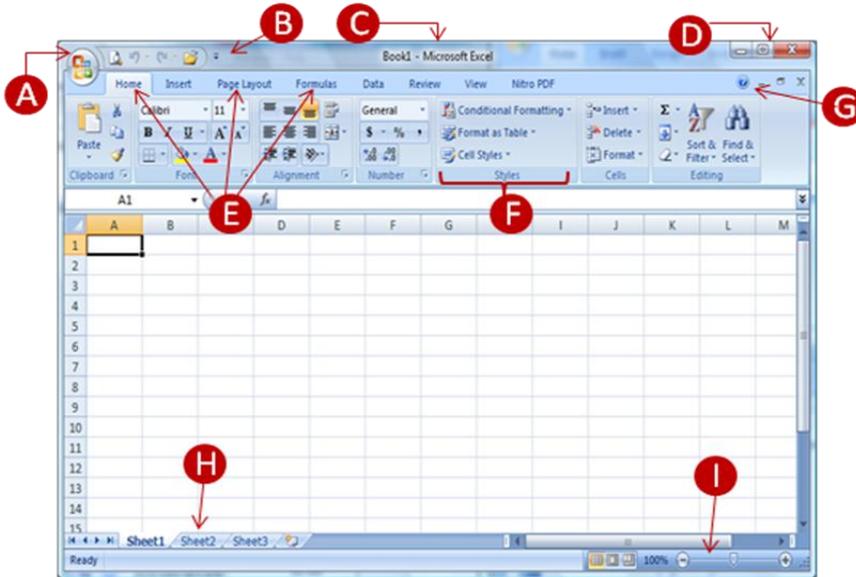


EXCEL 2007 REFERENCE GUIDE

Excel Basics

When you open Microsoft Office Excel 2007, the first thing you will notice is the new interface. Menus and tool bars have been removed; in their place is a ribbon system that centralizes commands and makes creating documents faster and easier.



- A. Office Menu** Contains the New, Open, Save, Print, link to Word options, and Exit commands.
- B. Quick Access Toolbar** Frequently used commands can be added to the Quick Access Toolbar.
- C. Excel Title Bar** Contains the name of the workbook.
- D. Min/Max/Close** Left of the title bar, the buttons to minimize, maximize, or close the window.
- E. Ribbon Tabs** These tabs each contain a different set of options relevant to the tab name.
- F. Ribbon Commands or Groups** Each ribbon is divided into various parts called groups.
- G. Help Icon** Click this icon to access Excel Help information.
- H. Spreadsheet Tab** Click the individual spreadsheet tab to view spreadsheet content.
- I. View/Zoom Tool** Allows you to Zoom in or out of a presentation.

Quick Commands

Create a workbook

1. Click the **Office button**
2. Click **New**
3. You will need to decide if you are starting with a blank document or a template. For a blank document select **Blank workbook**. If you wish to use an existing template, select the template.



Open a workbook

1. Click the **Office button**
2. Click **Open**
3. Browse to the folder, if necessary, where your document is stored. **Select** the file.
4. **Double click** the file or click **Open**.

Save a workbook

1. Click the **Office button**
2. Click **Save As**.
3. If this document was not previously saved, you will need to name it and select the save location.

Print a workbook

1. Click the **Office button**
2. Click **Print**.
3. Select the printer you wish to use and how many copies you wish to print.

Quick Access Toolbar

An important component of the new interface is the Quick Access Toolbar. This toolbar is a part of the user interface that you can use to store buttons or features that you rely on heavily. When features are added to the quick access toolbar, they can be brought into play with a single click, even when the associated ribbon is unavailable.

The toolbar includes four default buttons:



To add commands, click the pull-down arrow on the right in the picture above and add a command. You can also right-click on any command in any of the ribbons and click Add to Quick Access Toolbar.



Clicking the save icon will save your current workbook. If the workbook has not been previously saved, the "Save As" dialogue will open, prompting you to name the

workbook. If you are working on something that has been saved, this icon will save the changes you have made since your last save.



This icon will allow you to redo an action that you removed with the Undo command. If you click the Redo button multiple times, each successive action that was undone will be redone.



This will undo the very last action you performed. If you continue to click the Undo button, the next most recent action will be undone, and so on.

Creating Charts/ SmartArt

Charts in Excel 2007 have been taken to a whole new level. New styles, more organization options, and a fresh new set of styles and color schemes will help enhance your charts. Select the source data to visualize and select a chart type from the Insert ribbon.

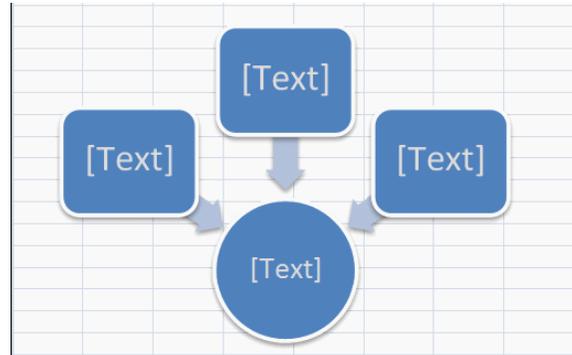
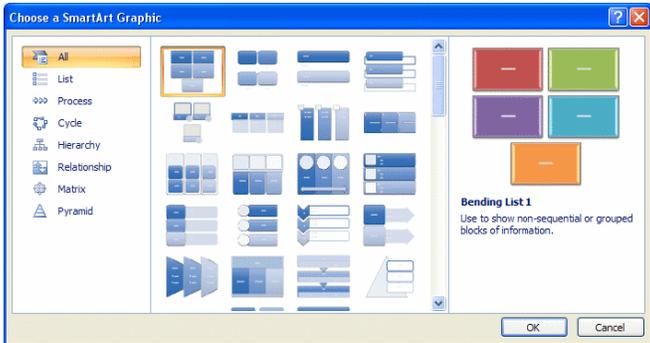


Once a chart has been created, you can add a large number of different chart options either by the contextual tabs;



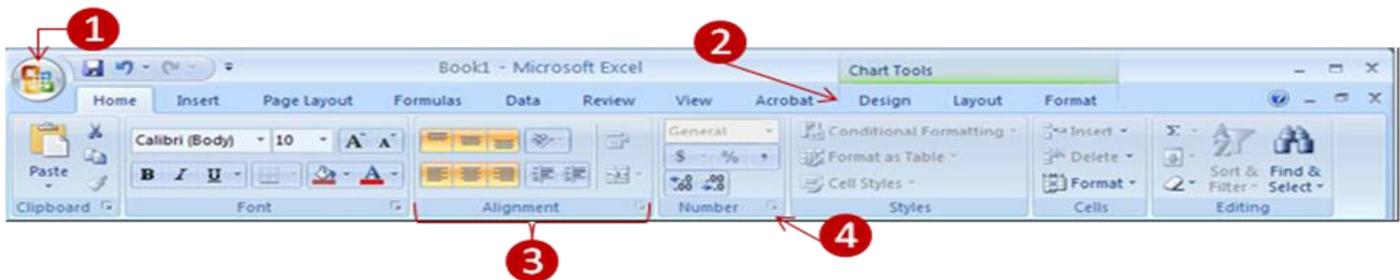
or by right-clicking on the chart and choosing your options.

Excel 2007 features a new type of organizational diagram called SmartArt. These diagrams come in several pre-made shapes and sizes. From the Insert ribbon, click SmartArt. Choose a category to use, select a style, and then click OK. Just double-click on a shape to add text.



The Ribbon

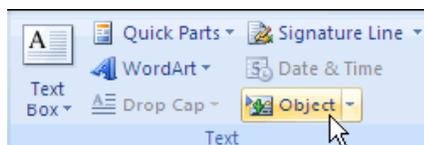
The Ribbon has replaced the old file menus from older versions of Excel. By default Excel 2007 contains 7 tabs. Each tab is composed of sections of commands. For example, the Home ribbon has Clipboard, Font, Alignment, Number, Styles, Cells, and Editing commands. In addition, you will see special tabs that appear only after creating certain objects, such as Design, Layout, and Format.



1. **Ribbon Tab:** These tabs each contain a different set of options relevant to the tab name. There are 7 default tabs in the Ribbon.
2. **Contextual Tab:** These tabs only appear when a specific task is performed. These options are specific to the task you are working on
3. **Group:** To make it easier for users to locate commands Microsoft has created logical collections of related commands.
4. **Dialog Box Launcher:** When clicked a dialog box will be displayed.

Inserting Excel Data into Word

1. In Excel, **copy** the data you need
2. In Word, **place** your cursor where the data will go.
3. **Right-click**, and **Paste Special** or **click** the **Object command** on the Insert ribbon.
4. When you see the Paste Special dialog box in Word, **click** the **Paste radio button** and select **Microsoft Office Excel Worksheet Object**. If inserting an Object decide if you want only a link to the file by clearing the Link to File check box.
5. Click **OK**,
6. **Edit** any inserted Excel data by double-clicking that data in the Word document. This will essentially "open" Excel inside Word and allow you to edit information.



Places Toolbar

- My Recent Document** A list of recently used, completed, or accessed files.
- Desktop** A list of navigable links that can also be found on your desktop.
- My Document** Provides access to the folders and files in you're my Documents folder.

Printing your Workbook



Selecting **Office Menu** then **Print** will show a sub-menu that gives you three options.

1. **Print** will open the Print dialogue box, complete with a large number of options.
2. **Quick Print** will send entire document to a printer with default options.
3. **Print Preview** will open a window to view the document as it would look printed.

Preview and print the document



Print

Select a printer, number of copies, and other printing options before printing.



Quick Print

Send the workbook directly to the default printer without making changes.



Print Preview

Preview and make changes to pages before printing.

Formula Auditing

The Formula Auditing command group of the Formulas ribbon can help you track chains of cell references and find formula errors. These buttons are useful for correcting complex formulas that have hard to find errors.

Trace Precedents

Shows all of the cells that feed data to a given cell

Trace Dependents

Shows all of the cells that are dependent on the results of a given cell

Remove Arrows

Will remove the arrows drawn by the trace buttons

Show Formulas

Will toggle formula display or result display in the entire spreadsheet

Error Checking

Will find formula errors in the spreadsheet.

Evaluate Formula

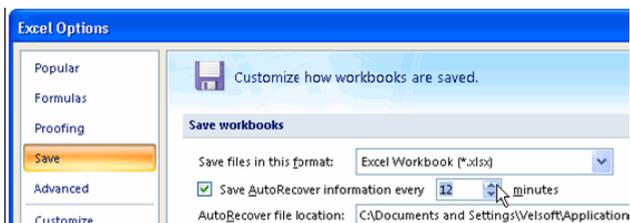
Will calculate formulas

Watch Window

Will display a window that you can use to watch cells in one area of the work book, while you change data in another area.

Setting AutoRecover Intervals

AutoRecover is a function that works every predetermined (x) minute to save your file. You can set this interval from 1 minute to 99,999 minutes. Should Excel crash for some reason, your work can be safely backed up for you.



Excel File Extensions

Nearly every file on your computer ends in a three or four letter file extension. These suffixes indicate what type of file is being used. The following table summarizes some of the file types associated with Excel 2007.

.xlsx	File extension for an Excel 2007 workbook file (earlier Excel versions used an xls extension.)
.xlsm	Extension for a macro enabled workbook.
.xltx	Extension for an Excel 2007 Template File (earlier Excel versions used xlt.)
.xltm	Extension for a macro enabled Excel 2007 template file.
.xlsb	Extension for an Excel 2007 binary workbook.
.xlam	Extension for an Excel 2007 add-in. (An Add-in is a small program that adds extra features or functionality to the base Excel 2007 program.)

Conditional Formatting

To help make the data easier to read, you can apply different conditional formatting options to a block of data. For example, you can get a quick idea of how sales are going in each division by applying a conditional format – all profit areas will be in black and all loss areas will be in red. The more black you see at a glance, the better the overall report will be!

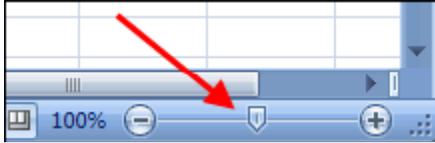
Highlight some data and then click the Conditional formatting command in the Home ribbon:



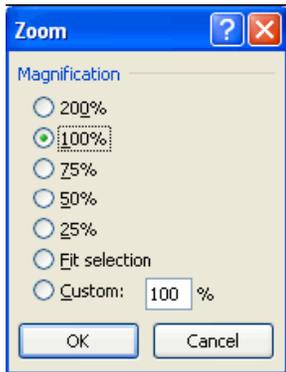
- **Highlight Cells Rules:** This will highlight cells that are greater than, less than, between or equal to values that you can specify.
- **Top/Bottom Rules:** This option will allow you to highlight the top or bottom numbers or percent in the selected cells.
- **Data Bars:** Will display colored bars that are indicative of the value in the cell. The higher the value compared to the rest of the data in the group, the 'taller' the data bar.
- **Color Scales:** Will use different shades of color to represent different values, from low to high.
- **Icon Sets:** Will use sets of similar icons that will visually indicate a cell's value.

Zoom Slider

Use Excel's Zoom feature to change the viewing scale of a work sheet. By default, a workbook opens at 100% zoom. To adjust this, use the **zoom slider switch**. You can drag the slider with your mouse toward the negative (-) sign to decrease the zoom level, or toward the (+) sign to increase the zoom level:



You can also left click on the current zoom amount (100% in the preceding image) to display preset magnification options, or to enter your own custom level of magnification:



Managing Multiple Windows

If you find yourself working with many workbooks at once, you can easily arrange how the windows will be displayed on your screen.

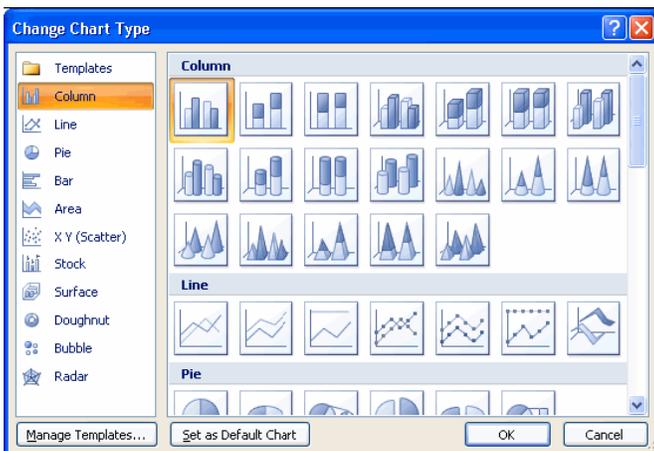
Click the **Arrange all** command in the View ribbon



- **Tiled:** Workbooks will be arranged adjacently over the screen area (like tiles).
- **Horizontal:** Workbook windows will be arranged lengthways (like long strips) across the screen.
- **Vertical:** Workbooks will be arranged lengthways up and down your screen, rather than across.
- **Cascade:** Workbooks will be layered one in front of the other, with the title bar of each workbook visible.

Changing Your Chart Type

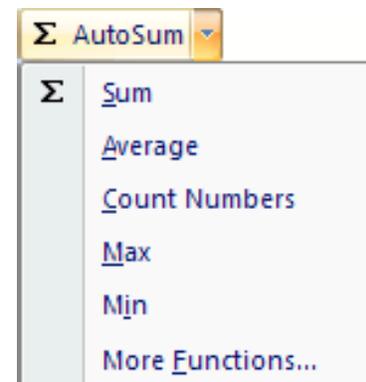
To change the chart type, **highlight** your chart, click the **Design** ribbon, and then click the **Change Chart Type** command. Select your type/style from the dialogue box:



Frequently Used Functions

Click the **AutoSum** button in the Formulas ribbon to see frequently used functions:

- **Sum:** Compute the sum of a group of numbers.
- **Average:** Compute the average of a group of numbers.
- **Count Numbers:** Find the total number of objects in a group
- **Max:** Find the largest value
- **Min:** Find the smallest value



More Excel Basics

AutoFill: Excel's AutoFill feature can help you enter repeated or incremental text or numbers quickly. If you wanted to fill in the years 1990 to 1996 in a spreadsheet, enter **1990** in one cell and **1991** in the cell directly beneath. **Select** both **cells**, move your mouse to the small black box in the lower-right corner of the selection, then **click** and **drag** down:

	A	B	C	D
1	Year	Ave Temp	Ave Rain	Ave Snow
2	1990			
3	1991			
4				
5				
6				
7				
8				
9		1996		
10				
11				

This technique will work for two adjacent data items.

Basic Formulas: Formulas are mathematical expressions that operate on cell contents. When cells contain numerical data, you can **add**, **subtract**, **multiply**, and **divide** the cell contents as your worksheet requires. Formulas can contain cell references (like A1) or raw numbers (like 23) or even functions (like Sum (B2:B9)).

	B	C	D	E
	Quantity	Price	Sales	
	23	\$ 24.00	=B2*C2	

AutoSum: To apply a quick sum to a column of data, make the next empty cell under the column of data the active cell. Click the **AutoSum** command in the Formulas ribbon. You will see an animated border around the column of data and the formula already entered:

	A	B	C
1	10	North	
2	20	South	
3	30	East	
4	40	West	
5	=SUM(A1:A4)		
6	SUM(number1, [number2], ...)		

Simply press **Enter** to apply this formula to display the result (100) in the active cell (A5 in the picture above).

Formatting Cells: Formulas are mathematical expressions that operate on cell contents. When cells contain numerical data, you can add, subtract, multiply, and divide the cell contents as your worksheet requires. Formulas can contain cell references (like A1) or raw numbers (like 23) or even functions (like Sum (B2:B9)).

