

INTRODUCTION TO MICROSOFT EXCEL 2007

CLASS OBJECTIVES

- To be able to create, edit and format a basic spreadsheet
- Become comfortable working in the Excel environment
- Learn how to add the components that make our spreadsheets more informative and visually pleasing

PREREQUISITES

Basic Computer Skills

Operating a computer
Operating a keyboard
Operating a mouse
Navigating the desktop
Some of knowledge of Microsoft Word

TO CREATE A NEW WORKBOOK

Option 1

1. Left click the Microsoft Office Toolbar
2. Left click New
3. Left click Blank Document
4. Left click on Create

Option 2

1. Holding down the Ctrl Key and press the Letter "N"
2. Left click Blank Document

ENTERING DATA

There are different ways to enter data in an active cell or in the formula bar

To Enter Data in an Active Cell

1. Left click on the cell where you want the data to go
2. Begin typing

INSERT CELLS

1. Place the cursor in the row below where you want the new row, or in the column to the left of where you want the new column
2. Locate cell group
3. Left click the Insert button
4. Choose if you want the cells to go to the right or down
5. Left click on "ok"

INSERT ROWS/COLUMNS

Option 1

1. Left Click on Home Tab
2. Locate the cell group
3. Left click on down arrow next to the insert on the cell group
4. Left Click on Insert sheet row or sheet column

Option 2

1. Right click on the row number or column letter
2. Left Click on Insert
3. A new window will appear
4. Left click on entire row or entire column

CHANGE COLUMN WIDTH/ROW HEIGHT

Option 1

1. Select the column you want to change width
2. Left click on Home Tab
3. Locate cell group
4. Left click on format
5. Left click on column width
6. A box will appear
7. You can type whatever column width you want

Option 2

1. Select column you want to change the width
2. Right click on the number of the column
3. A box will come up, left click on column with
4. Another box will appear
5. You type whatever column width you want

DELETE CELLS

To delete an entry in a cell or a group of cells, you place the cursor in the cell or select the group of cells and press Delete.

1. Select cells you want to delete
2. Press the Delete key.

DELETE ROWS/COLUMNS

OPTION 1

1. Select the row you want to delete
2. Left click on Home Tab
3. Locate the Cell Group
4. Left click on word delete
5. A drop down menu will appear
6. Left click on delete cells

OPTION 2

1. Right click on the row you want to delete
2. A menu will come up
3. Left click on delete

HIDE OR UNHIDE ROWS OR COLUMNS

1. Select the row or column you wish to hide or unhide
2. Go to the Home Tab,
3. Locate cell group
4. Left click on the word Format
5. Left click hide or unhide

FIND AND REPLACE

To find data or find and replace data:

1. Click the Find & Select button on the Editing group of the Home tab
2. Choose Find or Replace
3. Complete the *Find What* text box
4. Click on Options for more search options

GO TO COMMAND

The “Go To” command takes you to a specific cell either by cell reference (the Column Letter and the Row Number) or cell name.

1. Click the Find & Select button on the Editing group of the Home tab
2. Click Go To

EXCEL FORMULAS

Basic Formulas

Addition

Option 1

1. Left click on the Formula Tab
2. Left click on Insert Function (fx) or left click on the fx (symbol to the left of the long white box)
3. Select sum from the function options
4. Left click on ok
5. Type in the cells you want to add together
 - i. Example f6:f19 (add everything from f6 to f19)
 - ii. Example f6+f7+f8+f9
6. Left click on ok

Subtraction

Option 1

1. Left click on the Formula Tab
2. Left click on Insert Function (fx) left click on the fx (symbol to the left of the long white box)
3. Select sum from the function options
4. Left click on ok
5. Type in the cells you want to subtract
 - i. Example f6-f7-f8-f9
6. Left click on ok

Multiplication

Option 1

1. Left click on the Formula Tab
2. Left click on Insert Function (fx) left click on the fx (symbol to the left of the long white box)
3. Select sum from the function options
4. Left click on ok
5. Type in the cells you want to multiply
 - i. Example f6*f7*f8*f9
6. Left click on ok

BASIC SORTS

To execute a basic descending or ascending sort based on one column:

1. Highlight the cells that will be sorted
2. Left click on the Home Tab
3. Left click the Sort & Filter button
4. Left click the Sort Ascending (A-Z) button or Sort Descending (Z-A) button

CREATE A CHART

1. Select the cells that contain the data you want to use in the chart
2. Left click the Insert tab
3. Left click the type of Chart you want to create

ADD BORDERS

Select the cells you want the border on

OPTION 1


1. Left click on Home Tab
2. Locate cell group
3. Locate the Border symbol
4. Left click on the arrow to the right of the Border Symbol
5. Left click on all borders

OPTION 2


Select the cells you want the border on

1. Left click on Home Tab
2. Left click on the down arrow to the right of the format
3. Left click on format cells
4. Left click on Border Tab
5. Left click on the Outline
6. Left click on the Inside
7. Left click on Ok

ADD BACKGROUND COLORS TO CELLS

1. Select the cells you want to add background color to
2. Choose Home Tab
3. Left click the down arrow next to the Fill Color button .
4. Left click on the color you want

MERGE AND CENTER CELLS

1. Choose what cells you want to merge and center
2. Select those cells
3. Choose Home Tab
4. Locate Alignment group
5. Click the Merge and Center button  in the Alignment group.

INSERT WORKSHEETS

OPTION 1

1. Left Home Tab
2. Locate the cells Group
3. Left Click on the word Insert
4. Left click on Insert Sheet

OPTION 2

1. Right click on the worksheet
2. Left click on Insert
3. Left click on Worksheet
4. Left click on ok

DELETE WORKSHEETS

Option 1

1. Left click on the Home Tab
2. Locate the cells group
3. Left click on the word Delete
4. Left Click on Delete Sheet

Option 2

1. Right click on whichever tab you want to delete
2. Left click on Delete

RENAME WORKSHEETS

Option 1

1. Left click on the Home Tab
2. Locate the cells group
3. Left click on the word format
4. Left click on Rename Sheet
5. Name the worksheet
6. Hit the Enter Key on the keyboard to close the rename feature

Option 2

1. Right click on the worksheet you want to rename
2. Left click on rename
3. Name the worksheet
4. Hit the Enter Key on the keyboard to close the rename feature

SPLIT A WORKSHEET

1. Left click on the view tab
2. Left click on split

FREEZE PANELS, TOP ROW OR FIRST COLUMN

1. Left click on the view tab
2. Left click on freeze panels
3. Choose freeze panels, freeze top row or freeze first column