

Excel 2007 Essentials

BRAVO! Summer Institute

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Three types of basic data

In a spreadsheet there are three basic types of data that can be entered.

- labels - (text with no numerical value)
- constants - (just a number -- constant value)
- formulas* - (a mathematical equation used to calculate)

data types	examples	descriptions
LABEL	Name or Wage or Days	anything that is just text
CONSTANT	5 or 3.75 or -7.4	any number
FORMULA	=5+3 or = 8*5+3	math equation

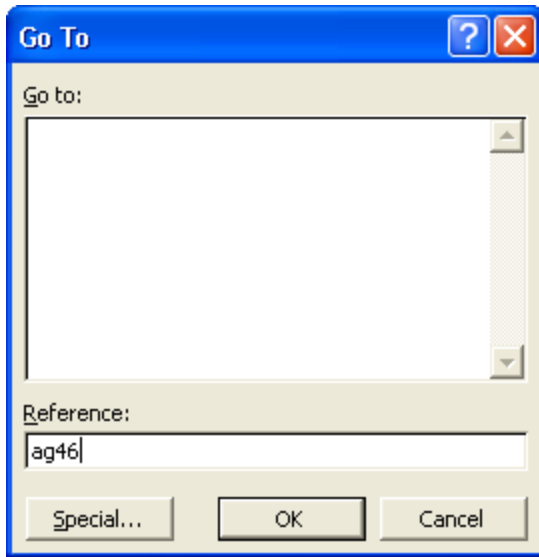
*ALL formulas MUST begin with an equal sign (=).

Operands

Operator	Name	How to type the sign	Alternative
+	Addition	Hold down the shift key and press the Plus sign (+) located next to the backspace	Press the Plus sign (+) located on the Num Lock keypad section.
-	Subtraction	Press the dash (hyphen "--") key located next to the number zero.	Press the Minus sign (-) located on the Num Lock keypad section.
*	Multiplication	Hold down the shift key and press the number 8 key – the asterisk (*)	Press the asterisk (*) key on the Num Lock keypad
/	Division	Press the forward slash (/) located under the question mark (?)	Press the forward slash (/) key on the Num Lock keypad

Navigation Key Strokes

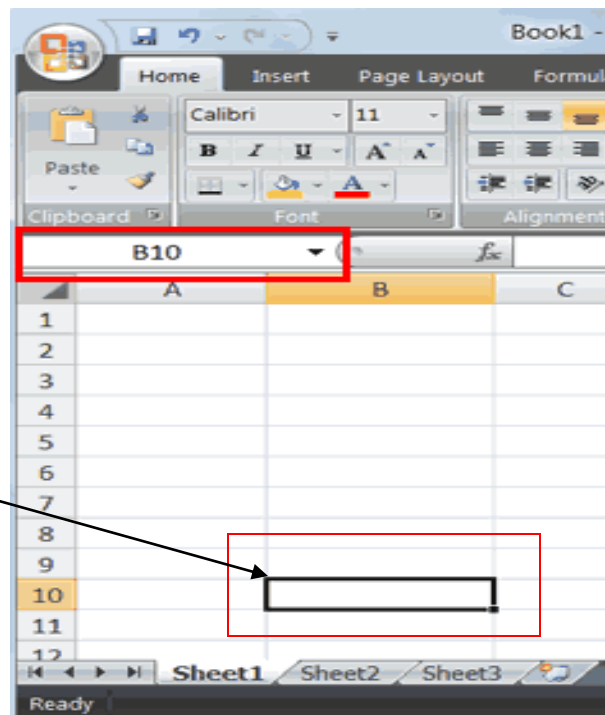
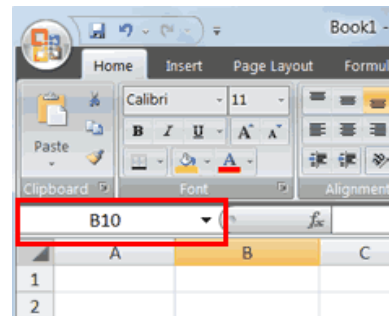
Key Strokes	Movement
Press Tab	Cell B1 is selected– moves one cell to the right
Press Right Arrow	Cell C1 is selected – moves one cell to the right
Press Shift + Tab	The cell selector moves one cell to the left – back to Cell B1
Press Left Arrow	The cell selector moves one cell to the left – moves to Cell A1
Press F5 (Function Keys generally located at the top of the keyboard.	The Go To dialog box opens. See sample below.
Type AG46 – Press Enter	The cell selector moves to cell AG46
Press Ctrl + G (Control key plus the letter G key) to open the Go To dialog box.	The Go To dialog box opens
Type A35 - Press Enter	The cell selector moves to cell A35
Type 1234	The minute you begin to type – notice that the left end of the status bar at the bottom of the screen displays “Enter.” This is the mode indicator.
Press Enter	The cell selector moves to cell A36. By default Numbers are aligned to the right.
Type abcd – Press Enter	Text is now entered into cell A36. By default Text is align to the left.
Press CTRL + HOME	To go to the top of the worksheet (cell A1)
Press CTRL + END	To move to the end of the worksheet (cell BL)



The Name Box

You can also use the Name box to go to a specific cell. Just type the cell you want to go to in the Name box and then press Enter.

1. Type **B10** in the Name box.
2. Press Enter. Excel moves to cell B10.



Cell B10 is selected

To select all cells on a worksheet

To select all cells on a worksheet, do one of the following:

- ❖ Click the **Select All** button.



New Feature.

- ❖ Press **CTRL+A**.

If the worksheet contains data, and the active cell is above or to the right of the data, **pressing CTRL+A selects the current region**. **Pressing CTRL+A a second time selects the entire worksheet**.

Easy Data Entry

Date

Enter current date: **=today()**

Repeat data from cell immediately above: **CTRL + ' (single quote)**

Text

Type text: **Excel 2007**

Repeat data from cell immediately above: **CTRL + ' (single quote)**

Value

Enter value: **2009**

Repeat data from cell immediately above: **CTRL + ' (single quote)**

Easy date Entry

Type: **7/15 press enter**

- ✚ By type this without the year Excel assumes that is for the current year.

📄 Should you want to the date to represented this way: 1/28

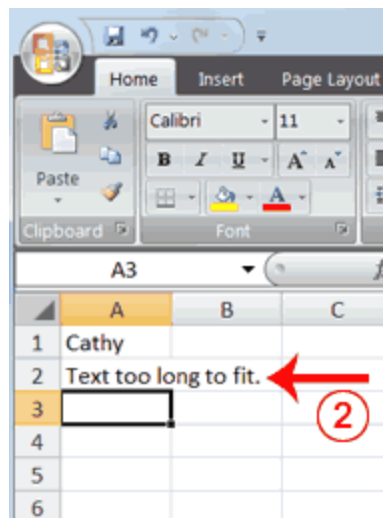
- Type an apostrophe before the 1 then slash 28

'1/28

Wrap Text

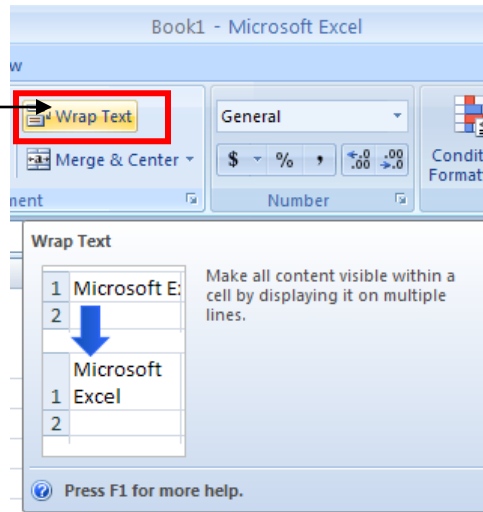
When you type text that is too long to fit in the cell, the text overlaps the next cell. If you do not want it to overlap the next cell, you can wrap the text.

1. Move to cell A2.
2. Type **Text too long to fit.**
3. Press Enter.



4. Return to cell A2.
5. Choose the Home tab.
6. Click the Wrap Text button

Excel wraps the text in the cell.



The Different Types of Cell References

There are a few different types of cell references that you can use in Excel: **relative cell references**, **absolute cell references**, and **mixed cell references**. The differences between these different types of cell references only come into play when you are copying a formula or function to a new cell.

Cell References

Relative Cell References

By default, a spreadsheet cell reference is relative. What this means is that as a formula or function is copied and pasted to other cells, the cell references in the formula or function change to reflect the function's new location (for example: A2)

Absolute Cell References

To copy a formula that you do not want Excel to change certain cell references when the formula is pasted in the new location use *Absolute Cell References*. When you use Absolute Cell References the formula does not change when it is copied and pasted; the location it refers will always remain the same even though the formula moves to a new cell. A dollar sign is typed before the column letter and before the row number to indicate that the cell reference is an absolute reference (for example: \$A\$2). **Note:** An easy way to add the dollar signs to a cell reference is to click on a cell reference and then press the **F4** key on the keyboard.

Mixed Cell References

A mixed cell reference has only one dollar sign to keep either the row or column absolute while allowing the other coordinate to be relative (for example: \$A2 or A\$2)

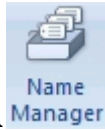
Examples of Cell Reference Types

Cell Reference Types		
Reference Type	Formula	What Happens After Copying the Formula
Relative	=A1	Both the column letter A and the row number 1 can change.
Absolute	=\$A\$1	The column letter A and the row number 1 does not change.
Mixed	=\$A1	The column letter A does not change. The row number 1 can change.
Mixed	=A\$1	The column letter A can change. The row number 1 does not change.

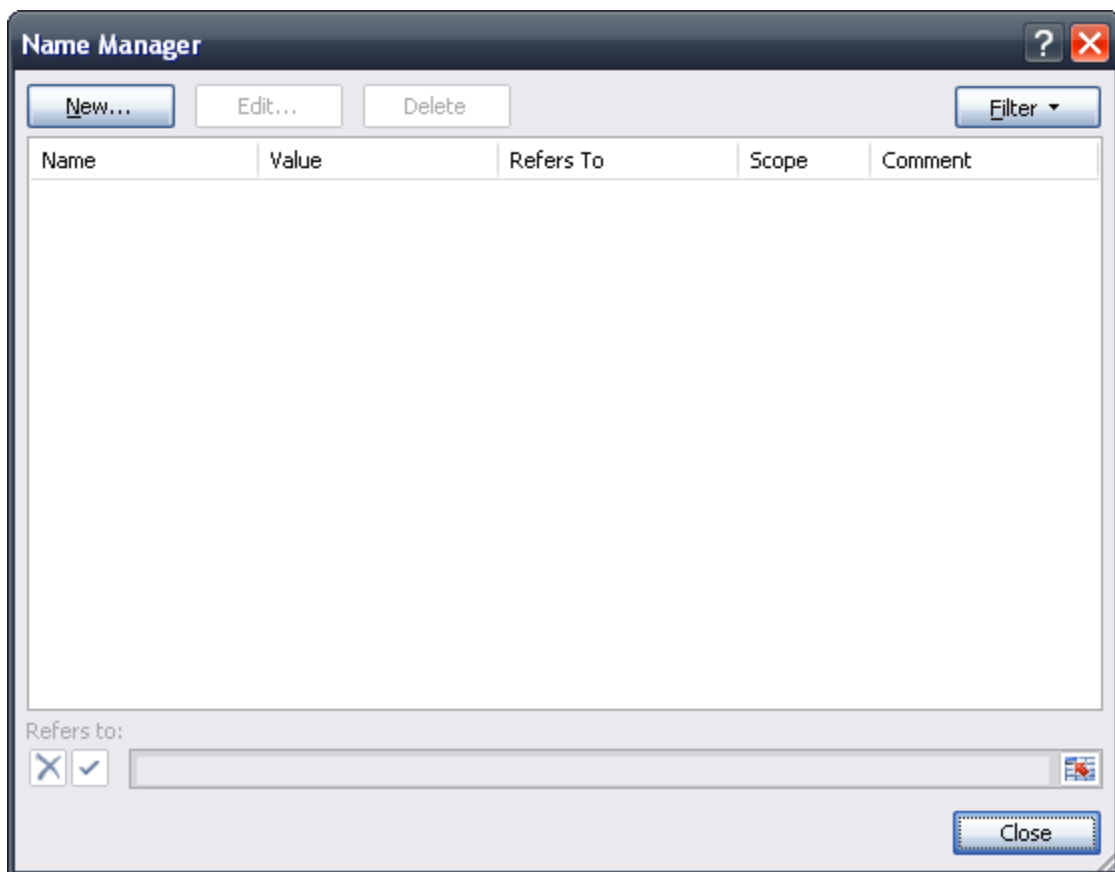
Creating Range Names

Creating Range Names: Dialog Box Option

1. Select/Highlight the range of cells to be referenced by the name
2. On the *Ribbon*, click the **Formulas** tab



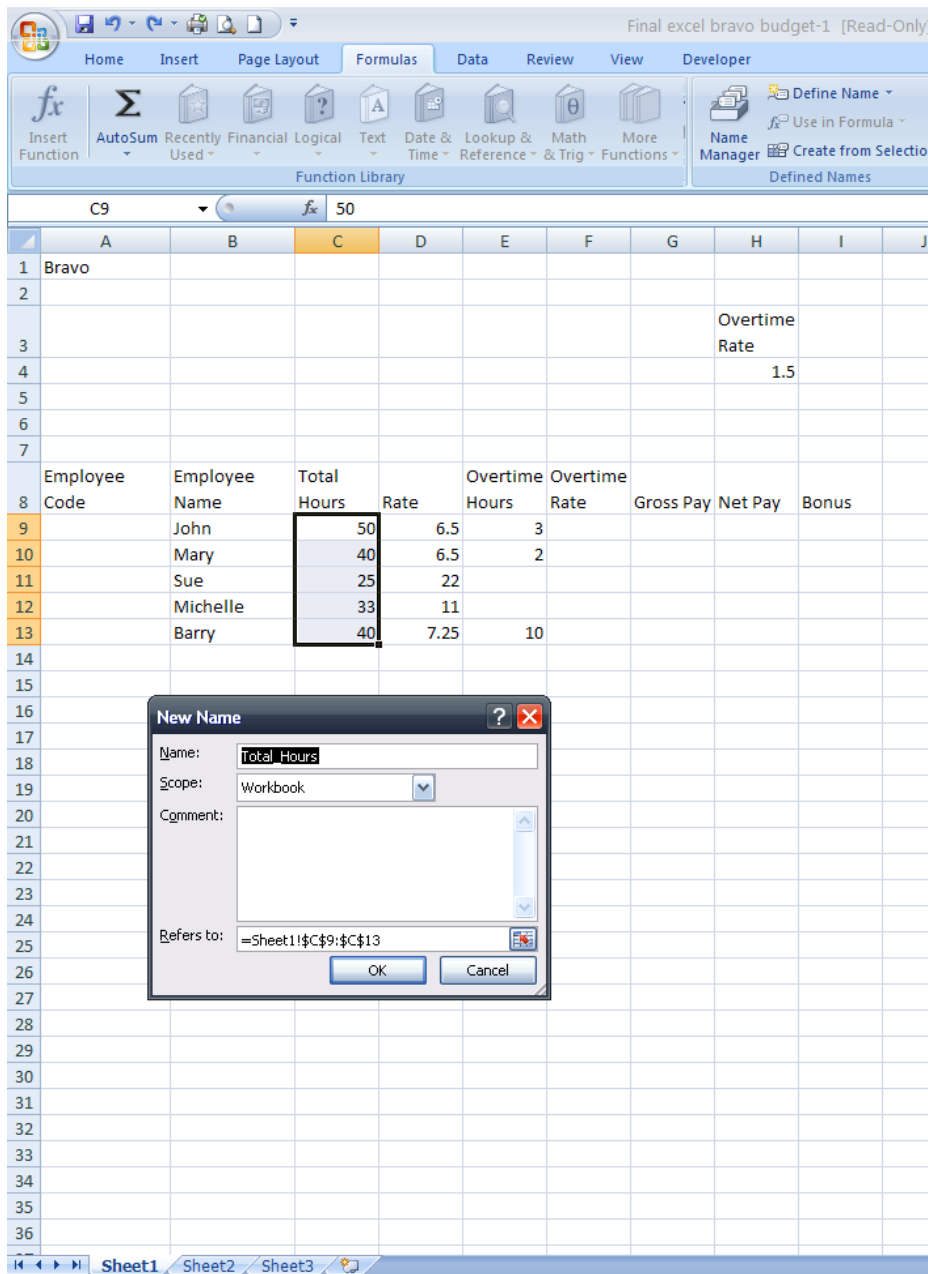
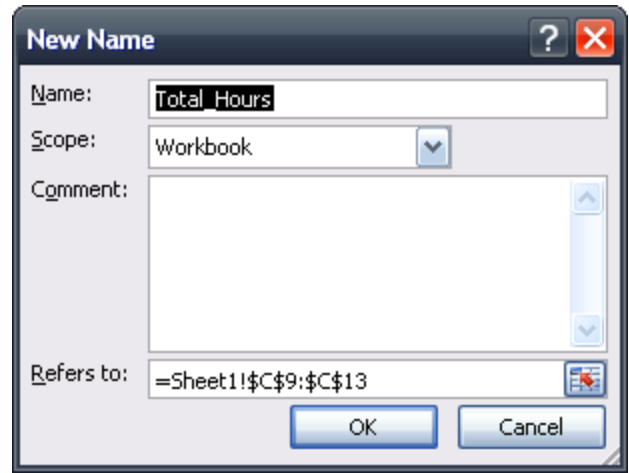
3. Click **NAME MANAGER**
The *Name Manager* dialog box appears.

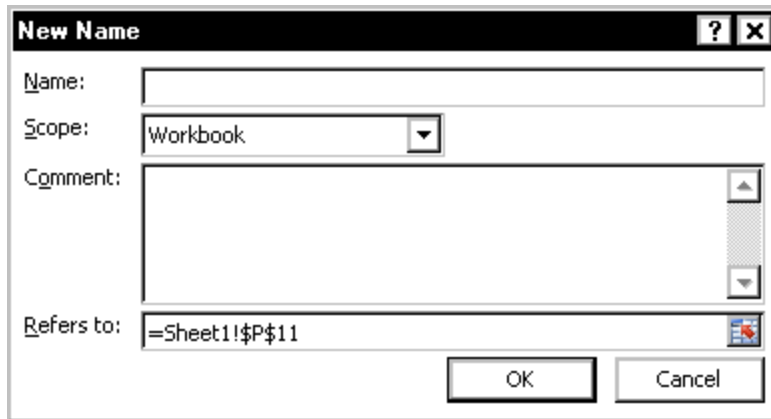


Excel 2007 Essentials

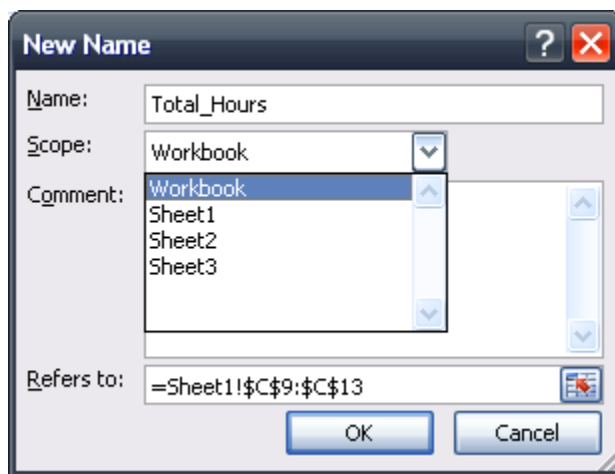
4. Click **NEW...**

The *New Name* dialog box appears.

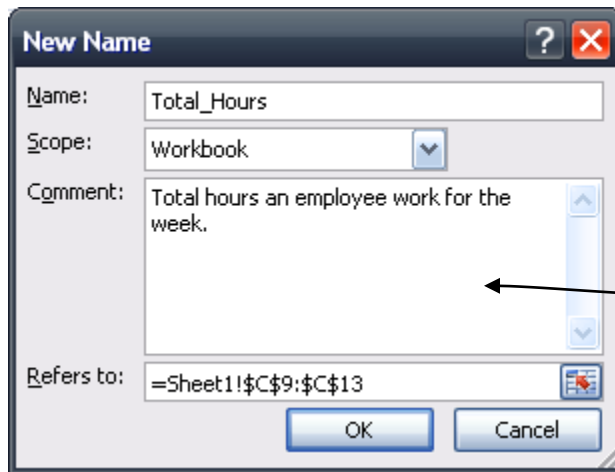




5. In the *Name* text box, type the desired name (no spaces) or use the default name.
6. From the *Scope* pull-down list, select where in the workbook the name will apply



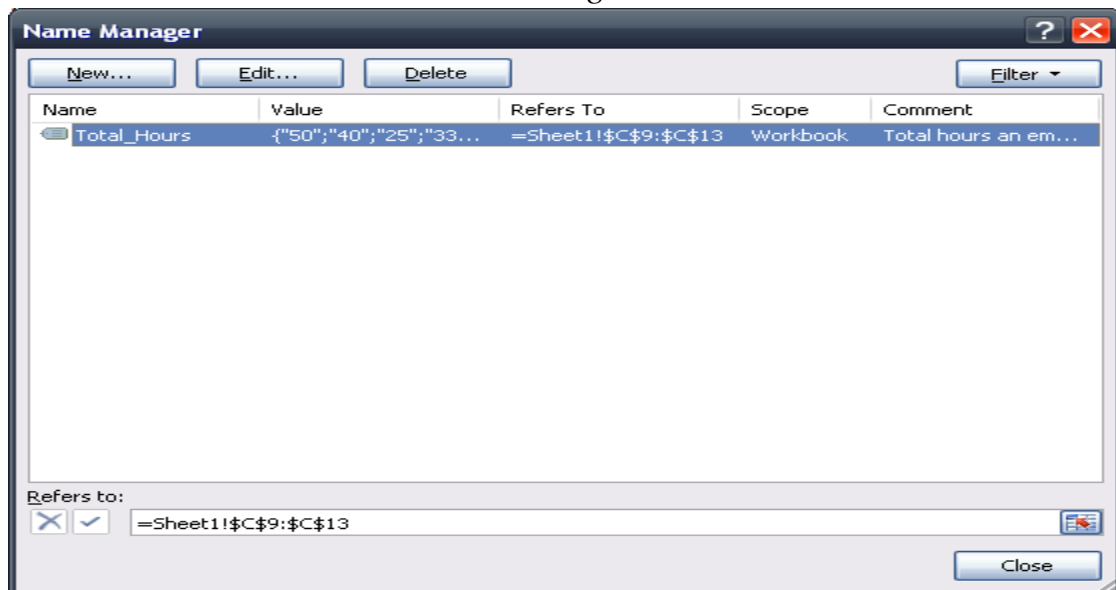
7. OPTIONAL: In the *Comment* text box, type a comment or description



8. In the *Refers to* text box, verify the cells being reference by this name

9. Click **OK**

The name is added to the *Name Manager*.



10. Click **CLOSE**

Creating Range Names: Name Box Option

1. Select the range of cells to be referenced by the name
2. In the *Name Box*, highlight the currently appearing name **D9:D13**
3. Type the desired name:
rate
4. Press the **Enter** key
The name is created.

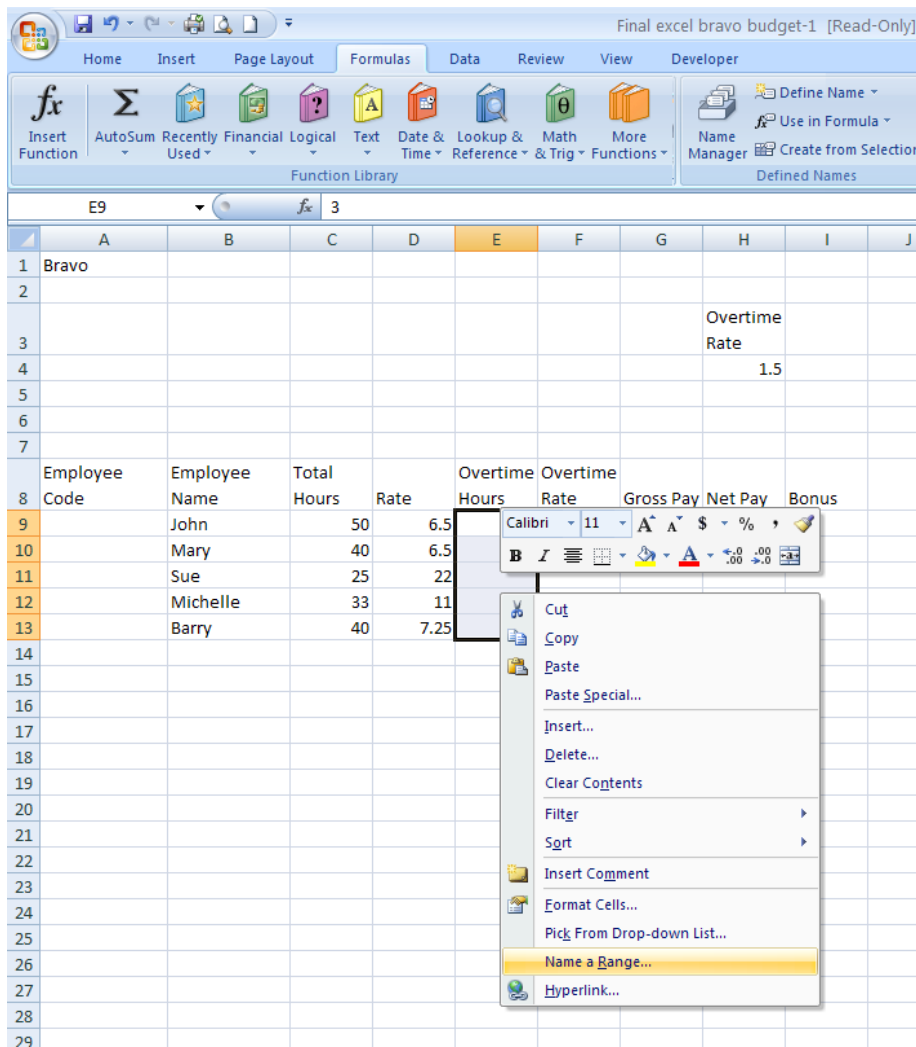
	A	B	C	D	E	F	G	H	I
1	Bravo								
2									
3								Overtime Rate	
4								1.5	
5									
6									
7									
8	Employee Code	Employee Name	Total Hours	Rate	Overtime Hours	Overtime Rate	Gross Pay	Net Pay	Bonus
9		John	50	6.5	3				
10		Mary	40	6.5	2				
11		Sue	25	22					
12		Michelle	33	11					
13		Barry	40	7.25	10				
14									
15									

Creating Range Names: Quick Menu Option

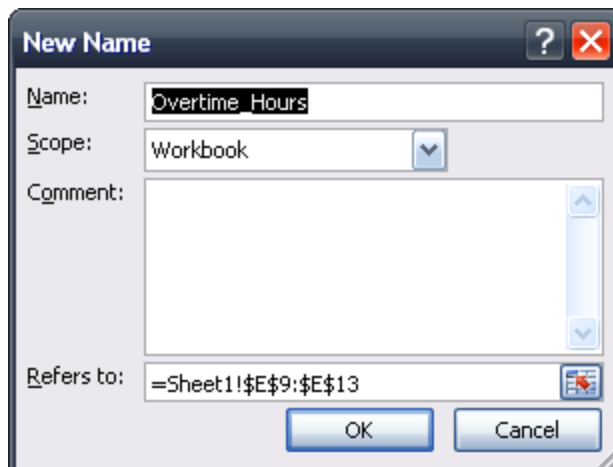
This option allows you to create names quickly and is useful in creating multiple names quickly.

1. Select the range of cells to be referenced by the name (i.e. E9:E13)

2. Right click the selection (shortcut) and click on *Name a Range...*



3. The *New Name* dialog box appears.



4. In the *Name* text box, type the desired name or use the default name.
5. From the *Scope* pull-down list, select where in the workbook the name will apply
6. **OPTIONAL:** In the *Comment* text box, type a comment or description
7. In the *Refers to* text box, verify the cells being reference by this name
8. Click **OK**

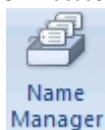
The name is created.

	A	B	C	D	E	F	G	H	I
1	Bravo								
2									
3								Overtime Rate	
4								1.5	
5									
6									
7									
8	Employee Code	Employee Name	Total Hours	Rate	Overtime Hours	Overtime Rate	Gross Pay	Net Pay	Bonus
9		John	50	6.5	3				
10		Mary	40	6.5	2				
11		Sue	25	22					
12		Michelle	33	11					
13		Barry	40	7.25	10				
14									
15									

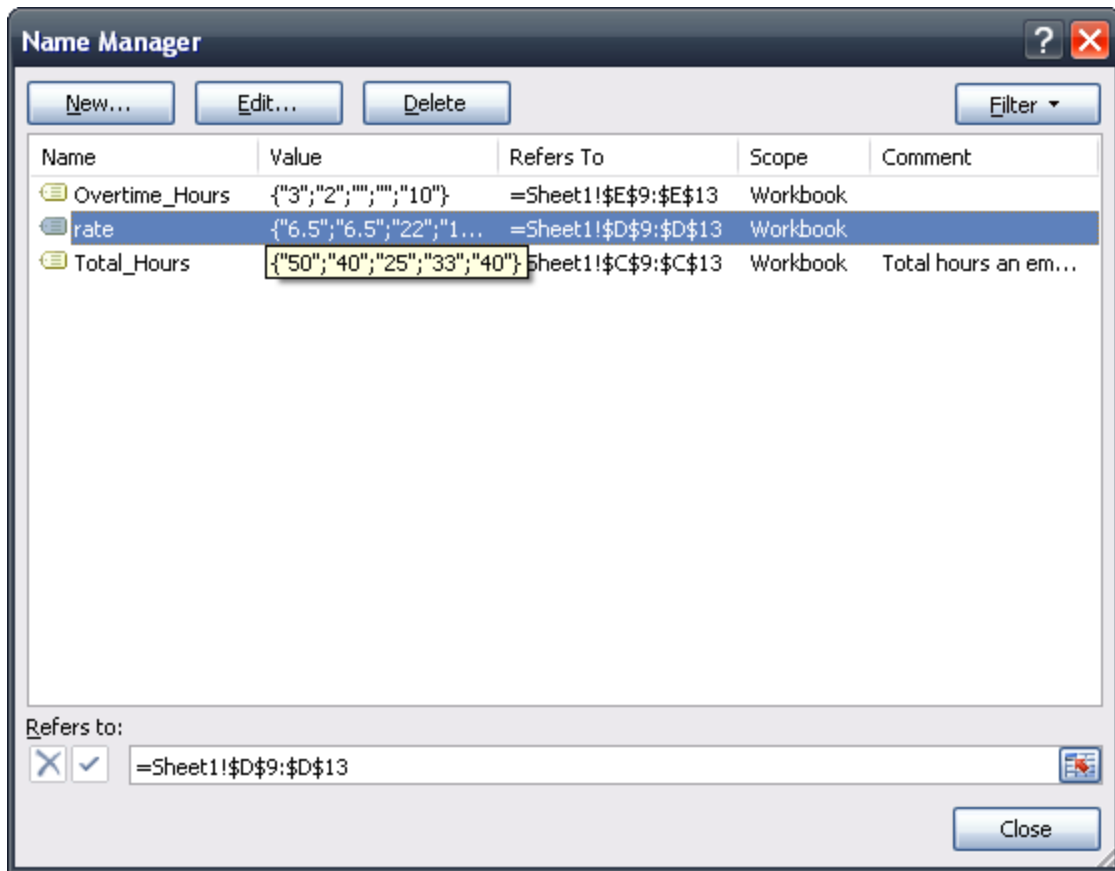
Adjusting Range Name References


Adjusting name references allows you to modify the cell references, formulas, and constants included in the range.

1. On the *Ribbon*, select the **Formulas** tab



2. Click **NAME MANAGER**
The *Name Manager* dialog box appears.



 From the list of names, select the one whose cell reference, formula, or constant you want to change

- In the *Refers to* text box, change the reference, formula, or constant
OR

To select the new range of cells,

- Click **COLLAPSE DIALOG BOX** 
- In your worksheet, click and drag to select the new range of cells
- Click the **EXPAND DIALOG BOX** 

The new range appears in the *Refers to* text box.

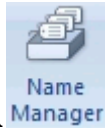
Refers to:
 =Sheet1!\$E\$2:\$E\$5

- To confirm the new range of cells, click **ACCEPT**
- Click **CLOSE**
The range reference(s) are adjusted.

Deleting Range Names

If you no longer need to refer to a range of cells that you have named, you can delete the name.

1. On the *Ribbon*, select the **Formulas** tab



2. Click **NAME MANAGER**
The *Name Manager* dialog box appears.

3. From the list of names, select the one you want to delete

4. Click **DELETE**
A confirmation dialog box appears.

5. Click **OK**

The screenshot displays the Excel 2007 interface. The 'Formulas' tab is active on the ribbon. The 'Name Manager' dialog box is open, showing a list of names: 'Overtime_Hours', 'rate', and 'Total_Hours'. The 'rate' name is selected. A confirmation dialog box titled 'Microsoft Office Excel' is overlaid on top, asking 'Are you sure you want to delete the name rate?' with 'OK' and 'Cancel' buttons. The background spreadsheet shows a table with columns for Employee Code, Name, Total Hours, Rate, Overtime Hours, Overtime Rate, Gross Pay, Net Pay, and Bonus. The 'rate' cell in row 10 is highlighted.

Employee Code	Employee Name	Total Hours	Rate	Overtime Hours	Overtime Rate	Gross Pay	Net Pay	Bonus
9	John	50	6.5	3				
10	Mary	40	6.5	2				
11	Sue	25	22					
12	Michelle	33	11					
13	Barry	40	7.25	10				

6. To delete other range names, repeat steps 3–5 as necessary
7. Click **OK**
The range name(s) are deleted.

Using Range Names in Formulas/Functions

When writing functions, referring to a name rather than using the cell references reduces the chance of errors.

Names can be used almost anywhere that you would enter a range of cell references. Common uses of names are in formulas, functions, and print ranges. When writing a function, simply use the name instead of the cell references. A SUM formula is written as follows: based on the sample file to calculate Gross Pay
EXAMPLE: = **C9*D9+E9*F9**

The function could also be written as follows:

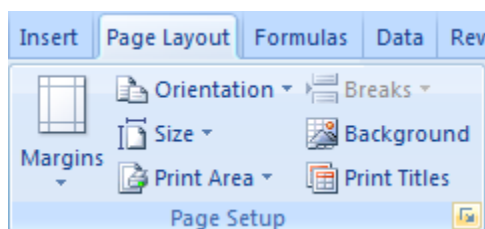
EXAMPLE: = Total Hours * Rate + Overtime Hours *Overtime Rate

Both functions will yield the same result.

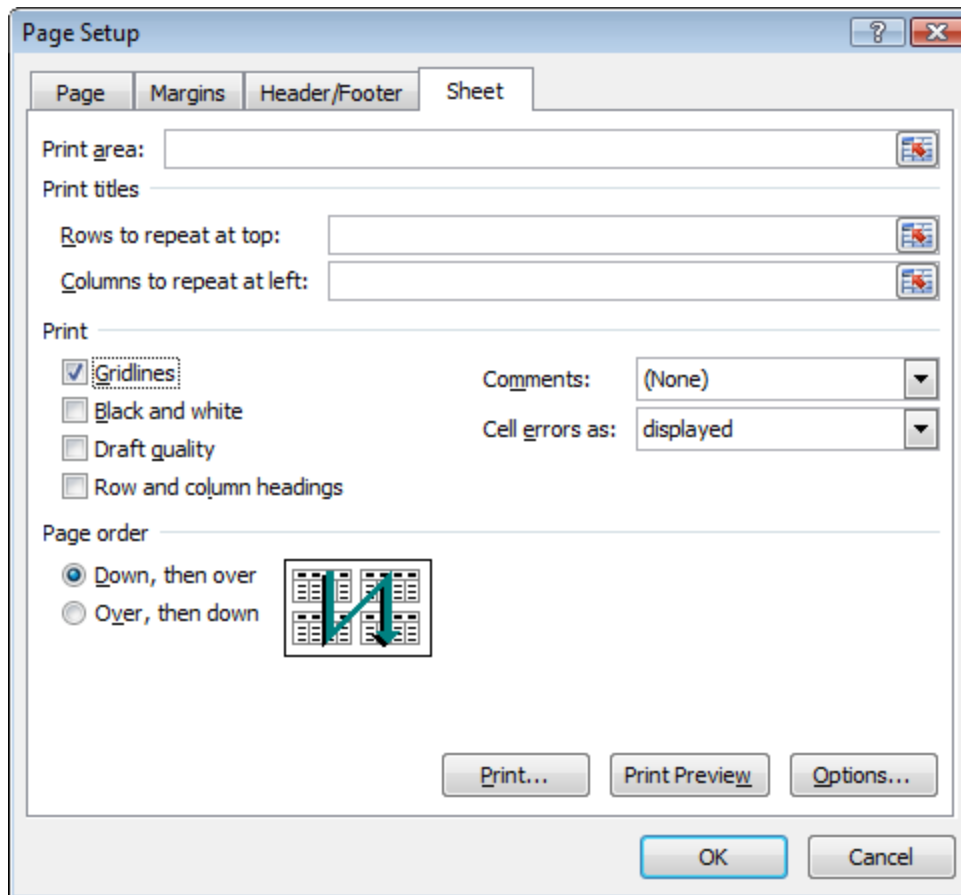
Printing Gridlines

By Default Excel does not print out gridlines with your Excel data. Here is how to make Excel print out the gridlines for easier document readability.

When you are ready to print out the Excel document click Page Layout tab on the Ribbon, then click on Page Setup



In the Page Setup dialog box click on the Sheet tab. Place a checkmark next to Gridlines and click OK. When you print your document you will now have the gridlines appear with your data!

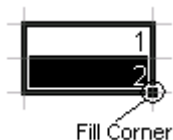


Data Fill using the Fill Handle

Using this option will extend the data in the series to the selected cells.

1. Type the information (cell contents or formula) in the first cell of the group
2. In this cell, move your pointer over the fill corner so your pointer changes into crosshairs **+**

NOTE: For this option to work, you must ensure that the pointer changes into a crosshairs before filling.

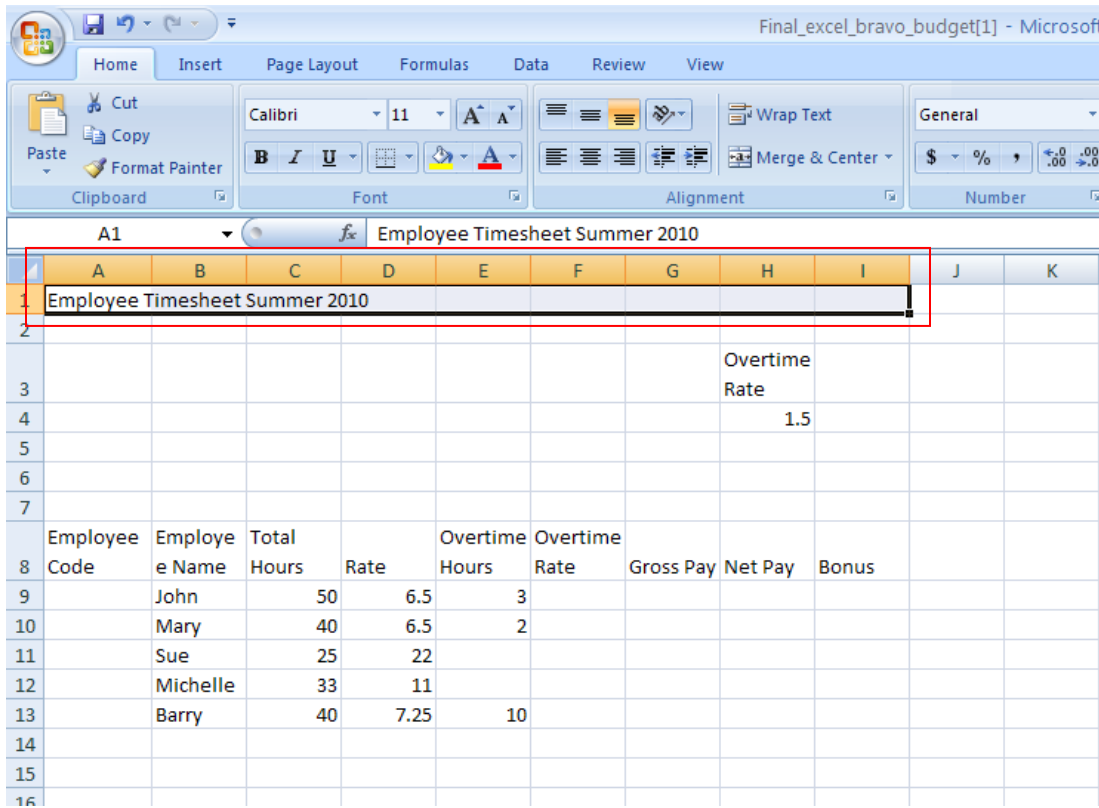


3. Click and hold the crosshairs

Merge & Center Cells


1. Select/highlight the range of cells you want to merge and center.

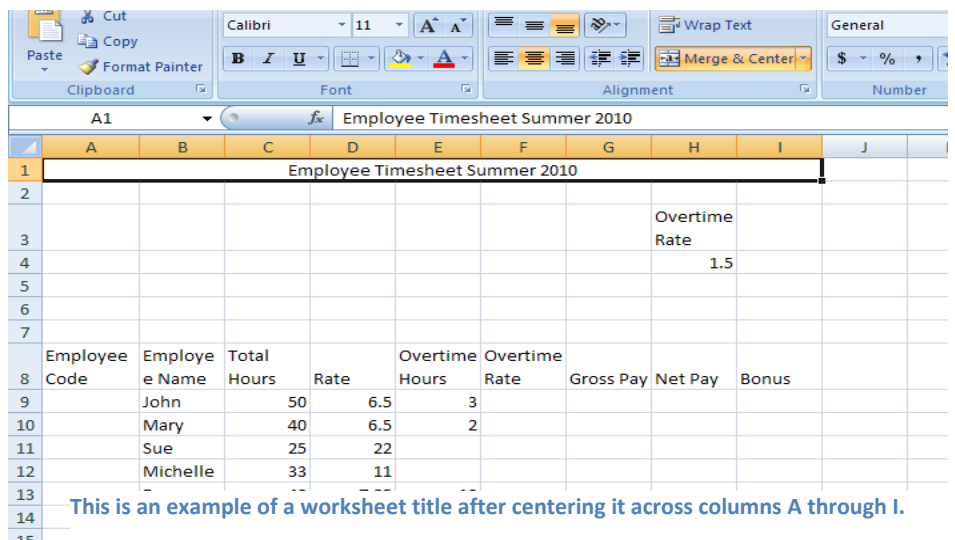
 Note: You can use Merge & Center only on a contiguous, rectangle-shaped range of cells.



This is an example of a worksheet title before Merge & Center.

2. Click the Merge & Center button in the Alignment group on the Home tab.

 The cells are merged into a single cell, and the text (if any) is centered within the merged cell.



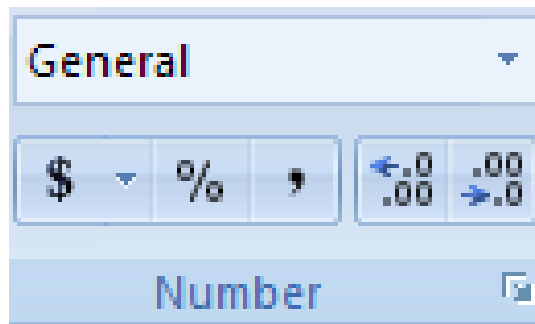
This is an example of a worksheet title after centering it across columns A through I.

Formatting Cells

Formatting Cells to Currency (\$)

Formatting is done to improve the appearance of the spreadsheet and to make the numbers easier to read and understand. Commonly used number formats include adding commas (,), percent symbols (%), decimal places, and dollar signs(\$).

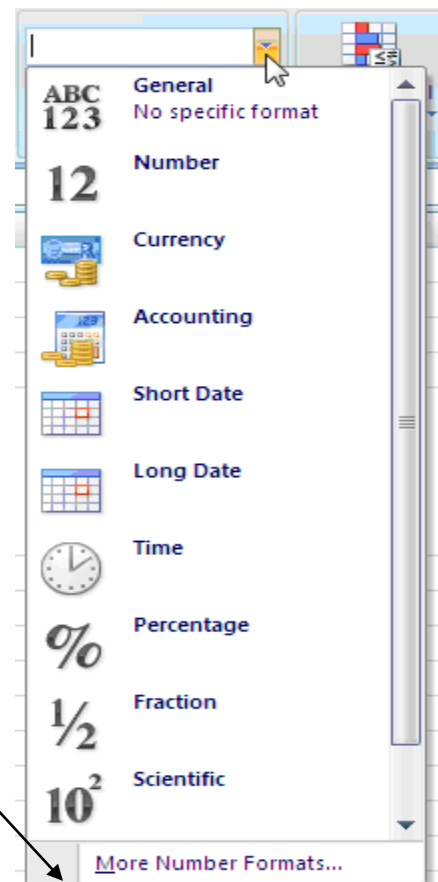
In Excel 2007, the basic number formatting options are located on the Home tab, Number group as shown here.

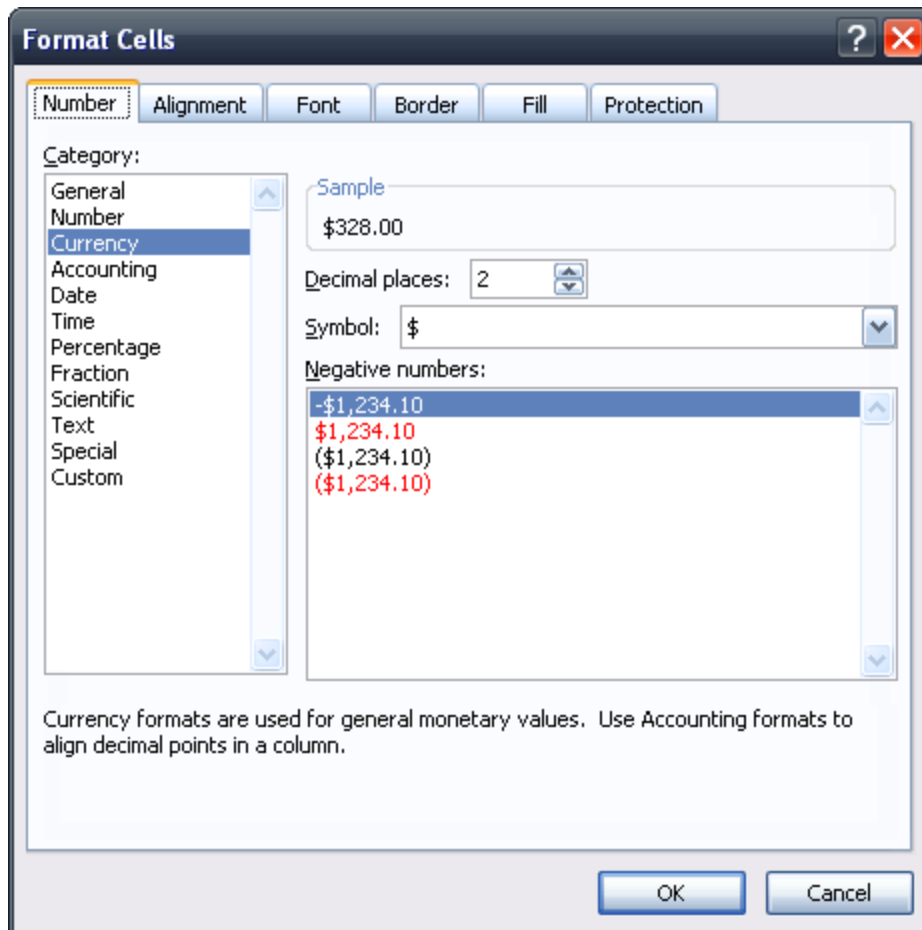


To change the basic number formatting

- Select the cell containing number that you wish to format.
- Click on the down arrow next to the **Number Format** drop-down list and select a suitable command.

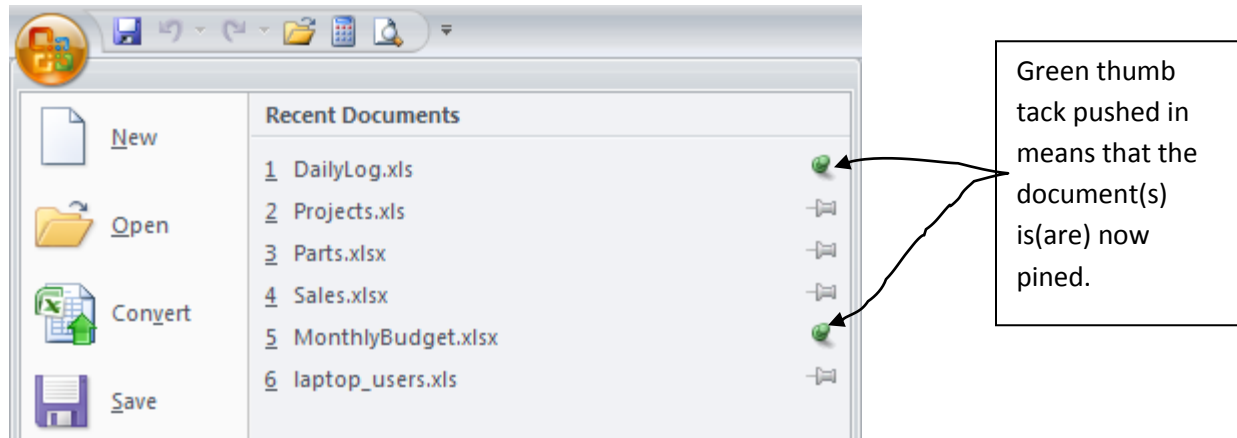
Click on **More Number Formats**:





Office 2007 - Pin important documents to Recent documents list:

- Click the **Office Button** in the upper-left corner of your Office program (Excel, Word, or PowerPoint)
- Find the **Recent Documents list** displayed on the right side of the menu
- **Locate the document** that you want to pin. If it is not there, click Open and browse to the document so it will be added to the Recent Documents list
- **Select the corresponding Pin** (to the right of the document's name) so that it turns **green**



Your document is now **pinned to the Recent Documents list**.

How to set the number of “Recent documents

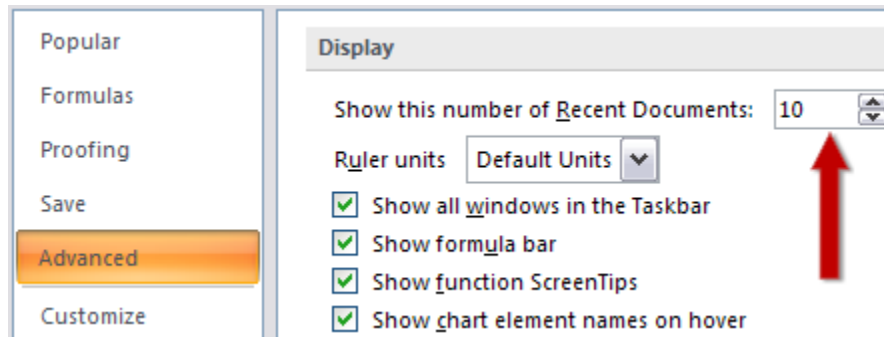
Change the number to show recent amount of documents

“**Recent documents**” list in **Excel 2007**, lists the file handles to all recently opened **Excel 2007** documents. This is a very useful option to quickly open your recent documents rather than navigating to the folder/s in which such documents are saved. Quite often, you may also want to work in several related documents, stored in different folders. “**Recent documents**” list is the easiest way to open any such recently used document.

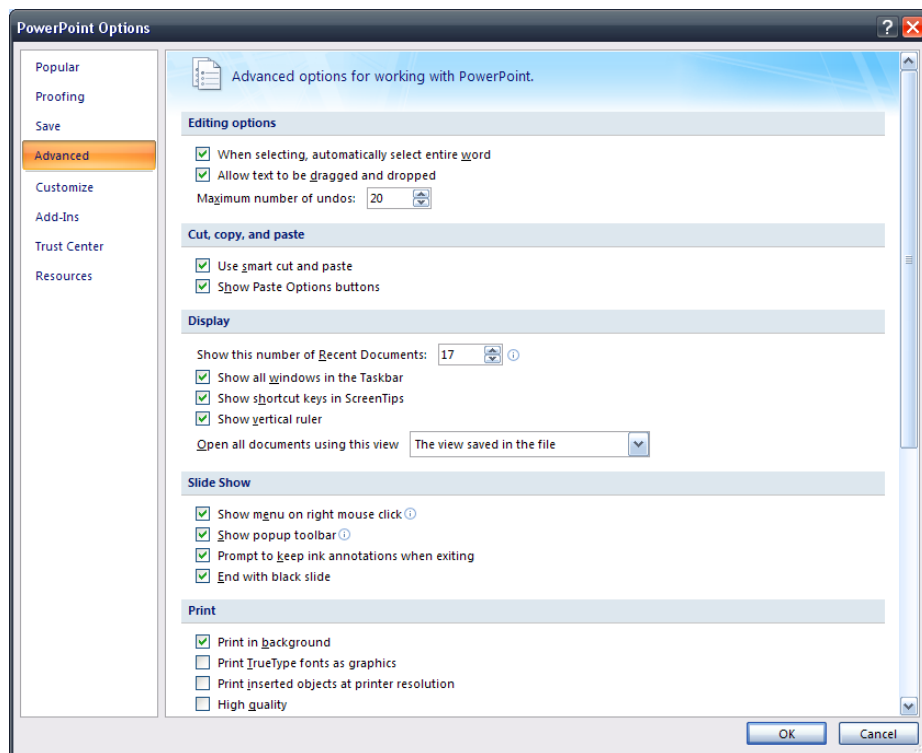
How to set the number of recent documents to show in the “Recent documents” list?

Setting the number of recent documents (file handles) to be displayed in the “Recent documents” list of office 2007:


- Click the **Office 2007 Button**
- Click the **Options** button at the bottom of the menu
- Choose **Advanced**
- Scroll down to the **Display** section
- Enter the **number of Recent Documents to display** by setting (or entering) a value in the control labeled “**Show this number of Recent Documents**”

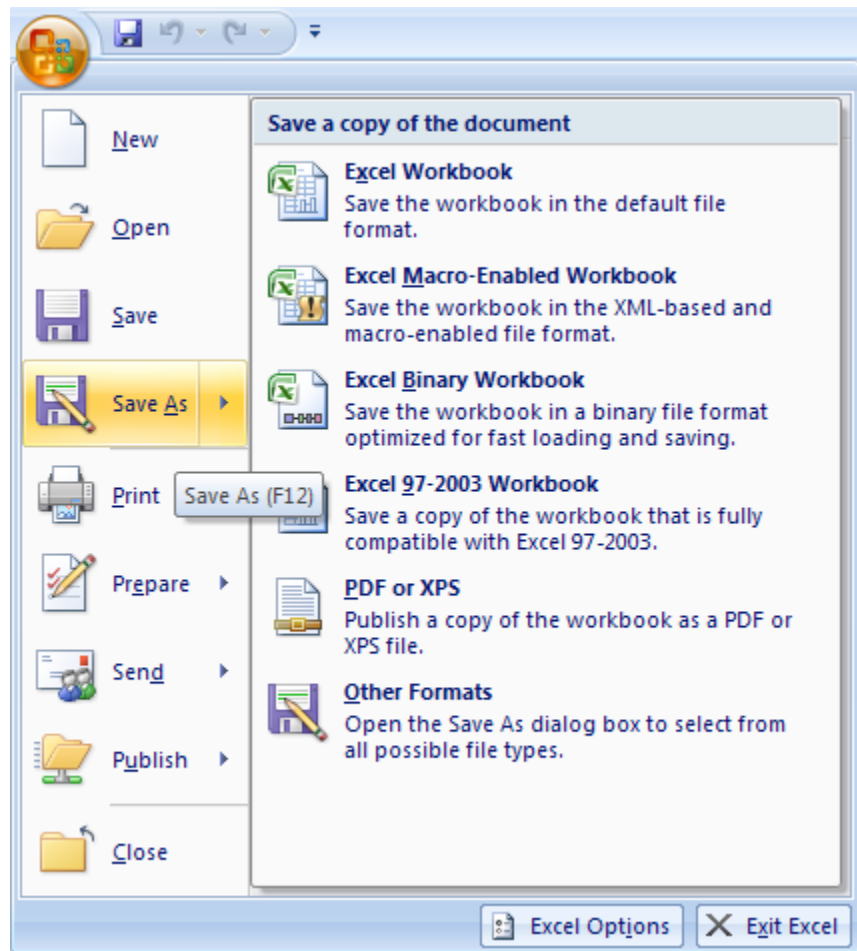


Configure the number of recent documents (file handles) to be displayed in the “Recent documents” list, according to your preferences.



Saving in Excel 2007

Click on the Microsoft Office Button  to save your document. In Office 2007, the Microsoft Office Button replaces the File menu. You click on the button to open, save and print your file as shown below.



When you choose Save As, you have options to save in the new default file format or in the Excel 97-2003 format as well as other formats. Excel 2007 has new file formats based on XML. Therefore, it has new file extensions to reflect this-- extensions with an X at the end or an M if the file has macros.

If you select the first option, to save as an Excel Workbook, the file extension will be .xlsx. If the file had macros, then it would be .xlsm. If you save it as a template, its file extension would be .xltx. However, you can save it in Excel 97-2003 format.

Note: You can always open a lower version of the software in a higher version software. But not vice versa, in order to open a higher version into a lower version while in the higher version you will need to save it as a lower version, i.e. Excel 97-2003. Or You don't have to though since there is a file convertor that can be downloaded from Microsoft that works with Office 2003 applications allowing them to open the Office 2007 files. Just go to the Download Center to get the **Microsoft Office Compatibility Pack for 2007 Office Word, Excel and PowerPoint File Formats**.