcuts for navigating through each sheet.
- 7) **Status Bar** – Contains worksheet information as well as additional zoom and worksheet shortcuts.

Opening a Worksheet


1. Click the **MS Office Button** 
2. Click **Open**
3. In the Open Dialog Box select the file you wish to open from your My Documents folder – or navigate to a different location on your computer to open the file from there.
4. Either **Double Click** the file to open it or click the file once and then click **Open**.

Saving a Worksheet


1. Click the **MS Office Button** 
2. Click **Save** from the menu to save the file you are working on.
3. Select where you would prefer the file to be saved.
4. Type in the name of the file in the **File Name** box.
5. Click **Save**.


Saving a Worksheet in Another Format


MS Excel 2007 worksheets can only be opened in previous version of MS Excel if the MS Office Compatibility Pack for Office 2007 has been installed. If your teachers and staff are having difficulties opening a 2007 file you created because you use 2007 and they do not then please check with your building TRT. They have an installation disk that can be used to install this program on computers that run earlier version of Excel. If you need to send this file to someone outside of the corporation and you cannot confirm if they are running the compatibility pack or a staff member in your building has not had the Compatibility Pack installed on their computer, then you will need to save your file under a different format.

1. Click the **MS Office Button** 
2. Point to **Save As**
3. Click **Excel 97-2003 Workbook**
4. Type in the name of the file in the **File Name** box
5. Click **Save**

Previewing/Printing a Worksheet

1. Click the **MS Office Button** 
2. Point to the arrow next to **Print**.
 - a. Select **Print Preview** to view your worksheet before printing – click the **Close**

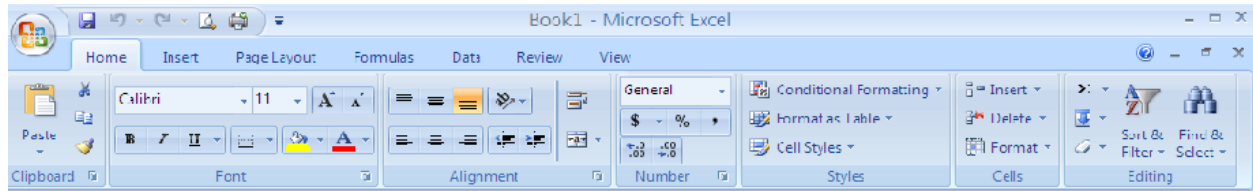
Print Preview  button to return to your worksheet.

- b. Select **Print** to send your worksheet to the printer.
 - i. Click **OK** to print.
 - ii. Or from the **Quick Access Toolbar** click the **Print**  button to send the worksheet to your default printer.

For the remainder of the guide we will be focusing on a few of the different Tabs in the Tab Bar as well as groups in the Ribbon.

HOME

The **HOME** tab contains the majority of your formatting and paragraph commands.





Clipboard Group


In the Clipboard Group you have the Copy, Cut, Paste, and Format Painter buttons available for quick access.

Font Group

In this group you have the ability to change the Font Type, Size and can change the color and look of the text with Bold, Italics, and Underline. Some of the new buttons in the Font group include:

Grow Font/Shrink Font -  - This button allows you to quickly increase and decrease the font size without having to type any numbers in.

Border Button -  - This button allows you to set borders around your cells in your worksheet.

Launcher -  - The **Launcher Button** allows you to open the dialog box of each group for any other buttons or commands that may not be displayed in that Group.

Alignment Group

1. To change the *cell* alignment on your page, select the cell(s) you want to change and click one of the cell alignment buttons.

Top Align 

Middle Align 


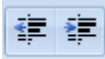


Bottom Align 

2. To change the *text* alignment, select the text/cell(s) you want to change and click one of the alignment buttons. Or click one of the alignment buttons in a blank cell and start typing.

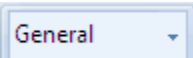





Align Text Left 





Center 

Align Text Right 

3. To change the text orientation click the Orientation  button. This will allow you to rotate your text vertically or diagonally.
4. To change the margin/indent spacing click the Decrease Indent or Increase Indent  buttons. This button allows you to decrease or increase the margin between the border and the text in the cell.
5. Click the **Wrap Text**  button to make all content visible within a cell by displaying it on multiple lines.
6. Click the **Merge and Center**  button to join the selected cells into one larger cell and center the contents in the new cell.

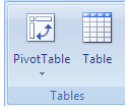
Number Group

1. Click the **Number Format**  drop down arrow to choose how the values in a cell are displayed: as a percentage, currency, date and time, etc.
2. Click the **Accounting Number Format**  button (aka Currency Button) to format the selected cells to US currency. Click the drop down arrow to choose an alternate format for the selected cells (such as U.K. and Euro).
3. Click the **Percentage Style**  button to display the value of the selected cells as a percentage.
4. Click the **Comma Style**  button to display the value of the selected cells with a thousands separator.
5. Click the **Increase Decimal**  button to show more precise values by showing more decimal places.
6. Click the **Decrease Decimal**  button to show less precise values by showing fewer decimal places.

2. Click the **Fill**  button to continue a pattern into one or more adjacent cells.
 - a. Type the text or value in the first cell then select that cell and the cells you want the value to fill to, then click the Fill button.
3. Click the **Clear**  button to delete everything from the cell. Or click the drop down arrow to selectively remove the formatting, contents, or comments from the selected cells.
4. Click the **Sort & Filter**  button to arrange the data so that it is easier to analyze. For example, you can sort selected data in ascending or descending.
5. Click the **Find & Select**  button to find and select specific text, formatting, or type of information within the worksheet (i.e. Find and Replace).



INSERT

Tables Group


1. Use the **Pivot Table** and **Table**  buttons to insert either into your worksheet.
 - a. To convert your data to a table open a worksheet or type the data into your new worksheet.
 - b. Highlight the cells you want to convert to a table.
 - c. Click the **Table** button.
 - d. If the selection is correct click **OK**, if not reselect the appropriate cells and click **OK**.

Illustrations Group

Pictures and Clip Art

1. Click on your worksheet where you want your picture or clipart to be inserted.
2. Click **Insert** from the **Tab Bar**:
 - To Insert a Picture click the **Picture** button . Navigate to where the picture is saved on your desktop. Double click the picture to insert it into your worksheet.
 - To Insert Clip Art click the **Clip Art** button . In the Clip Art task pane that displays on the right side of your screen type in a keyword into the **Search for:**

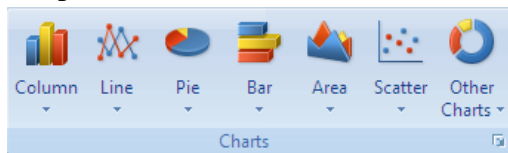
field. Click **Go**. Scroll through the different selections. Click the clipart once to insert it into your worksheet.

- To Insert Shapes click the **Shapes**  button, select the desired shape from the drop down menu, drag your mouse until the shape is the size you desire.

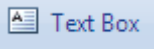
- To Insert SmartArt, click the **SmartArt**  button, select the desired SmartArt, type in the information if necessary. Click on a blank area of your worksheet to complete the SmartArt.

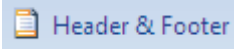
Charts Group


1. To Insert Charts click **Insert** from the **Tab Bar**. Type (or open) and then select the data and values you would like to create a chart from. Select the data and values, and then click the desired chart from the list below. Click on a blank area of your worksheet to complete the chart.

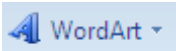


Text Group

1. To Insert a Text Box, click **Insert** from the **Tab Bar**. Click the **Text Box**  button. Drag your mouse to the desired text box size, or click and start typing to begin to enter data into your text box. Click on a blank area of your worksheet to complete the text box.

2. To Insert a Header or Footer, click **Insert** from the **Tab Bar**. Click the **Header & Footer**  button. Click inside the left, center, or right area of the Header (depending on what type of alignment you desire) and type your data. Click on a blank area of your worksheet to complete the Header. To Insert a Footer click the **Header &**

Footer button as described above and then click the **Go To Footer**  button. Click inside the left, center, or right area of the Footer (depending on what type of alignment you desire) and type your data. Click on a blank area of your worksheet to complete the Footer.

3. To Insert WordArt, click **Insert** from the **Tab Bar**. Click the **WordArt**  button. Select the style of WordArt you desire, type in your text, and then click on a blank area of your worksheet to complete the WordArt.

PAGE LAYOUT

Page Setup Group

Setting Page Margins

1. From the **Tab Bar**, click **Page Layout**



2. Click the **Margins** Button
3. Select the Margins you prefer from the drop down menu or click **Custom Margins...** at the bottom of the drop down menu.
 - a. If you selected Custom Margins you will see a screen that looks similar to the older version of Excel. Here you will enter in the margins you prefer. When finished click **OK**.

Changing Page Orientation

1. From the **Tab Bar**, click **Page Layout**



2. Click the **Orientation** Button
3. Select **Portrait** or **Landscape**

Changing Page Size

1. From the **Tab Bar**, click **Page Layout**



2. Click the **Size** Button
3. Select the size of the paper from the drop down menu or select **More Paper Sizes** to choose an additional size
 - a. Click **OK**

Setting the Print Area


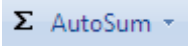
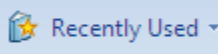
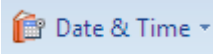
1. From the **Tab Bar**, click **Page Layout**
2. Highlight the area that you want to set as your Print Area.



3. Click the **Print Area** Button.
4. Click **Set Print Area**
 - a. To change the print area click the **Print Area Button** and select either **Clear Print Area** to define a new print area or clear the existing one, or select **Add to Print Area** to add more cells to the area.

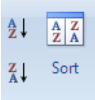
Formulas

Function Library Tab

1. From the **Formulas** Tab, click the **Insert Function**  button from the Formulas Tab to edit the formula in the current cell by choosing functions and editing the arguments.
2. From the **Formulas** Tab, click the **Auto Sum**  Button to display the sum of the selected cells directly after the selected cells.
3. From the **Formulas** Tab, click the **Recently Used**  Button to browse and select a list of most recently used functions.
4. From the **Formulas** Tab, click the **Date & Time**  Button to browse and select from a list of date & time functions.

Data

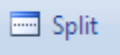
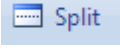
Sort & Filter Tab

1. From the **Data** Tab, click the **Sort**  Button to sort the selected data in Ascending or Descending order.

View

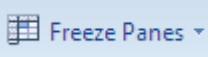

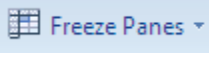
Window Tab

Splitting Panes

1. To split panes to view two parts of a worksheet at once from the **View** Tab, click the **Split**  Button in the **Window** Group.
2. Click and drag the split bars into the positions you want.
3. To remove the split, click the **Split**  Button again.


Freezing a Row or Column

1. To freeze horizontal or vertical panes to keep row and column labels or other data visible as you scroll through your worksheet click the **View** Tab.
 - a. To Freeze *rows*, click the *row* below where you want the split to appear.
 - b. To Freeze *columns*, click the *column* to the right where you want the split to appear

- c. To Freeze both *rows and columns*, select the *cell* below and to the right of where you want the split to appear.
2. Click the **Freeze Panes**  Button in the Window Group.
3. Select **Freeze Panes** from the drop down menu.
4. To Unfreeze, click the **Freeze Panes**  button in the Window Group and select **Unfreeze Panes** from the drop down menu.
5. If you just want to freeze the top row or first column click the **Freeze Panes**  Button and select either the **Freeze Top Row** or **Freeze First Column**.

HELP

Using MS Office Excel Help

1. To get help within Excel click the **Excel Help**  button on the Tab Bar or press **F1** for help.
2. Browse one of the topics by clicking on the links below:



3. Once you have clicked on a topic you can do one of the following:



- a. Click the **Back** button to move back to the previous page.
- b. Click the **Forward** button to move forward to the previous page.
- c. Click the **Stop** button to stop the connection to the topic you clicked.
- d. Click the **Refresh** button to refresh the screen
- e. Click the **Home** button to return to the Help Home Page.
- f. Click the **Print** button to print a topic.

- g. Click the **Change Font Size** button to change the size of the text on your Help screen.
- h. Click the **Show Table of Contents** to display the table of contents on your screen
 - i. Click the **Hide Table of Contents** button to hide the table of contents on your screen.
- i. Click the **Keep On Top** button to keep your Help Topics on top of your open worksheet.
 - i. Click the **Not On Top** button to keep the Help Topics behind your open worksheet.