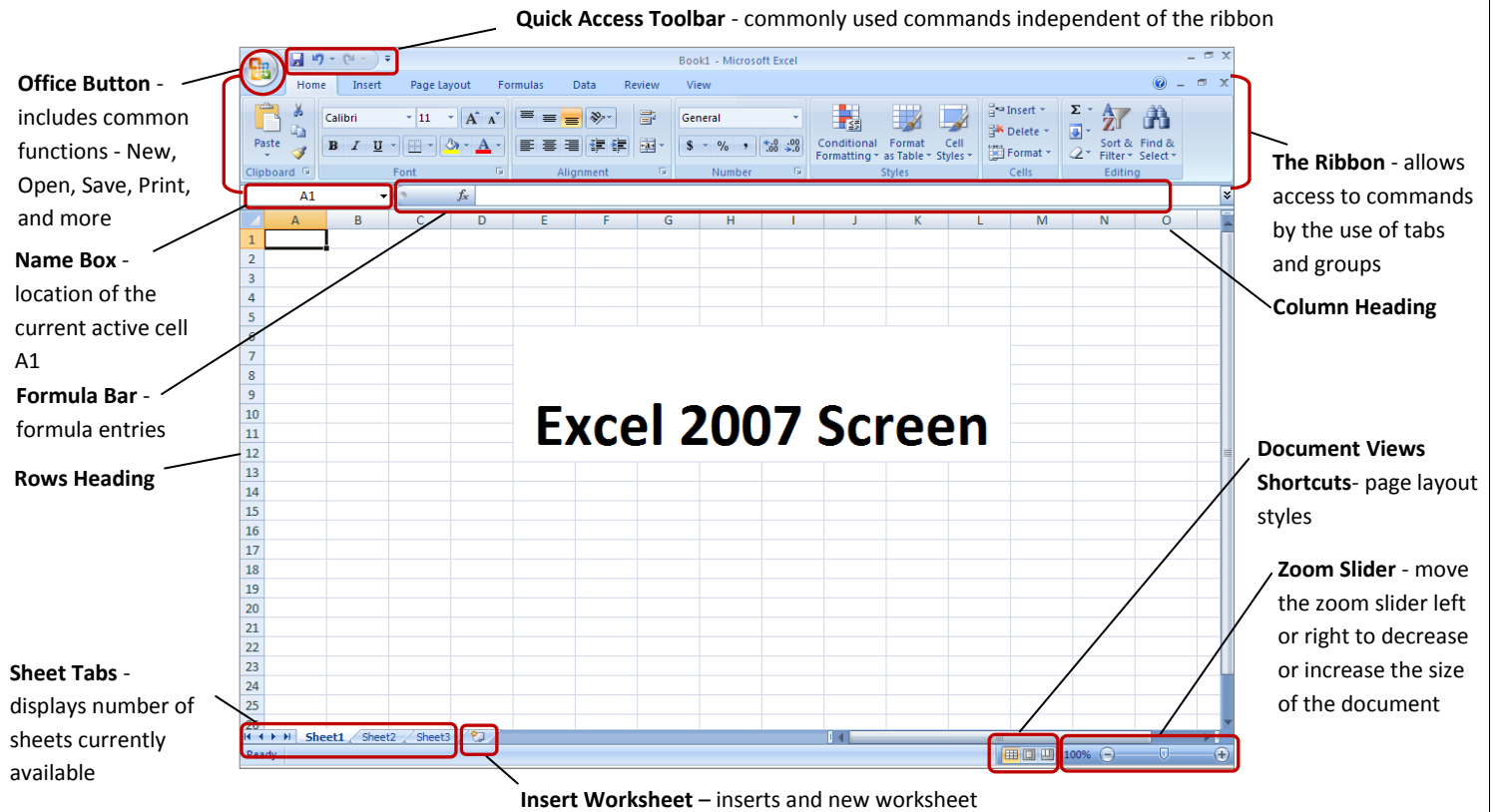
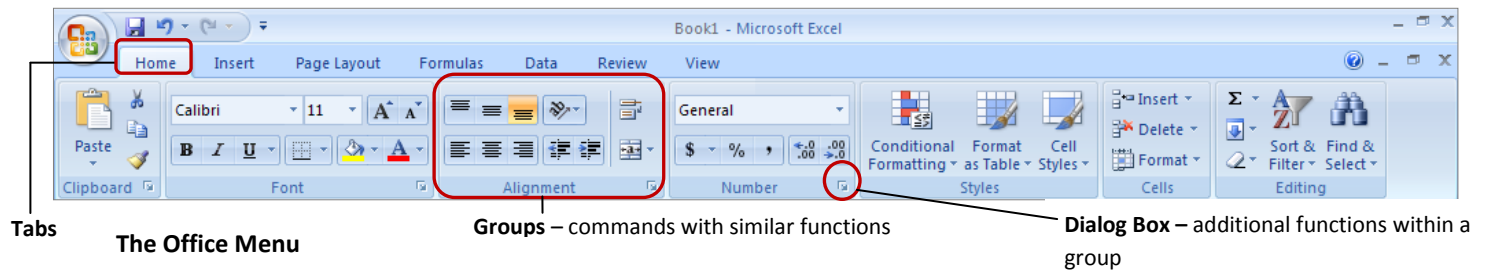


EXCEL 2007 QUICK REFERENCE GUIDE

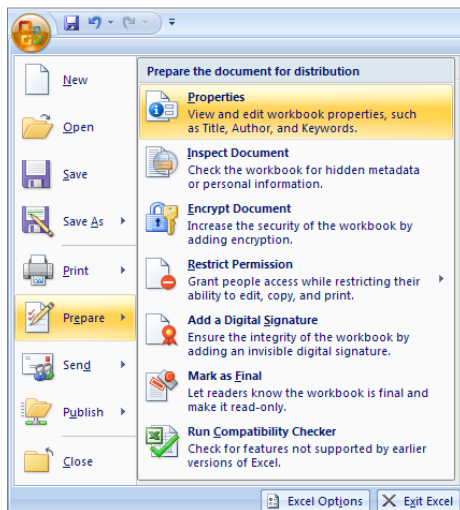


Excel 2007 Screen

The Ribbon



Provides users with commonly used functions similar to the File menu in Office 2003



Creating a New Workbook

Select the Office Button>New >Blank Workbook.

Open an Existing Workbook

Select the Office Button>Open>Browse to the location of the file>Open.

Save a file

Select the Office Button>Save or select the save button on the Quick Access Toolbar.

Save As

Select the Office Button>Save As. You may change the file format but it's best to save the file as Excel 97-2003 Workbook.

Print

Select the Office Button>Print. This will allow you to select the printer, how many copies and more functions.

Quick Print

Select the Office Button>Print. Automatically prints to the default printer.

Print Preview

Select the Office Button>Print Preview to preview your print job.

Close the Workbook

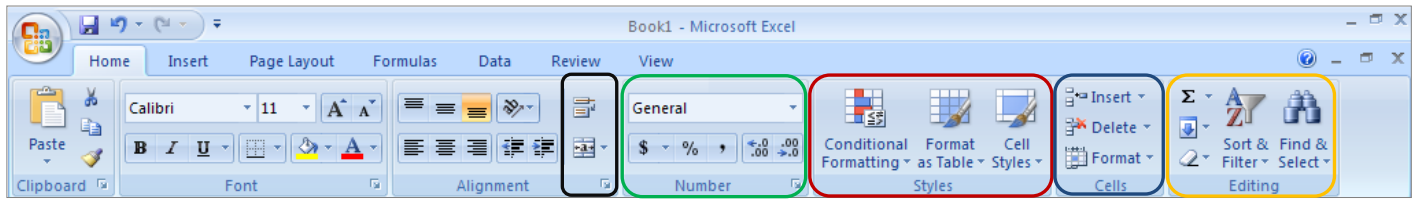
Select the Office Button>Close.

Excel Options Select the Office Button>Excel Options (at the bottom)>edit the options according to your preference.

Quick Shortcuts

New (Ctrl + N) Open (Ctrl + O)
Save (Ctrl + S) Print (Ctrl + P)
Close (Ctrl + W) Help (F1)

Formatting a Spreadsheet



Merging and Text Wrapping Select the Home Tab->Alignment->Wrap Text (within a cell)
Merge & Center->(merges and center multiple cells).

Numbering Select the Home Tab->Number->Allows number formats to be changed.

Conditional Formatting Select the Home Tab->Styles->Conditional Formatting (highlight cells of interest) Format Tables & Cells Styles allow pre-designed formats and color schemes.

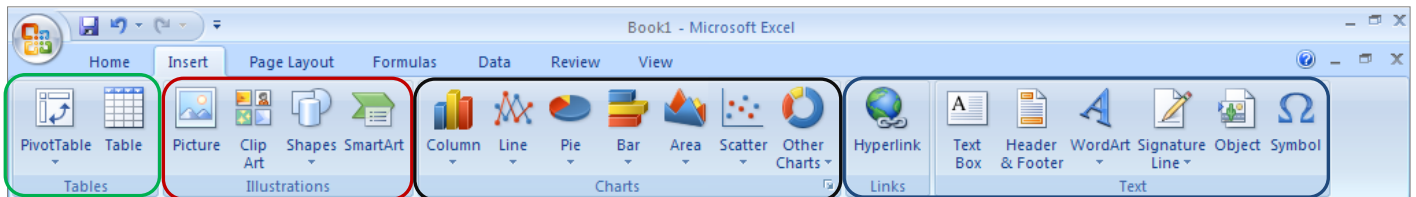
Cells Select the Home Tab->Cells ->Choose between inserting (cell, rows, and columns), Delete-> (cells, rows, and columns) Format-> Cell Size, Visibility, Organize Sheets, Protection.

Editing Select the Home Tab>Editing->Select Σ to use sum, average, number count etc.
Sort and Filter - Sorting A-Z or Z-A.

Quick Short Cuts

Cut (Ctrl + x) Copy (Ctrl + C)
Paste (Ctrl + V) Bold (Ctrl + B)
Italic (Ctrl + I) Underline (Ctrl + U)
Align Left (Ctrl + L) Center (Ctrl + E)
Align Right (Ctrl + R) Justified (Ctrl + J)
Undo (Ctrl + Z) Redo (Ctrl + Y)
Insert a new worksheet (Shift + F11)

Inserting Objects



Tables Select the Insert Tab->Tables- ->Choose between pre-designed cover pages, inserting a new blank page or a page break to begin a new page.

Illustrations Select the Insert ->Illustrations>Select between pictures, clip art, shapes, and smart art (organizational charts).

Charts Select the Insert Tab->Select between column, line, pie, bar, area, scatter, and other charts. Be sure you select (highlight) the cells (cell range) to be included in the chart before selecting a chart.

Links/Text Select the Insert Tab-> Links/Headers & Footers/Text/Symbols>Choose between **Links** to create links to documents, or existing websites, ->Choose between **Header & Footers** to create pre-designed or create your own header/footer, numbering, bordering, etc. . **Text** to insert word art, text boxes, date and time, etc... **Symbols** to insert equations and symbols into your document.

Commonly Used Features

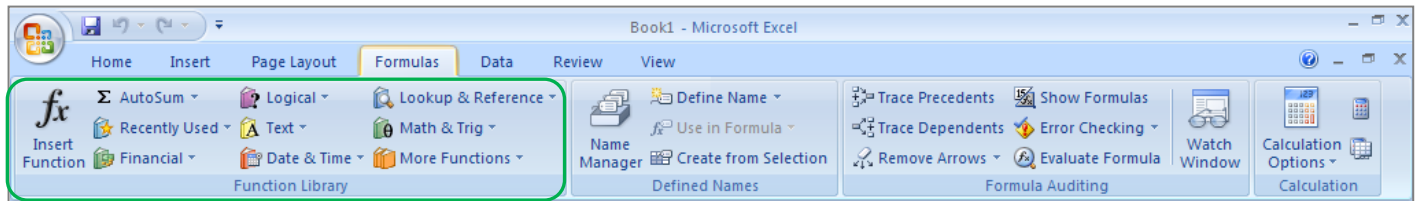
Page Layout - (Select the Page Layout Tab-> Themes, Page Setup) Groups include **Themes** to add themes to your documents. **Page Setup** allows adjustments to margins, change orientation and size, add columns, insert breaks and line numbers, and add hyphenation.

Review - (Select the Review Tab->Proofing) **Proofing** allows the user to use the **Spelling & Grammar** check as well as a thesaurus and the ability to use the translate feature.

View - (Select the View Tab->Document Views) **Document Views** allows the user to select different types of views of the document including print layout, full screen reading, web layout and more. **Show/Hide** to show or hide rulers, gridlines and more, **Zoom** to zoom into one or more pages, and **Macros** which allows you to record or access other macro options.

Data – Select the Data Tab->Sort and Filter allows users to sort data alphabetically A-Z or Z-A. Filtering enables filtering of a selected cell.

Simple Formulas



Function Library Select the Formulas Tab->Function Library- >Choose between **Insert Function** (editing a formula), using the **AutoSum** button (automatically add, plus additional functions), **Financial** functions, and the additional functions you see in the above screen shot.

Calculate numbers in a contiguous row/column –Select a cell below or next the numbers you want to find an answer to. Select **Home->Function Library ->AutoSum**, click the arrow that is next to AutoSum, choose the function and press Enter.

Entering a Simple Formula – Select the cell where you want to enter the formula and type the = sign in, enter the formula and press Enter (example by row and column =a1-a1), (example by number =23-10).

Entering a Simple Function – Select the cell where you want to enter the function ->Insert Function, select the function, fill in the information, and press enter.

Calculation operators and order of operations

Operators specify the type of calculation that you want to perform on the elements of a formula. Excel performs calculations in a standard order, but you can also control the order of calculations.

Arithmetic operators

To perform basic mathematical operations (such as addition, subtraction, or multiplication), combine numbers, and produce numeric results, use the following arithmetic operators.

Arithmetic operator	Meaning (example)
+ (Plus sign)	Addition (3+3)
– (Minus sign)	Subtraction (3–1) or negation (–1)
* (Asterisk)	Multiplication (3*3)
/ (Forward slash)	Division (3/3)
% (Percent sign)	Percent (20%)
^ (Caret)	Exponentiation (3^2)

Comparison operators

You can compare two values with the following operators. When two values are compared by using these operators, the result is a logical value either TRUE or FALSE.

Comparison operator	Meaning (example)
= (Equal sign)	Equal to (A1=B1)
> (Greater than sign)	Greater than (A1>B1)
< (Less than sign)	Less than (A1<B1)
>= (Greater than or equal to sign)	Greater than or equal to (A1>=B1)
<= (Less than or equal to sign)	Less than or equal to (A1<=B1)
<> (Not equal to sign)	Not equal to (A1<>B1)



Help Button – Located in the upper right hand corner of the Ribbon.



Undo/Redo – Corrects previous action.



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For further assistance call the Help Desk at the extension above, or refer to the following information below.

ITS Training – <http://denison.edu/its/training>

ITS Documentation – <http://www.denison.edu/offices/computing/support/training/documentation.html>

There is a listing of interactive guides and documentation that will assist with Office 2007

Element K Information - http://www.denison.edu/offices/computing/support/training/its_elearning.html

CONTACT INFORMATION

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