

Microsoft® Office Excel 2007 Training

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Course Contents

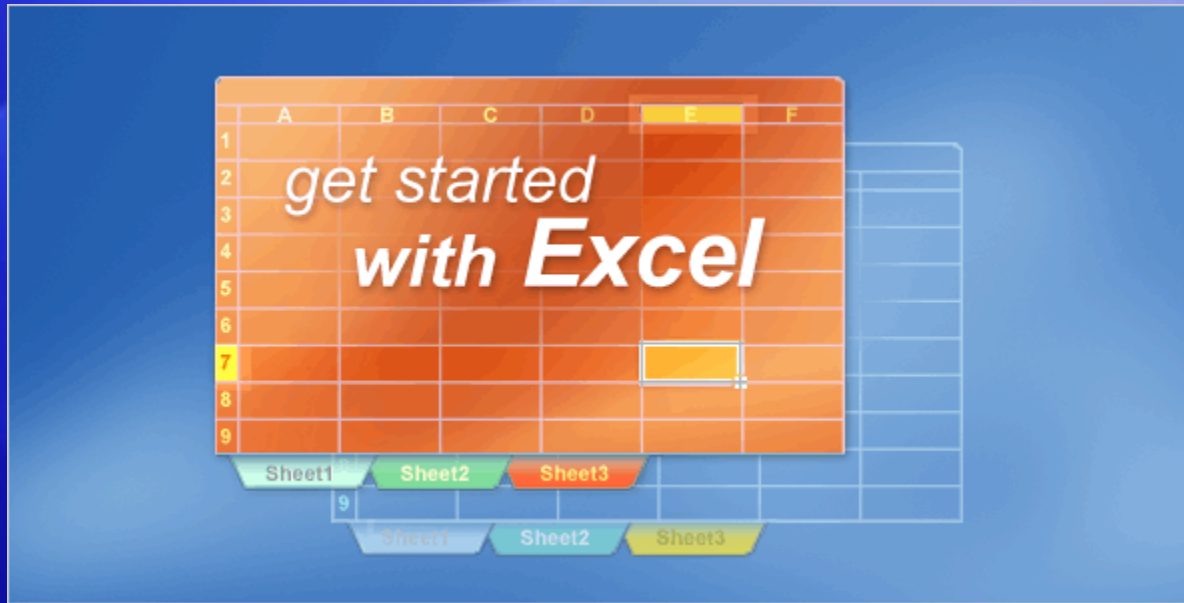
- Lesson 1: Meet the workbook
- Lesson 2: Enter data
- Lesson 3: Edit data and revise worksheets

All lessons include a set of test questions.

Lesson 1

Meet the workbook

Meet the workbook



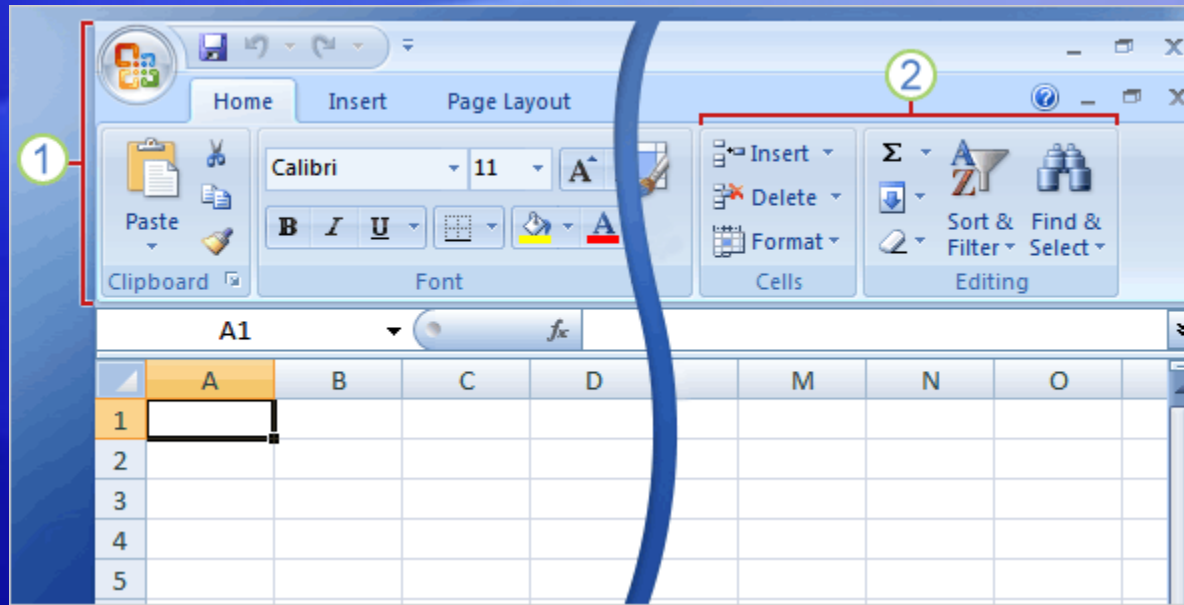
When you start Excel, you're faced with a big empty grid made up of columns, rows, and cells.

If you're new to Excel, you may wonder what to do next.

So this course will start by helping you get comfortable with some Excel basics that will guide you when you enter data in Excel.

Create your first workbook

The Ribbon

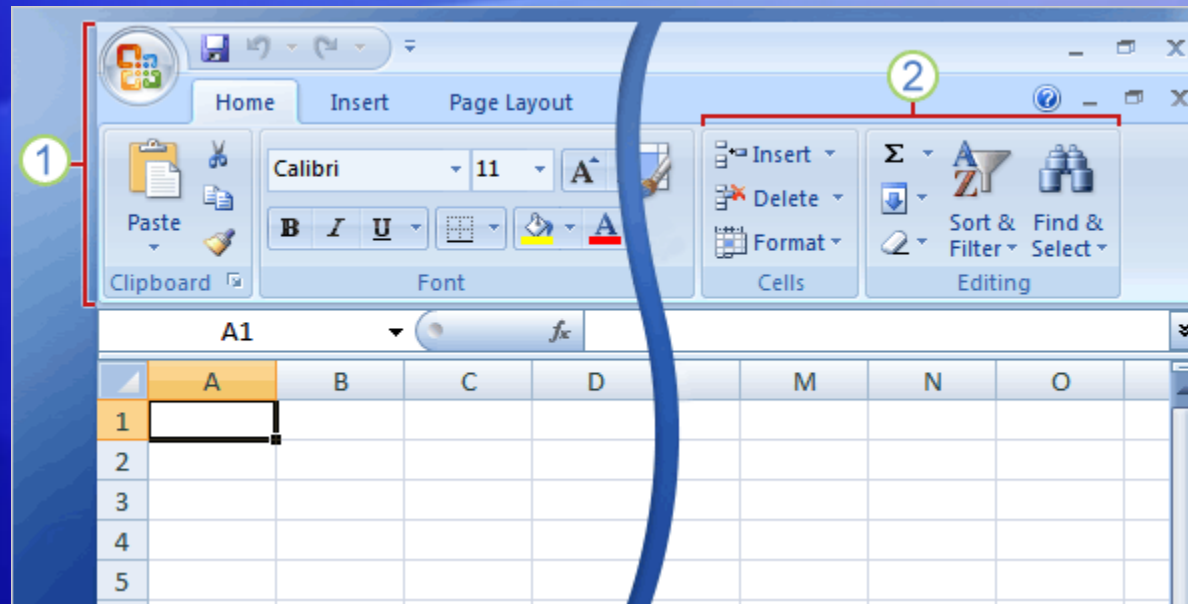


The band at the top of the Excel 2007 window is called **the Ribbon**.

The Ribbon is made up of different **tabs**, each of which is related to specific kinds of work that people do in Excel.

You click the tabs at the top of the Ribbon to see the different commands on each tab.

The Ribbon

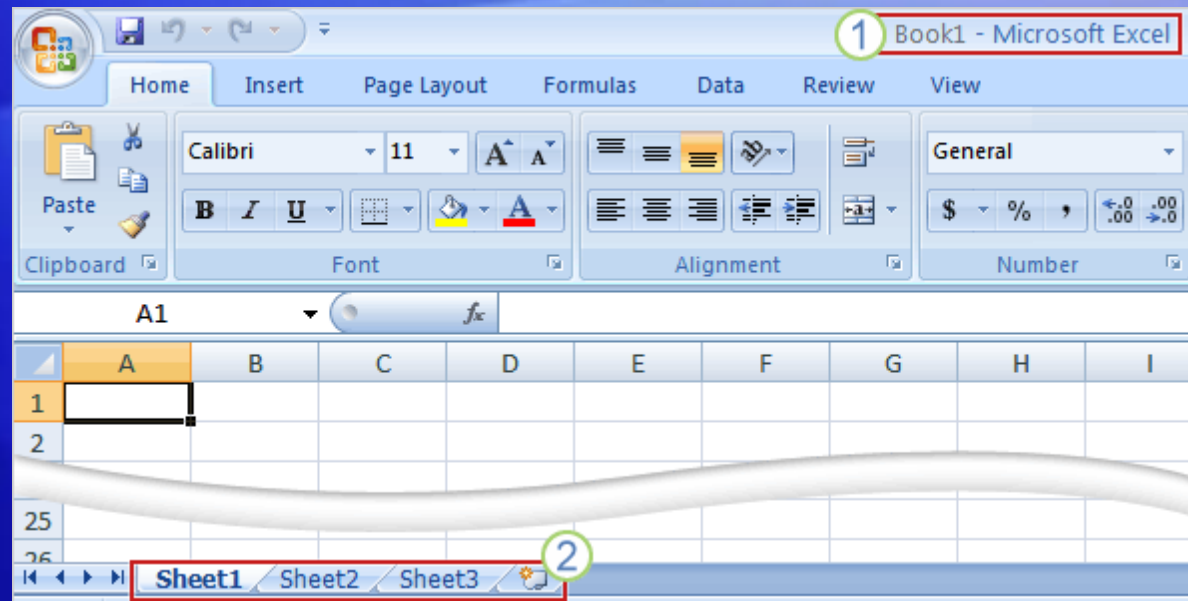


The **Home** tab, first on the left, contains the everyday commands that people use most.

The picture illustrates **Home** tab commands on the Ribbon.

- ① The Ribbon spans the top of the Excel window.
- ② Commands on the Ribbon are organized in small related **groups**. For example, commands to work with the contents of cells are grouped together in the **Editing** group, and commands to work with cells themselves are in the **Cells** group.

Workbooks and worksheets



When you start Excel, you open a file that's called a **workbook**.

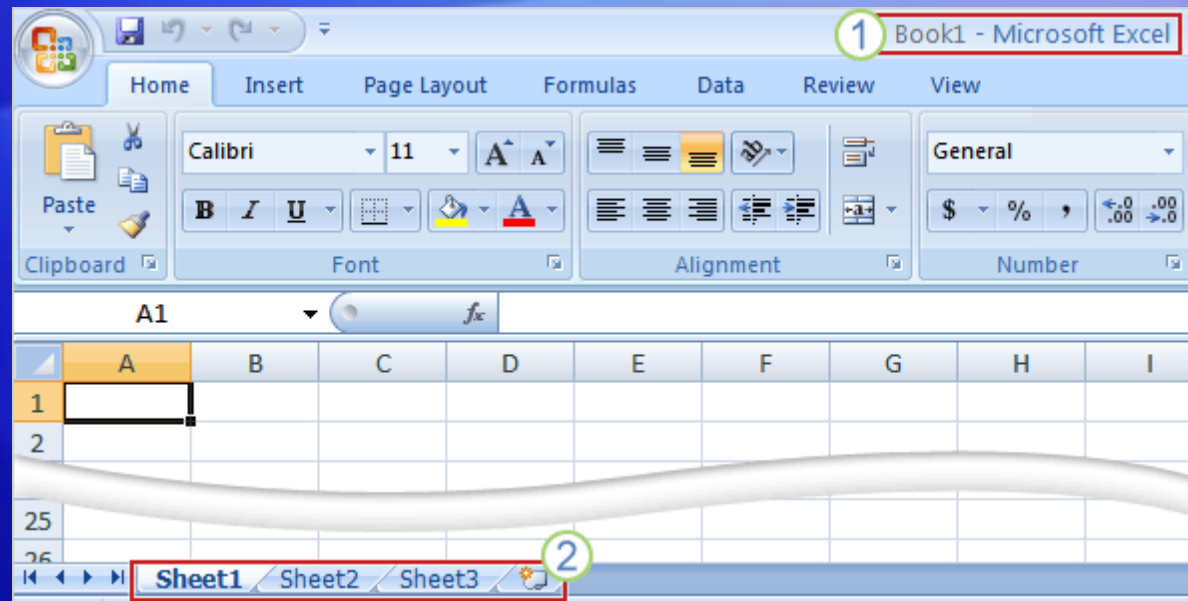
Each new workbook comes with three **worksheets** into which you enter data.

Shown here is a blank worksheet in a new workbook.

- 1 The first workbook you'll open is called Book1. This title appears in the bar at the top of the window until you save the workbook with your own title.

Create your first workbook

Workbooks and worksheets



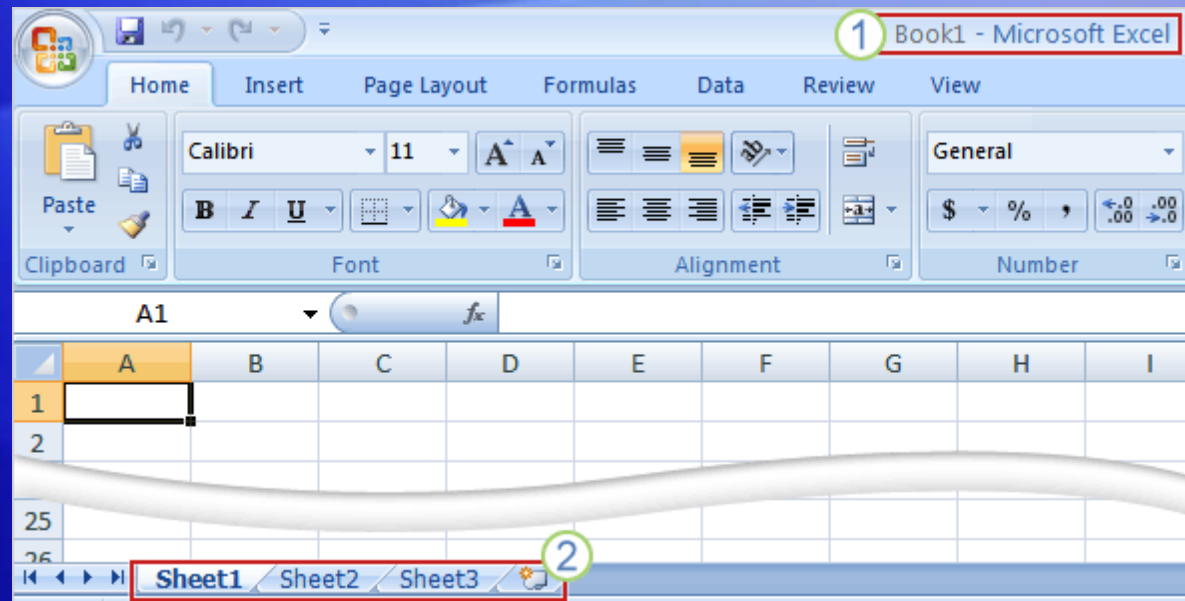
When you start Excel, you open a file that's called a **workbook**.

Each new workbook comes with three **worksheets** into which you enter data.

Shown here is a blank worksheet in a new workbook.

- 2 Sheet tabs appear at the bottom of the window. It's a good idea to rename the sheet tabs to make the information on each sheet easier to identify.

Workbooks and worksheets



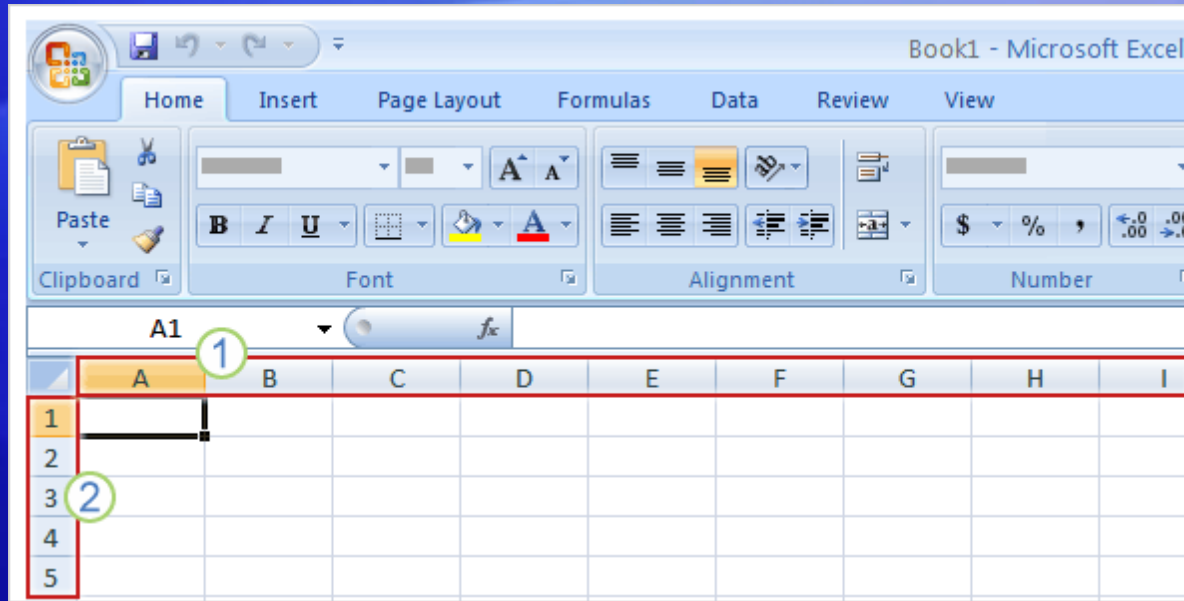
You may also be wondering how to create a new workbook.

Here's how.

1. Click the **Microsoft Office Button**  in the upper-left portion of the window.
2. Click **New**.
3. In the **New Workbook** window, click **Blank Workbook**.

Create your first workbook

Columns, rows, and cells



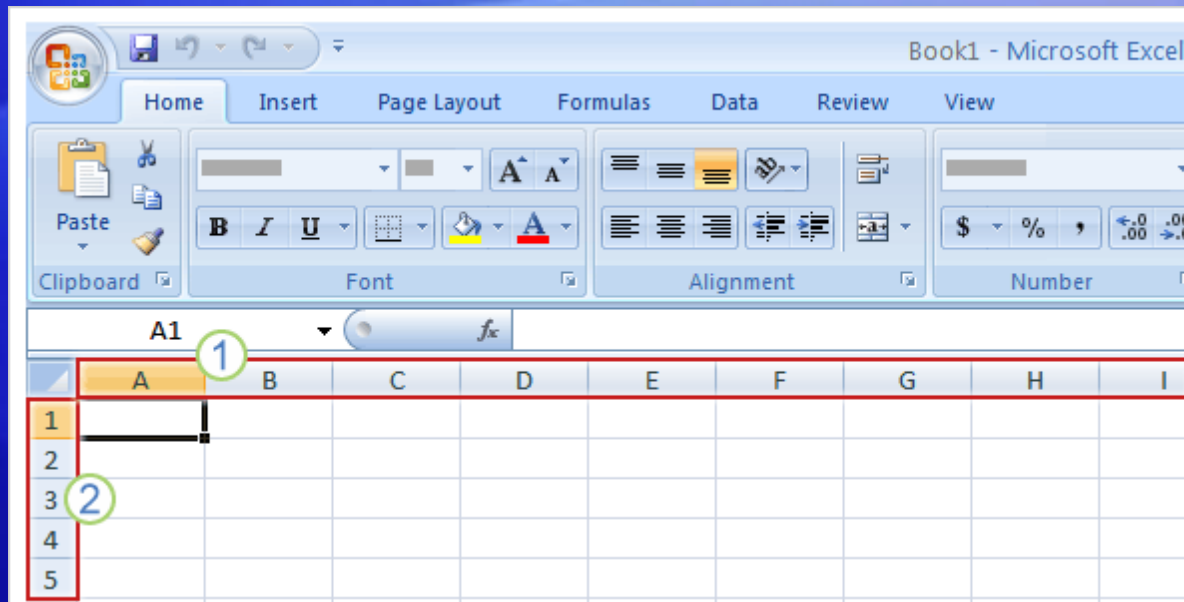
Worksheets are divided into columns, rows, and cells.

That's the grid you see when you open up a workbook.

- ① Columns go from top to bottom on the worksheet, vertically. Each column has an alphabetical heading at the top.
- ② Rows go across the worksheet, horizontally. Each row also has a heading. Row headings are numbers, from 1 through 1,048,576.

Create your first workbook

Columns, rows, and cells



Worksheets are divided into columns, rows, and cells.

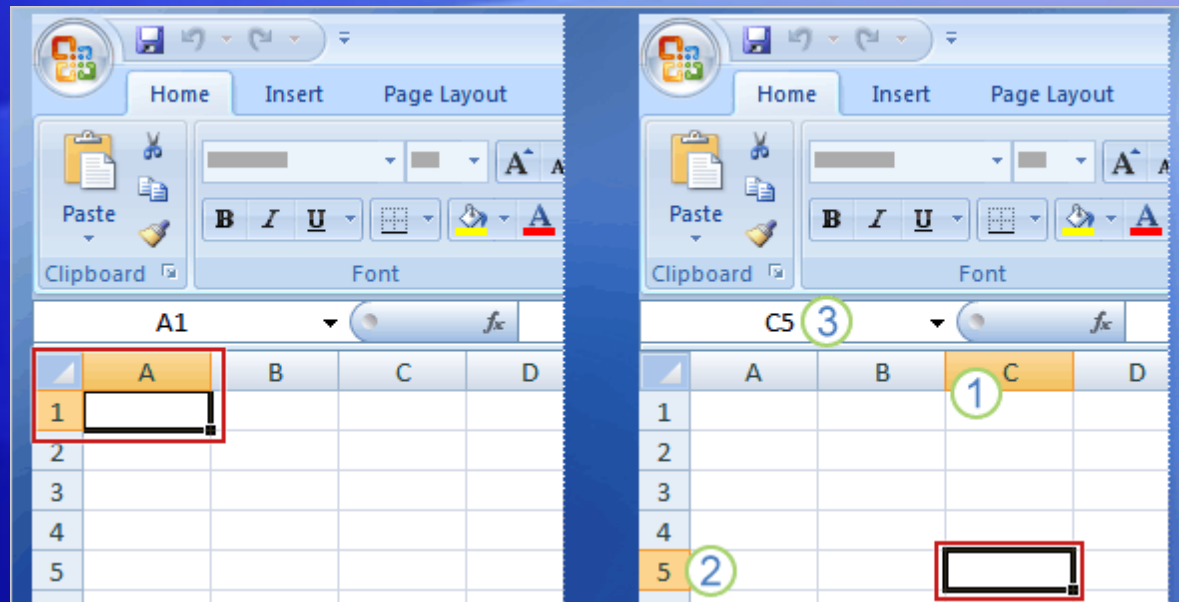
That's the grid you see when you open up a workbook.

The alphabetical headings on the columns and the numerical headings on the rows tell you where you are in a worksheet when you click a cell.

The headings combine to form the cell address. For example, the cell at the intersection of column A and row 3 is called cell A3. This is also called the **cell reference**.

Create your first workbook

Cells are where the data goes



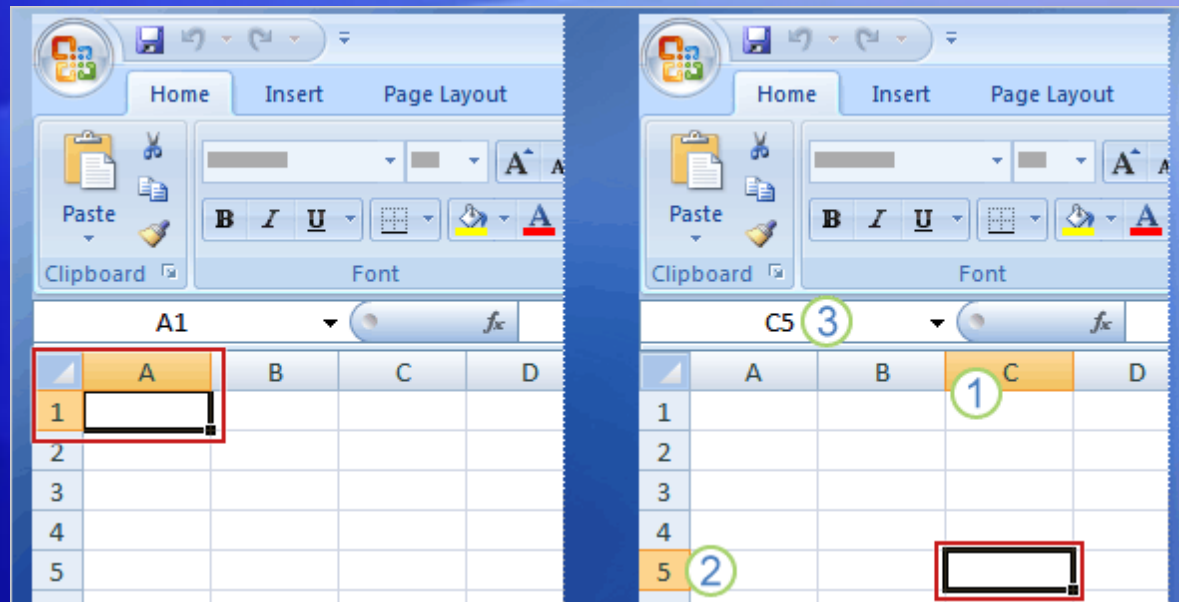
Cells are where you get down to business and enter data in a worksheet.

The picture on the left shows what you see when you open a new workbook.

The first cell in the upper-left corner of the worksheet is the **active cell**. It's outlined in black, indicating that any data you enter will go there.

Create your first workbook

Cells are where the data goes

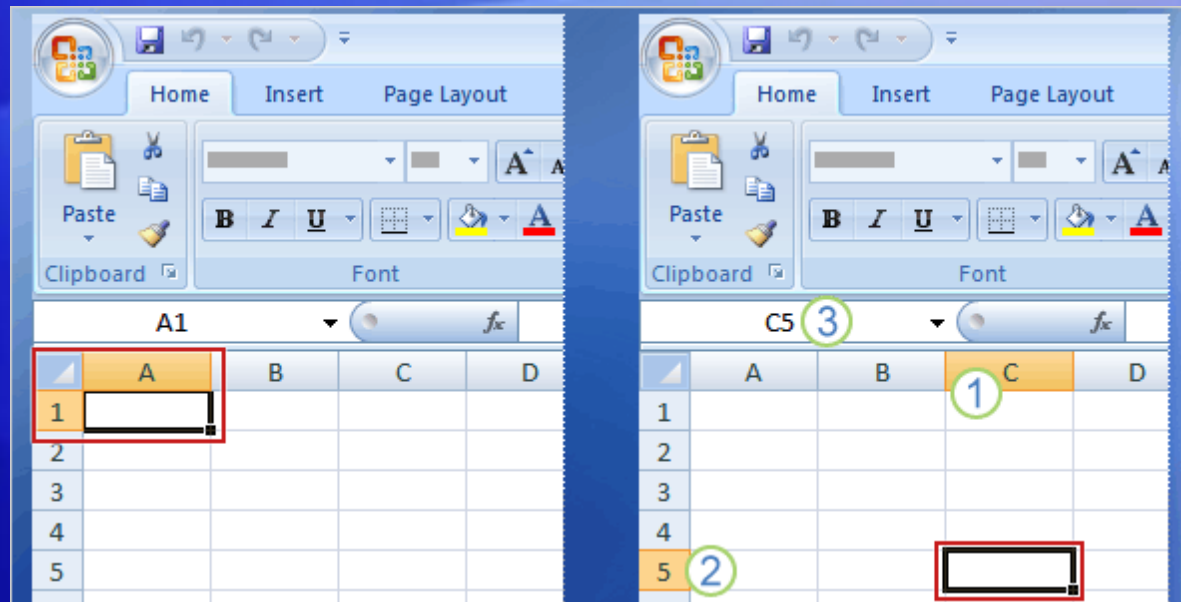


You can enter data wherever you like by clicking any cell in the worksheet to select the cell.

When you select any cell, it becomes the active cell. As described earlier, it becomes outlined in black.

The headings for the column and row in which the cell is located are also highlighted.

Cells are where the data goes

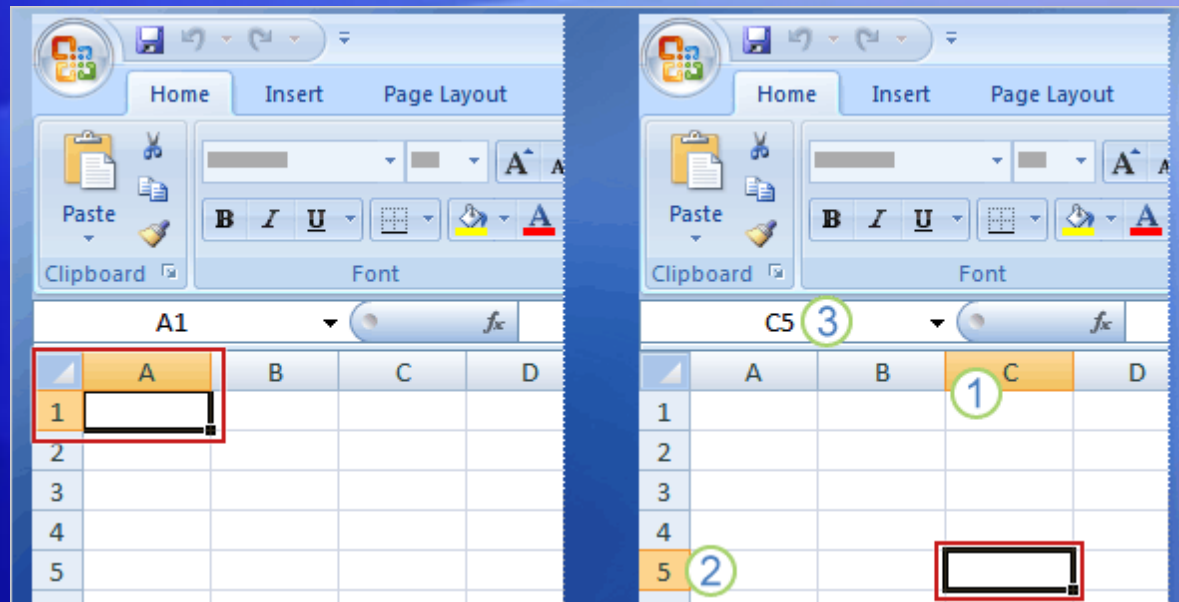


You can enter data wherever you like by clicking any cell in the worksheet to select the cell.

For example, if you select a cell in column C on row 5, as shown in the picture on the right:

- ① Column C is highlighted.
- ② Row 5 is highlighted.

Cells are where the data goes

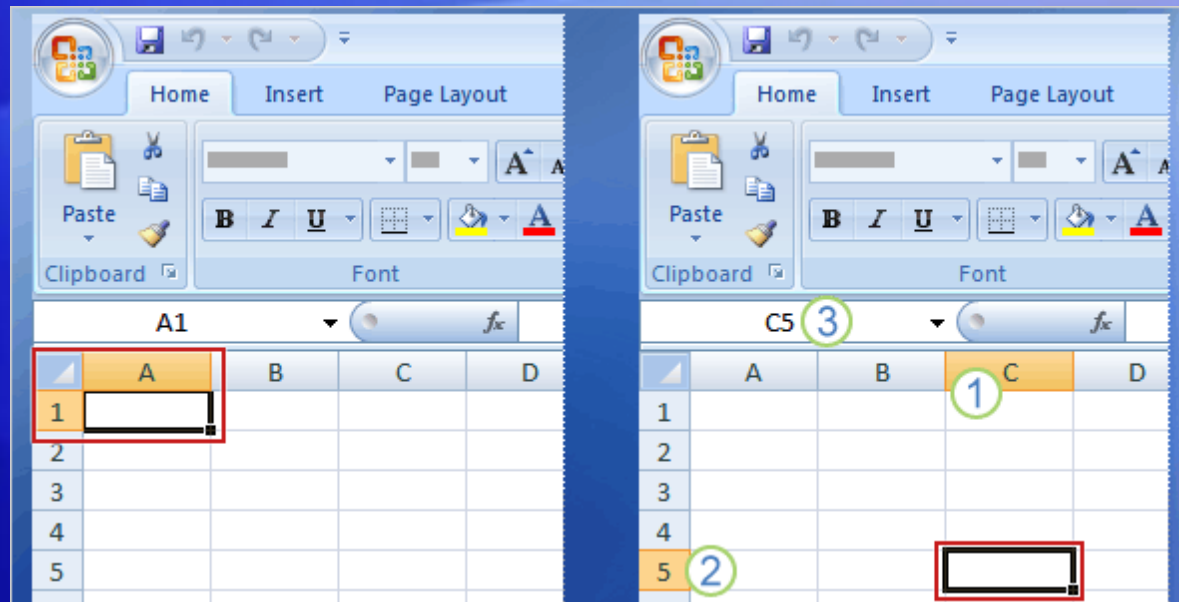


You can enter data wherever you like by clicking any cell in the worksheet to select the cell.

For example, if you select a cell in column C on row 5, as shown in the picture on the right:

- 3 The active cell, C5 in this case, is outlined. And its name—also known as the **cell reference**—is shown in the Name Box in the upper-left corner of the worksheet.

Cells are where the data goes



The outlined cell, highlighted column and row headings, and appearance of the cell reference in the Name Box make it easy for you to see that C5 is the active cell.

These indicators aren't too important when you're right at the top of the worksheet in the very first few cells.

But when you work farther and farther down or across the worksheet, they can really help you out.

Suggestions for Practice/Review

1. Rename a worksheet tab.
2. Move from one worksheet to another.
3. Add color to worksheet tabs.
4. Add and delete worksheets.
5. Review column headings and use the Name Box.

Test 1, question 1

You need a new workbook. How do you create one? (Pick one answer.)

- A. In the **Cells** group, click **Insert**, and then click **Insert Sheet**.
- B. Click the **Microsoft Office Button**, and then click **New**. In the **New Workbook** window, click **Blank workbook**.
- C. In the **Cells** group, click **Insert**, and then click **Workbook**.

Test 1, question 1: Answer

B. Click the **Microsoft Office Button**, and then click **New**. In the **New Workbook** window, click **Blank workbook**.

Test 1, question 2

The Name Box shows the contents of the active cell. (Pick one answer.)

- A. True.
- B. False.

Test 1, question 2: Answer

B. False.

The Name Box gives you the cell reference of the active cell. You can also use the Name Box to select a cell, by typing that cell reference in the box.

Test 1, question 3

In a new worksheet, you must start by typing in cell A1. (Pick one answer.)

- A. True.
- B. False.

Test 1, question 3: Answer

B. False.

You're free to roam and type wherever you want. Click in any cell and start to type. But don't make readers scroll to see data that could just as well start in cell A1 or A2.

Lesson 2

Enter data

Enter data



You can use Excel to enter all sorts of data, professional or personal.

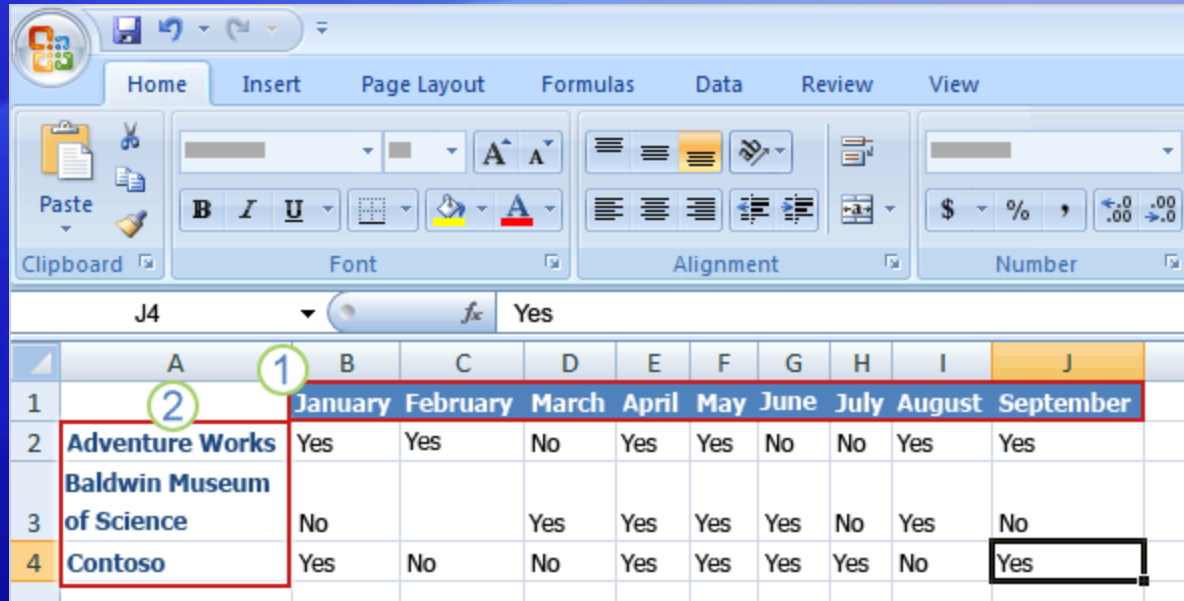
You can enter two basic kinds of data into worksheet cells: numbers and text.

So you can use Excel to create budgets, work with taxes, record student grades or attendance, or list the products you sell. You can even log daily exercise, follow your weight loss, or track the cost of your house remodel. The possibilities really are endless.

Now let's dive into data entry.

Create your first workbook

Be kind to your readers: start with column titles



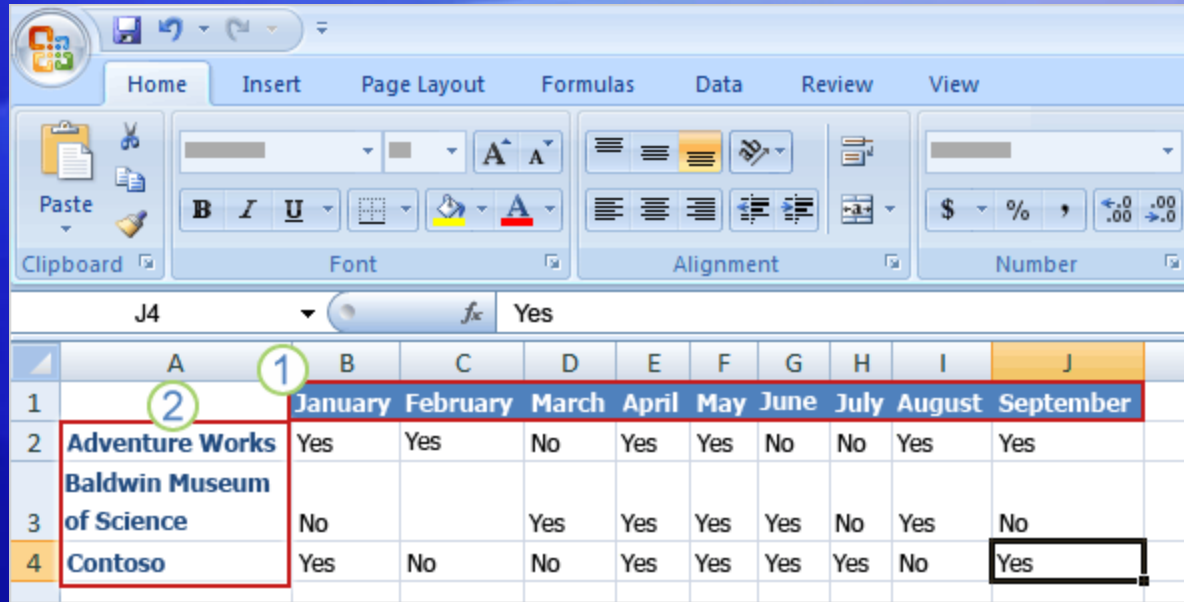
	A	B	C	D	E	F	G	H	I	J
1		January	February	March	April	May	June	July	August	September
2	Adventure Works	Yes	Yes	No	Yes	Yes	No	No	Yes	Yes
3	Baldwin Museum of Science	No		Yes	Yes	Yes	Yes	No	Yes	No
4	Contoso	Yes	No	No	Yes	Yes	Yes	Yes	No	Yes

When you enter data, it's a good idea to start by entering titles at the top of each column.

This way, anyone who shares your worksheet can understand what the data means (and you can understand it yourself, later on).

You'll often want to enter row titles too.

Be kind to your readers: start with column titles



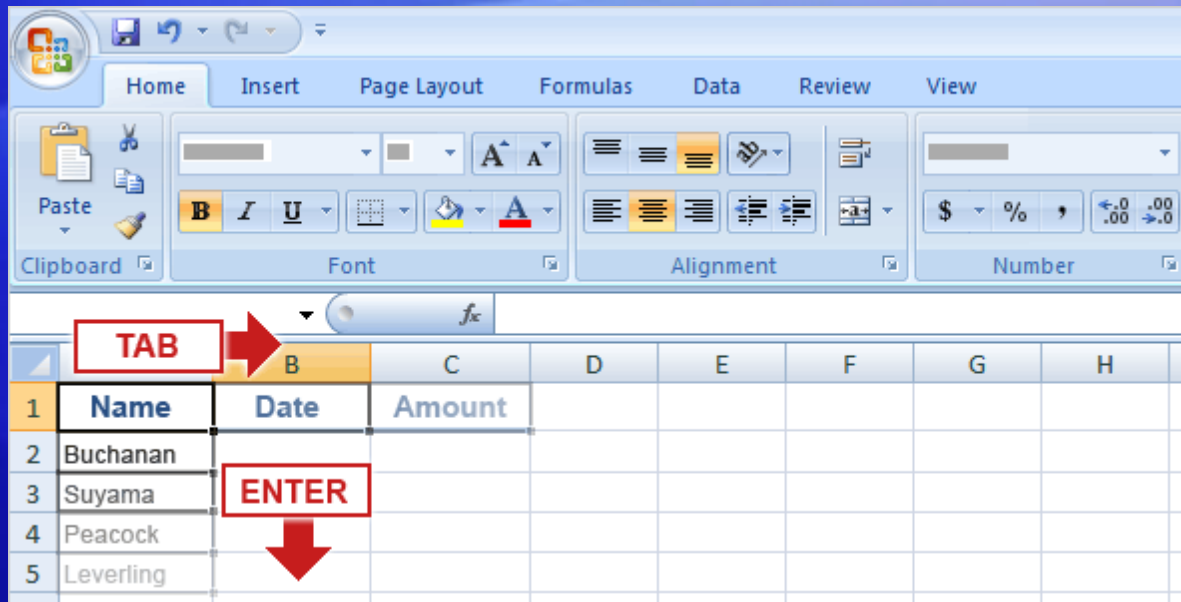
	A	B	C	D	E	F	G	H	I	J
1	January	February	March	April	May	June	July	August	September	
2	Adventure Works	Yes	Yes	No	Yes	Yes	No	No	Yes	Yes
3	Baldwin Museum of Science	No		Yes	Yes	Yes	Yes	No	Yes	No
4	Contoso	Yes	No	No	Yes	Yes	Yes	Yes	No	Yes

The worksheet in the picture shows whether or not representatives from particular companies attended a series of monthly business lunches.

It uses column and row titles:

- 1 The column titles are the months of the year, across the top of the worksheet.
- 2 The row titles down the left side are company names.

Start typing

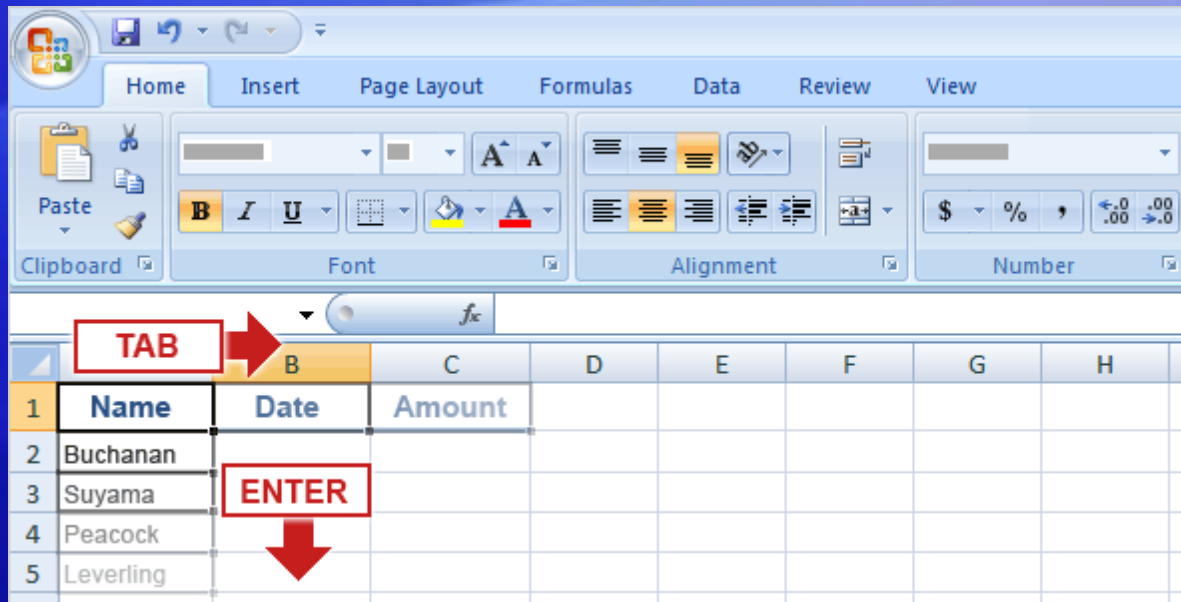


Say you're creating a list of salespeople names.

The list will also have the dates of sales, with their amounts.

So you'll need these column titles: **Name**, **Date**, and **Amount**.

Start typing



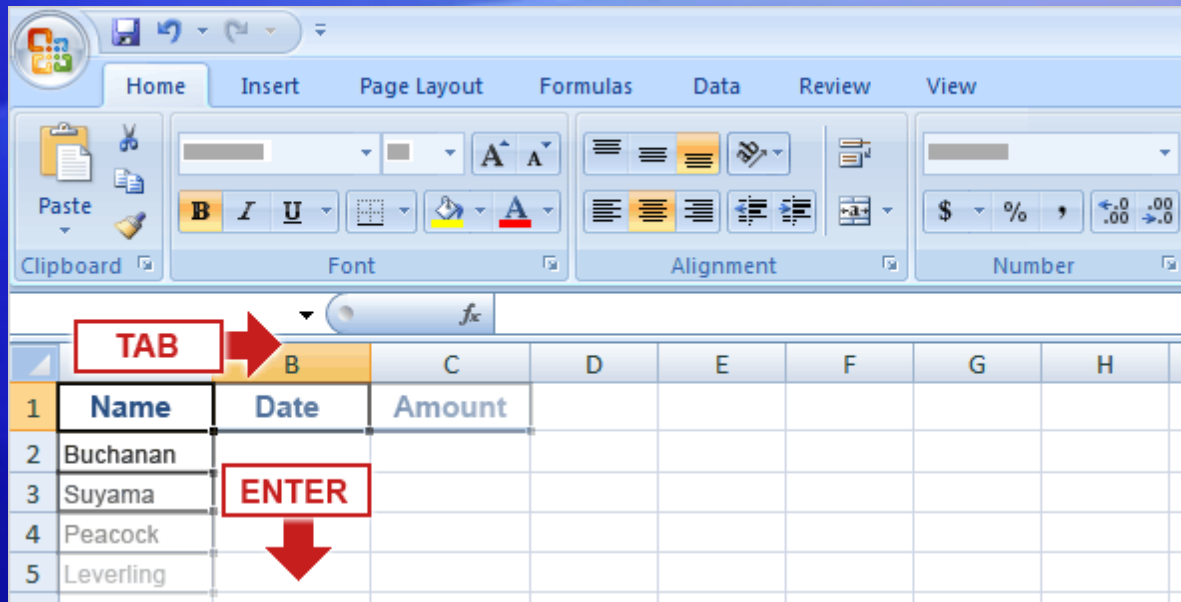
Say you're creating a list of salespeople names.

The list will also have the dates of sales, with their amounts.

The picture illustrates the process of typing the information and moving from cell to cell:

1. Type **Name** in cell A1 and press TAB. Then type **Date** in cell B1, press TAB, and type **Amount** in cell C1.

Start typing



Say you're creating a list of salespeople names.

The list will also have the dates of sales, with their amounts.

The picture illustrates the process of typing the information and moving from cell to cell:

2. After typing the column titles, click in cell A2 to begin typing the salespeople's names. Type the first name, and then press ENTER to move the selection *down* the column by one cell to cell A3. Then type the next name, and so on.

Enter dates and times

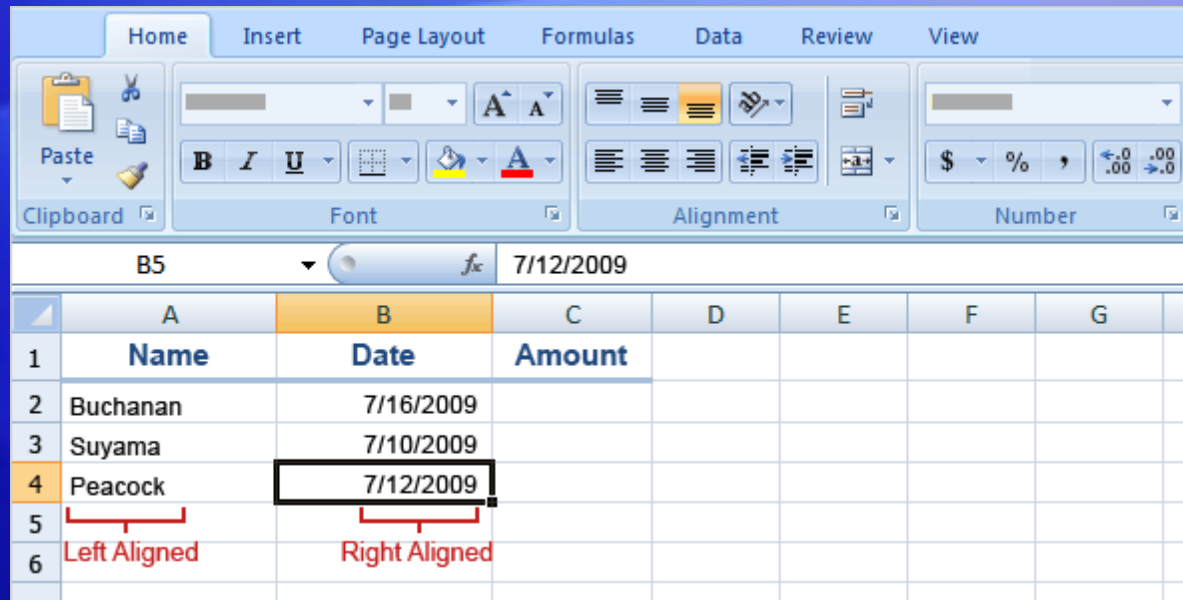
The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes 'Clipboard', 'Font', 'Alignment', and 'Number' groups. The active cell is B5, containing the date 7/12/2009. The worksheet has columns A, B, and C, with headers 'Name', 'Date', and 'Amount' respectively. The data rows are as follows:

	A	B	C	D	E	F	G
1	Name	Date	Amount				
2	Buchanan	7/16/2009					
3	Suyama	7/10/2009					
4	Peacock	7/12/2009					
5							
6	Left Aligned	Right Aligned					

Excel aligns text on the left side of cells, but it aligns dates on the right side of cells.

To enter a date in column B, the **Date** column, you should use a slash or a hyphen to separate the parts: 7/16/2009 or 16-July-2009. Excel will recognize either as a date.

Enter dates and times



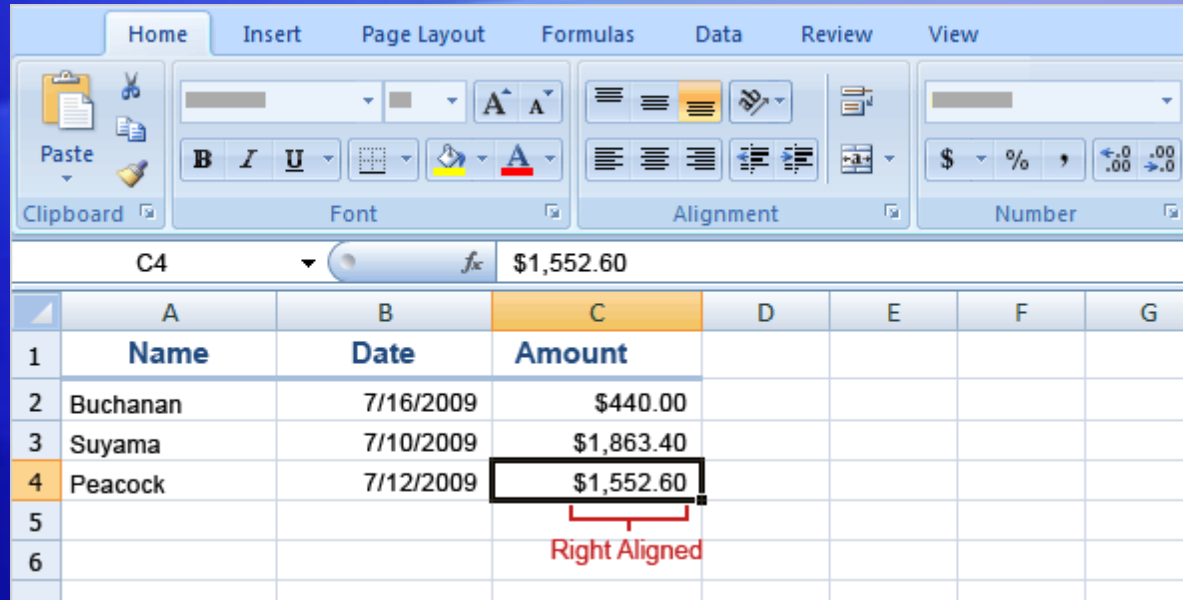
The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes 'Clipboard', 'Font', 'Alignment', and 'Number' groups. The active cell is B5, containing the date '7/12/2009'. The worksheet has columns A, B, and C labeled 'Name', 'Date', and 'Amount' respectively. Row 4 is highlighted, showing 'Peacock' in column A and '7/12/2009' in column B. Red brackets and labels 'Left Aligned' and 'Right Aligned' are shown below the cells in row 4.

	A	B	C	D	E	F	G
1	Name	Date	Amount				
2	Buchanan	7/16/2009					
3	Suyama	7/10/2009					
4	Peacock	7/12/2009					
5							
6	Left Aligned	Right Aligned					

Excel aligns text on the left side of cells, but it aligns dates on the right side of cells.

If you need to enter a time, type the numbers, a space, and then **a** or **p**—for example, **9:00 p**. If you put in just the number, Excel recognizes a time and enters it as **AM**.

Enter numbers



The screenshot shows the Microsoft Excel interface with the Home tab selected. The ribbon includes groups for Clipboard, Font, Alignment, and Number. The spreadsheet has columns A (Name), B (Date), and C (Amount). The cell C4 is highlighted and contains the value \$1,552.60, which is right-aligned. A red bracket and the text "Right Aligned" are shown below the cell.

	A	B	C	D	E	F	G
1	Name	Date	Amount				
2	Buchanan	7/16/2009	\$440.00				
3	Suyama	7/10/2009	\$1,863.40				
4	Peacock	7/12/2009	\$1,552.60				
5							
6							

Excel aligns numbers on the right side of cells.

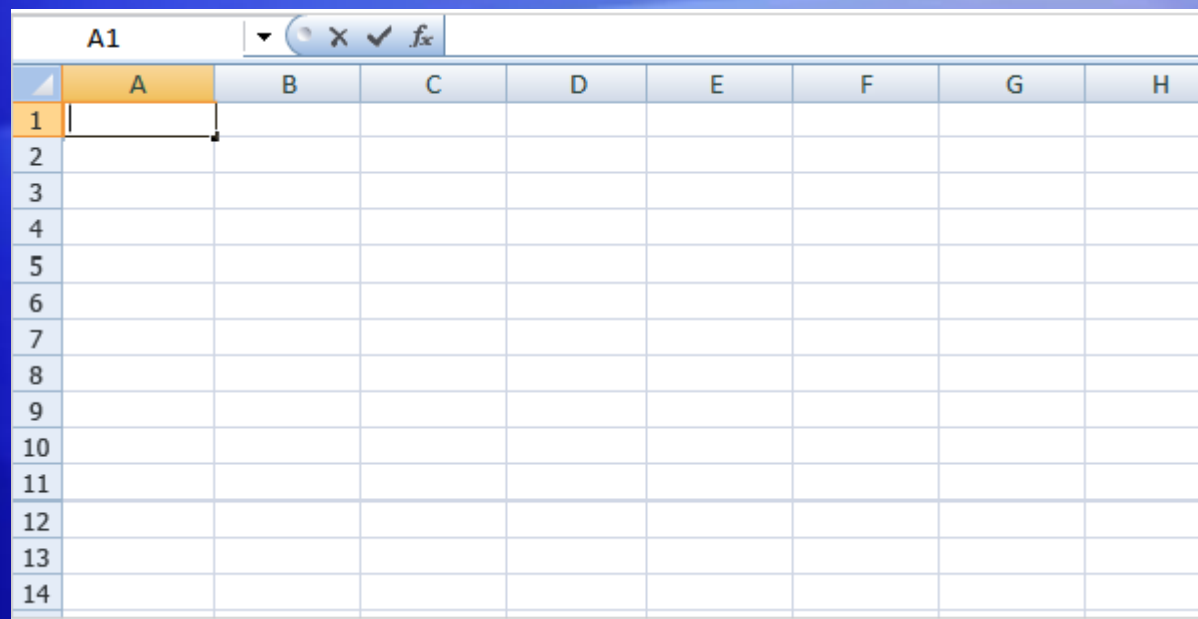
To enter the sales amounts in column C, the **Amount** column, you would type the dollar sign (\$), followed by the amount.

Enter numbers

Other numbers and how to enter them

- To enter fractions, leave a space between the whole number and the fraction. For example, **1 1/8**.
- To enter a fraction only, enter a zero first, for example, **0 1/4**. If you enter **1/4** without the zero, Excel will interpret the number as a date, January 4.
- If you type **(100)** to indicate a negative number by parentheses, Excel will display the number as -100.

Quick ways to enter data



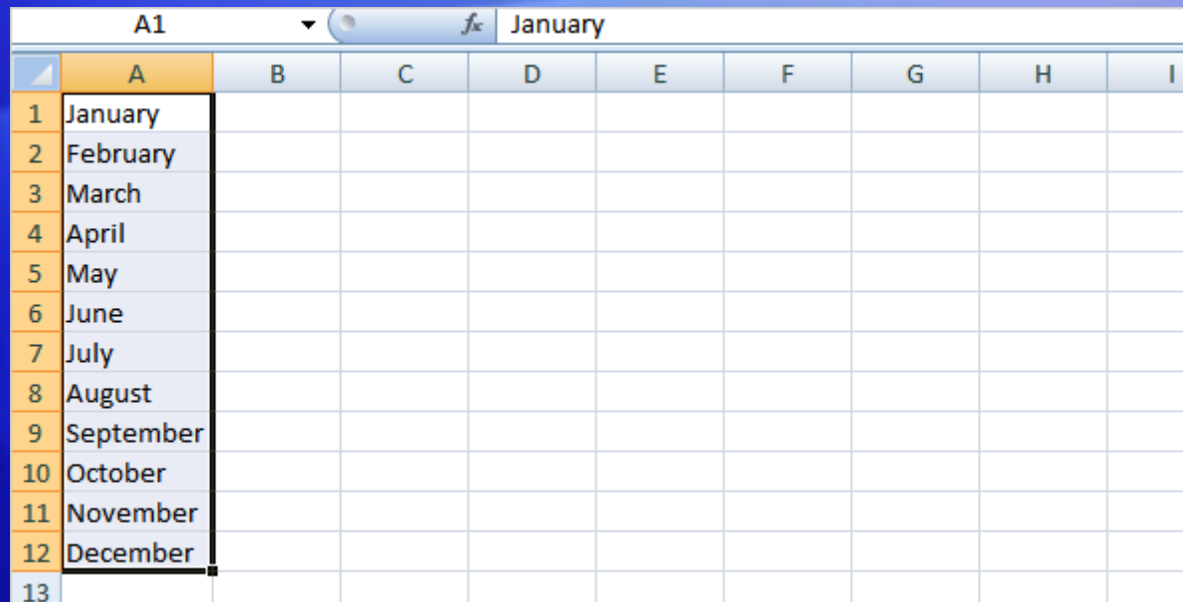
Here are two time-savers you can use to enter data in Excel: **AutoComplete** and **AutoFill**.

Animation: Right-click, and click **Play**.

AutoComplete: Type a few letters in a cell, and Excel can fill in the remaining characters for you.

AutoFill: Type one or more entries in an intended series, and then extend the series. Play the animation to see AutoFill in action.

Quick ways to enter data



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
1	January								
2	February								
3	March								
4	April								
5	May								
6	June								
7	July								
8	August								
9	September								
10	October								
11	November								
12	December								
13									

Here are two time-savers you can use to enter data in Excel: **AutoComplete** and **AutoFill**.

AutoComplete: Type a few letters in a cell, and Excel can fill in the remaining characters for you. Just press ENTER when you see them added.

AutoFill: Type one or more entries in an intended series, and then extend the series.

Suggestions for Practice/Review

1. Enter data using TAB and ENTER.
2. Fix mistakes as you type.
3. Enter dates and times.
4. Enter numbers.
5. Use AutoFill.
6. Use AutoComplete.

Test 2, question 1

Pressing ENTER moves the selection one cell to the right.
(Pick one answer.)

- A. True.
- B. False.

Test 2, question 1: Answer

B. False.

Pressing ENTER moves the selection down. Pressing TAB moves the selection to the right.

Test 2, question 2

To enter the months of the year without typing each month yourself, you'd use which of the following? (Pick one answer.)

- A. AutoComplete.
- B. AutoFill.
- C. CTRL+ENTER.

Test 2, question 2: Answer

B. AutoFill.

Use AutoFill to complete lists that you've begun, such as days, weeks, or times tables.

Test 2, question 3

Which of these will Excel recognize as a date? (Pick one answer.)

- A. February 6 1947.
- B. 2,6,47.
- C. 2-Feb-47.

Test 2, question 3: Answer

C. 2-Feb-47.

You use a slash or a hyphen to separate the parts of a date.

Thank You for Coming...

Have a nice day.

**If you have any Questions please
stick around.**