

Introduction to Excel 2007

What You Will Learn.....	1
Understanding the Excel 2007 Interface	2
Finding the Commands You Need	3
Using the Microsoft Office Button.....	5
Understanding Spreadsheet Terminology	7
Defining and Locating Parts of the Spreadsheet.....	7
Understanding and Selecting Ranges.....	9
Navigating in a Worksheet	10
Opening a Workbook.....	11
Closing a Workbook	11
Closing Excel	11
Understanding Excel's Cursor Shapes.....	12
Selecting Cells (Selection Cursor)	12
Selecting Entire Columns and Rows (Column/Row Selection Cursor).....	12
Resizing Columns and Rows (Resizing Arrow Cursor)	13
Constructing and Editing Data in the Formula Bar (I-Beam Cursor)	13
Copying Data (Fill Handle).....	13
Moving and Copying Cell Contents (Move Cursor)	14
Saving a Workbook	15
Switching Between Workbooks	15
Views in Excel	16
Exercise 1	17
Working with Data	18
Entering Text and Numbers	18
Restricting Data Entry to a Range.....	20
Editing Cell Contents.....	21
Typing Replaces Selection	21
Editing Cell Contents	21
Creating Formulas.....	23
Guidelines for Creating Formulas	23
Referencing Cells.....	23

Using Arithmetic Operators	23
Using Functions in Your Formulas	24
Guidelines for Using Functions	24
Using the SUM Function	24
Using AutoSum	25
Formatting Spreadsheets	27
Using Ribbon Commands to Align Content.....	27
Using Ribbon Commands to Format Numbers	29
Using the Format Cells Dialog Box and the Dialog Box Launcher	30
Using Galleries, Live Preview, Themes, and Cell Styles.....	36
Exercise 2	39
Understanding Formula Calculation Rules	40
The Rules of Precedence	40
Clearing Cell Contents and Formatting	41
Moving and Copying Cell Contents	42
Using the Cut, Copy, and Paste Commands	42
Using the Fill Command.....	44
Exercise 3	45
Understanding Relative, Absolute, and Mixed References	46
Relative References.....	46
Absolute References.....	46
Mixed References	47
Exercise 4	48
Manipulating Rows and Columns.....	50
Inserting and Deleting Rows and Columns	50
Deleting Rows and Columns.....	51
Changing Column Width and Row Height.....	52
Hiding and Unhiding Columns or Rows	53
Using Basic Statistical Functions	54
Autocalculating Statistical Functions.....	55
Exercise 5	56
Exercise 6	57
Setting Up for Printing	58
Print Preview.....	58

Using Scale to Fit Options	59
Adjusting Sheet Options	59
Using the Options in the Page Setup Group	60
Page Break Preview	61
Working with Headers and Footers.....	61
Using Page Setup Dialog Box.....	64
Printing.....	67
Using the Print Dialog Box.....	67
Using the Quick Print Option.....	67
Summary Exercise	68
Appendix A: Ribbon Tabs in Excel 2007	69
Appendix B: Customizing the Quick Access Toolbar	70
Moving the Quick Access Toolbar.....	70
Adding Commands to the Quick Access Toolbar.....	70
Removing a Command from the Quick Access Toolbar	71
Using the Excel Options Dialog Box	72
Appendix C: Keyboard and Mouse Navigation.....	74
Appendix D: Understanding the Excel 2007 File Formats.....	75
Saving in the Excel 2007 File Format (.xlsx).....	75
Saving Files from Previous Versions of Excel.....	76
Saving Files in the Excel 97-2003 Format (.xls).....	77
Appendix E: Using the Excel 2007 Task Panes	78
Navigating, Closing, and Opening a Task Pane	78
Using the Clip Art Task Pane.....	79
Using the Clipboard Task Pane	80
Appendix F: Getting Help in Excel 2007.....	81
Appendix G: Solutions to Exercises	82