



EXCEL 2007

FOR WINDOWS

Office Button

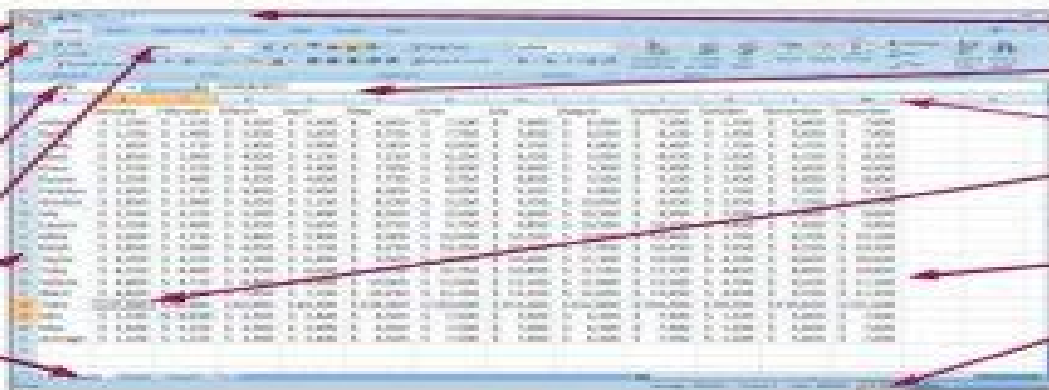
Ribbon (phone tab) - Buttons for common commands.

Name Box - Contains the cell reference.

Formatting - buttons to format the spreadsheet.

Row Headings

Sheet Tabs - Displays sheets in a workbook. Click on a sheet to view it.



Title Bar - Program name and current active workbook name.

Formula Bar - Displays formula or contents of a cell.

Column Headings

Active Cell - (B16 in this example).

Spreadsheet - Grid of cells to enter information.

Status Bar - Displays information about the mode and the sheet status.

Getting Started

Office Button

The Office button replaces the old File drop-down menu. Click on it to access the Open, New, Save, Print etc. options.

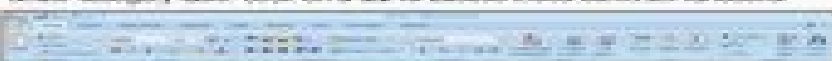
Quick Access Toolbar

The Quick Access Toolbar can be customized to best suit your needs. Simply click on the drop-down arrow, and select the preferred options from the resulting list.



Ribbons

The Office 2007 interface uses a new feature called the Ribbon. This replaces the old drop-down menus by grouping common tasks together under category tabs. Click on a tab to access these common functions.



Selecting Cells

To Select:

1. A cell, click in the centre of the cell with the mouse, a dark border will appear around the cell.
2. A range of cells, click and drag from the upper leftmost cell to the lower rightmost cell.
3. Non-adjacent cells, click in the first cell, then while holding the Ctrl key [Ctrl], down, select the other cells. Release the Ctrl key [Ctrl], after all non-adjacent cells are selected.
4. A column of cells, from row 1 to row 1,048,576, click on the column header letter - eg. A, A:Q, ZZZ.
5. A row of cells, from column A to column ZZZ (10,276 columns), click on the row header number - eg. 5, 567, 5,845,576.
6. All cells on the worksheet, press Ctrl + A [Ctrl] + [A] on the keyboard.
7. A named cell or range, click on the Name Box drop-down list on the Formula bar, select the name of the range or cell you want.

Editing Cells

1. To edit cells, select the cell, type information, press the Enter key [Enter].
2. To name ranges and cells, select the cell or range, click the Name Box, on the Formula bar, then type a name for the cell or range, press the Enter key [Enter].
3. To insert a cell, select one or more cells, click the Home tab and select Insert from the Cells group.

Auto Fill Options

Excel recognizes certain types of data and it will automatically assume that you want to use them in a certain way. If you type in a "dog of the week" into a cell, a Auto Fill [Auto Fill] will appear that will give you the choice of how to deal with this data.

To turn Auto Fill off, click the Office button [Office Button], then click Excel Options [Excel Options], click Advanced, and then under Cut, Copy, and Paste section, remove the check from the Show Paste Options buttons check box.



Working with Workbooks & Worksheets

Workbooks

1. To create a new blank workbook, click the Office button [Office Button] and then New [New] from the list. Select Blank Workbook.
2. To open an existing workbook, click on the Office button [Office Button] and then Open [Open] from the list. Select the folder in the Look in: field at the top, then select the file and click the Open button [Open].
3. To save a workbook, press the F12 key [F12] on the keyboard, select a folder in the Save in: field, then type a name for the file in the File Name: field and click the Save button [Save].

Note: To save a workbook in a older Excel format, do the same as above and in Save as type, select Excel 97-2003 Workbook. Click Save.

Worksheets

1. To select a different sheet in the workbook, click on the sheet in the Sheetbar [Sheetbar].
2. To insert a new sheet in the workbook, right-click on any sheet in the Sheetbar and select Insert... Select Worksheet and click the OK button [OK]. You can also click the Insert Worksheet tab [Insert Worksheet].
3. To rename a worksheet, double-click on the sheet in the Sheetbar, type in the name and press the Enter key [Enter].
4. To change the color of a Sheet Tab, right-click the Sheet Tab and select Tab Color from the shortcut menu. [Tab Color].
5. To delete a worksheet, right-click the sheet you want to delete, then select Delete.
6. To move or copy a sheet, right-click the sheet you want, then select Move or Copy..., from the dialog box, select where to move or copy to, then click the OK button [OK].

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M Woodhall



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