

Excel® 2007 Introduction

Creating a New Workbook

1. [Click] then NEW.
 2. Select BLANK WORKBOOK, then [Click] CREATE.
- Or, press <Ctrl-N>.

Entering New Data

1. Activate a cell by [Clicking] on it, or by moving to it with the keyboard Arrow keys.
 2. Type the data. If you make a mistake while typing, press <Backspace> to delete characters.
 3. Press <Enter> or [Click] the in the Formula Bar.
- As you type, Excel may provide an AutoComplete suggestion. Press <Enter> to accept, <Delete> to remove, or ignore it by continuing to type.
- To turn off this feature, choose then EXCEL OPTIONS. In the ADVANCED section, uncheck the option ENABLE AUTOCOMplete FOR CELL VALUES.

Pick from a Drop-Down List

Pick from a drop-down list of values already entered in the column by [Right Clicking] the cell, then choosing PICK FROM DROP-DOWN LIST.



These symbols in the Formula Bar appear while you are entering or editing data. [Clicking] the confirms what you are entering or editing. [Clicking] the cancels it. The keyboard equivalents of these buttons are <Enter> to confirm, and <Esc> to cancel.

Replacing the Contents of a Cell

1. [Click] on the cell to change.
2. Type the new data.
3. Press <Enter> or [Click] .

Editing the Contents of a Cell

1. [Click] on the cell to change.
2. [Click] in the Formula Bar to position the cursor where you need to insert or delete text.
Or, [Double Click] the cell to edit right in the cell.
Or, press <F2>.
3. Use <Backspace> to delete the character to the left of the cursor, or <Delete> to delete the character to the right of the cursor, or type the text to insert.
4. When finished press <Enter>, or [Click] .

Undo or Redo an Action

[Click] or press <Ctrl-Z> to undo an action. If you mistakenly undo a step, [Click] Redo .

Clearing Cells or Ranges of Cells

Select the cells to clear, then press <Delete>.

Column Width and Row Height

1. [Point] at the dividing line between the column or row headings. The mouse pointer changes into a double-headed arrow.

2. [Drag] right or left to widen or narrow the column; [Drag] up or down to change row height.

Note: To change several columns or rows at once, [Drag] along the column or row headings to select them, then follow the above steps.

To change to the best fit:

[Double Click] the line between the column or row headings.

Inserting Rows or Columns

1. Select the row above which, or the column to the left of which the new rows or columns are to go by [Clicking] the row or column heading. To insert several rows or columns, select that number of rows or columns.
2. Choose HOME, then INSERT .

Inserting Cells

1. Select the cells where you wish to insert the new ones.
2. Choose HOME, then then INSERT CELLS.
3. The INSERT dialog box appears. Specify which direction to shift the selected cells to make room for the new ones. [Click] OK.

Deleting Rows, Columns, or Cells

This removes the cells and moves surrounding cells to fill the gap. This is not the same as pressing <Delete> which simply clears the contents of a cell.

To delete rows or columns:

1. Select the row(s) or column(s) to delete.
2. Choose HOME, then DELETE .

To delete cells:

1. Select the cell(s) to delete.
2. Choose HOME, then then DELETE CELLS.
3. Specify which direction to shift the surrounding cells to fill the gap. [Click] OK.

Formatting Numbers

1. Select the cells to format. This can be done before or after the data has been entered.
2. Choose a format from the Number Format drop-down list, found in the NUMBER group on the HOME tab.
Or, [Click] the following buttons:

- Adds dollar signs, commas, and decimals.
[Click] the drop-down arrow for other currencies.
- Displays as a percentage.
- Adds commas between thousands and decimals.
- Adds a decimal place each time you [Click].
- Removes a decimal place each time you [Click].

Borders, Shading, Text Color

Select the cells to format and use one of the following buttons for cell borders, cell color, and text color. [Click] the drop-down arrow beside each button to see a panel of choices.

Draw a Border Grid

1. [Click] the drop-down arrow of the Borders button , then select DRAW BORDER, or to draw a grid, select DRAW BORDER GRID.

2. [Drag] to create a border.

When finished, turn off border drawing by [Clicking] or press <Esc>. The pointer changes back to

Erase a Border

1. [Click] the drop-down arrow of the Borders button , then select ERASE BORDER.
2. [Drag] across the borders to erase.

Aligning Cell Contents

Select the cells to align, then [Click] one of these buttons to align within the cell

To merge cells and center the contents, select the cells to merge across, and [Click] .

For other merge options, [Click] the drop-down arrow of the Merge & Center button.

Clearing Formatting

1. Select the cells to clear.
2. Choose HOME, then then CLEAR FORMATS.

Entering Dates

Dates can be entered using any of Excel's date formats, e.g. 4/30/07 or 30-Apr-07. By default, Excel displays dates in the order specified in the Windows® Control Panel.

To change how dates display for specific cells:

1. Select the cells containing dates.
2. [Click] in the NUMBER group of the HOME tab.
3. Make a selection from the DATE category. [Click] OK.

Entering a Sequence of Numbers

1. Enter the first two numbers or dates of the sequence into adjacent cells.
2. Select the two cells.
3. [Drag] the Fill Handle of the selection into an adjacent range of cells. After filling, [Click] for the Auto Fill options: COPY CELLS, FILL FORMATTING ONLY, FILL WITHOUT FORMATTING.

For other series options, e.g. weekdays:

1. Enter the starting number or date in a cell.
2. Select the blank range to fill, including the cell with the starting value.
3. Choose HOME, then then SERIES.
4. Specify options, then [Click] OK.

Moving Within the Worksheet

- | | |
|--|------------------------|
| One cell up or down | ↑ or ↓ |
| Cell to the right | → or Tab |
| Cell to the left | ← or Shift-Tab |
| Beginning of the row | Home |
| Cell A1 | Ctrl-Home |
| Intersection of the last used row and column | Ctrl-End |
| One screenful down | Page down |
| One screenful up | Page up |
| One screenful right | Alt-Page down |
| One screenful left | Alt-Page up |
| To the last filled cell in any direction, or if you are in a blank cell, to the next filled cell | Ctrl-Arrow Key |
| To a cell that you specify | F5 |
| Next or previous sheet | Ctrl-PgDn or Ctrl-PgUp |

Selection Shortcuts

- | | |
|--------------------------|---|
| An entire row: | [Click] the row heading. |
| An entire column: | [Click] the column heading. |
| The entire worksheet: | [Click] where the row and column headings meet. |
| Several separate ranges: | Select one range, press <Ctrl> while selecting additional ranges. |

Note: The <Shift> key with any of the Movement shortcuts listed above will select from the current position to that location.

Excel 2007 Instruction Manual

Ying Liu



Excel 2007 Instruction Manual:

The Enigmatic Realm of **Excel 2007 Instruction Manual**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Excel 2007 Instruction Manual** a literary masterpiece penned by a renowned author, readers embark on a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of those who partake in its reading experience.

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