

# 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 AUTOCOMPLETIONS 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 INSERT 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: or .

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-Page or Ctrl-PageUp |

## 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.

# Ms Excel 2007 Quick Guide

**Beezix, Inc Staff**



## **Ms Excel 2007 Quick Guide:**

**Excel 2007 Pocket Guide** Curtis D. Frye, 2007-10-25 Moving to Excel 2007 is not a routine upgrade Microsoft's radical redesign of the application's user interface has led to confusion among many people who have relied on Excel for years. Our new edition of the Excel 2007 Pocket Guide has been written from the ground up to help newcomers and longtime users alike find their way around without getting lost. With this book in hand you'll be able to find your favorite Excel tools quickly. It's packed with information to guide beginners through the basics of creating spreadsheets and entering data while providing advanced users with information on formulas, pivot tables, and more. Inside you'll find a visual guide to the new Ribbon interface that helps users find familiar tools. A section designed to give beginners enough information to dive right in and start creating rich Excel workbooks immediately. Quick answers about how to perform specific tasks in Excel such as working with files, editing data, formatting, summarizing, and displaying data. Convenient techniques for connecting data across worksheets and projects. Help for moving from the basics of spreadsheet construction to more advanced features. This edition also includes an extensive reference on commonly used formulas which reveal at a glance the many possibilities Excel 2007 provides for easy calculation. Tasks in the book are presented as answers to "How do I" questions such as "How do I change the formatting of part of a cell's contents" followed by concise instructions for performing the task. You'll learn ways to customize Excel to fit your needs and how to share workbooks and collaborate with others. And much more. Don't let Excel 2007 baffle you. Pick up this convenient pocket guide and learn to navigate this redesigned application with ease. **Excel**

**2007 For Dummies Quick Reference** John Walkenbach, Colin Banfield, 2007-01-06 Fast answers to frequently asked questions. Excel 2007 essentials at your fingertips. If you like your answers quick and your information up to date, look no further. With this concise, superbly organized reference you'll quickly find just what you need to know about navigating the new interface using the Ribbon and Quick Access toolbar, saving, protecting, and recovering workbook files, entering and editing data, creating formulas and functions, and much more. *Excel 2007* Matthew MacDonald, 2007 Publisher description

**The Unofficial Guide to Microsoft Office Excel 2007** Julia Kelly, Curt Simmons, 2007-02-05 This title helps readers get the most from Excel 2007's update with insider guidance and valuable tips. It is ideal for Excel users looking for smart tips, cool insider secrets, and interesting hacks to make the most of Microsoft Excel 2007. It includes handy checklists and charts to get readers started in Excel right away. It shows readers the best way to enter, format, and organize data; use PivotTables and PivotCharts to summarize data dynamically; work with charts to illustrate data points; and learn how to automate common and repetitive tasks by writing macros with VBA. **Using Microsoft Excel 2007** Connie Hyslop, 2009-01-01 A Quick Reference Guide to Microsoft Excel. Includes tips, tricks, and shortcuts. Easy-to-follow steps written in non-technical terms. Many computer manuals are TMI (Too Much Info). The steps in this guide are brief and to the point. Using Microsoft Excel 2007 is the desk reference every user needs to become proficient in the new version of Excel. **Excel 2010 For Dummies**

**Quick Reference** Colin Banfield, John Walkenbach, 2010-04-13 Find the answers to your most important Excel questions with this reference John Walkenbach's name is synonymous with excellence in computer books that decipher complex technical topics Known as Mr Spreadsheet Walkenbach along with Excel expert Colin Banfield answers your most common and important Excel questions in this easy to understand reference You'll learn how to open save protect and recover workbook files add copy and delete worksheets enter and edit data and text create formulas and functions audit format and print and more Highly organized and free of unnecessary jargon this essential reference allows you to find the answers you're looking for quickly and easily Excel gurus Walkenbach and Banfield offer quick and easy answers to common Excel questions Offers information in a highly organized easy to understand format so you can find exactly what you need Includes information on opening saving protecting and recovering workbook files adding copying and deleting worksheets entering and editing data and text creating formulas and functions auditing formatting printing and more Covers navigating the user interface using the Ribbon and Quick Access toolbar saving protecting and recovering workbook files entering and editing data creating formulas and functions and much more Excel 2010 For Dummies Quick Reference enables you to spend more time working on your projects rather than trying to figure how to make Excel work for you *Microsoft Excel 2007 Advanced and Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Inc Staff, 2007-01-31 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced features and macros in Microsoft Office Excel 2007 The following topics are covered Range Names Naming a Range Creating Several Names at Once Limiting the Scope of a Named Range Selecting a Named Range Using a Range Name in a Formula Managing Named Ranges Structured References for Excel Tables Mixed Reference More Functions Goal Seek Saving Views Defining Scenarios Hiding Columns Rows or Sheets Data Consolidation Restricting Cell Entry with Data Validation Highlighting Invalid Data Conditional Formatting Conditional Formatting Rules Manager Protecting Unprotecting Worksheets Password Protecting Specific Cells Macros Showing the Developer Tab Recording Naming a Macro Relative vs Absolute Recording Documenting Macros Assigning a Macro to the Quick Access Toolbar Automatic Macro Execution Creating a Macro without Recording Calling another Macro Setting Macro Security Getting Help on Visual Basic Creating a Function Procedure This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of several titles available for Excel 2007 Excel 2007 Introduction Excel 2007 Charts Tables Excel 2007 Advanced Macros **Microsoft Excel 2007 Quick Source Guide** Quick Source (Firm), 2007-01-01 This 6 page tri fold full color guide is an invaluable resource for anyone who uses Excel 2007 In a clear user friendly format it provides step by step instructions short cuts and tips on how to execute the basic commands of the software Topics include using the ribbon customizing the Quick Access toolbar and creating opening and saving a workbook This guide also covers inserting renaming moving copying and deleting a worksheet as well as creating headers and footers color coding worksheet tabs selecting rows

and columns and inserting rows and columns It covers selecting inserting and formatting cells working with cells borders and merged cells The guide also includes instructions for entering and working with data creating a formula inserting a function using formula auditing tools and using the Watch Window This guide also covers how to change the view zoom split panes freeze a row or column as well as various methods of output such as printing and e mailing a workbook and much more An excellent instructional tool for the user new to Excel 2007 it also serves as a handy reference for the more experienced user

**Microsoft Excel 2007 Introduction Quick Reference Guide** Beezix Software Services,Beezix, Inc Staff,2007-01

Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2007 The following topics are covered Creating Workbooks Entering and Editing Data Clearing Cells Undo and Redo Inserting and Deleting Rows Columns and Cells Column Width and Row Height Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Drop Sheet Features Renaming Moving Copying Selecting Inserting Deleting Editing Multiple Worksheets Simultaneously and Copying Data and Formatting to Multiple Worksheets Also includes Lists of Selection and Movement Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

*Microsoft Office Excel 2007 a Beginner's Guide* W. r. Mills,2010 A training book for Microsoft Excel 2007 **Microsoft**

**Excel 2007 Charts and Lists Quick Reference Guide** Beezix, Inc Staff,2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for Charts graphs and Table features of Microsoft Office Excel 2007 This card is suitable as an accompaniment for Intermediate level Excel training The following topics are covered Excel Charts Inserting a Chart Resizing and Moving Chart Objects Changing Chart Type Charting Non Adjacent Data Adjusting Scale Two Scaled Charts Adding Removing and Formatting Legend Gridlines Data Series Explanatory Text Callouts Arrows and Circles Data Labels Adding a Projection or Trendline to a Data Series Setting the Default Chart Creating the Default Chart with one Keystroke Creating Chart Templates Applying Custom Chart Types Changing Chart Location Chart Object vs Chart Sheet Excel Tables Creating an Excel Table Excel Table vs Normal Range Changing the Table Area Adding New Rows or Columns to the Table Toggle Total Row Table Selection Shortcuts Sorting a List Multi Level Sorting Custom Sort Orders Subtotals Filtering a Table AutoFilter Advanced Filters Creating Pivot Tables Rearranging PivotTables Adding Removing PivotTable Fields Show Hide the PivotTable Field List Refreshing a PivotTable Creating a PivotChart Changing the Summary Function Filtering in a PivotTable Sorting in a PivotTable Grouping by Dates or Time This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Microsoft Office Excel 2007: Visual Quick Tips Denise

Etheridge,2007-08 Market\_Desc For home and office users of the Microsoft Office Excel spreadsheet application looking for quick and easy access to their common technology questions This series targets the price conscious time starved visual learners who wants to know the essentials about a program and are looking for quick and easy solutions to their common technology questions Special Features Visual Quick Tips helps visual learners work smarter by teaching them tips tricks and

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**User's Guide for Microsoft Office Excel 2007** Joan F. Ballantyne,2010 Excel 2007 Helen Dixon,2007-05-29 Many experienced users may initially find Excel 2007 rather disorientating But Excel 2007 Beyond the Manual will introduce those who are already familiar with Excel basics to more advanced features like consolidation what if analysis PivotTables sorting and filtering and some commonly used functions You ll learn how to maximize your efficiency at producing professional looking spreadsheets and charts and become competent at analyzing data using a variety of tools The book includes practical examples to illustrate advanced features It also covers new features of Excel 2007 along with ways to access old features You ll even gain timesaving tips and shortcuts *Microsoft Excel 2007 Quick Source Guide* The ReSource Network,2007-10

*Microsoft Office 2007 for Windows* Steve Schwartz,2007-05-31 Completely redesigned to help users finish tasks more quickly and manage information more effectively Microsoft Office 2007 will offer users a new look and smarter ways of getting things done From the expanded depth and power of Excel 2007 to the new graphics capabilities and formatting tools of PowerPoint Microsoft has rethought and reworked the entire suite And in this new edition of our Office Visual QuickStart Guide author Steve Schwartz has rewritten from the ground up the entire book to better aid readers as they get up to speed with the new Office tools The book is essential reference tool for the home and small business user covering everything in the Office Basic Home Student Standard and Small Business suites Software covered includes Word Excel OneNote Outlook PowerPoint and Publisher Easy visual approach uses pictures to guide you through Microsoft Office and show you what to do Concise steps and explanations let you get up and running in no time Page for page the best content and value around Table of Contents Part I Introducing Microsoft Office 2007 Chapter 1 What s New in Office 2007 Chapter 2 Office Basics Part II Microsoft Word Chapter 3 Getting Started with Word 2007 Chapter 4 Formatting Documents Chapter 5 Creating Outlines Chapter 6 Tables Charts and Art Chapter 7 Sharing Word Documents Part III Microsoft Excel Chapter 8 Getting Started with Excel 2007 Chapter 9 Formatting Worksheets and Data Chapter 10 Formulas and Functions Chapter 11 Working with Tables Chapter 12 Creating Charts Part IV Microsoft PowerPoint Chapter 13 Getting Started with PowerPoint 2007 Chapter 14 Creating a Presentation Chapter 15 Completing a Presentation Part V Microsoft Outlook Chapter 16 Getting Started with

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*Airport Passenger Terminal Planning and Design: Spreadsheet models and user's guide* Landrum & Brown, 2010 TRB's Airport Cooperative Research Program ACRP Report 25 Airport Passenger Terminal Planning and Design comprises a guidebook spreadsheet models and a user's guide in two volumes and a CD ROM intended to provide guidance in planning and developing airport passenger terminals and to assist users in analyzing common issues related to airport terminal planning and design Volume 1 of ACRP Report 25 explores the passenger terminal planning process and provides in a single reference document the important criteria and requirements needed to help address emerging trends and develop potential solutions for airport passenger terminals Volume 1 addresses the airside terminal building and landside components of the terminal complex Volume 2 of ACRP Report 25 consists of a CD ROM containing 11 spreadsheet models which include practical learning exercises and several airport specific sample data sets to assist users in determining appropriate model inputs for their situations and a user's guide to assist the user in the correct use of each model The models on the CD ROM include such aspects of terminal planning as design hour determination gate demand check in and passenger and baggage screening which require complex analyses to support planning decisions The CD ROM is also available for download from TRB's website as an ISO image

*The Unofficial Guide to Microsoft Office Excel 2007* Julia Kelly, Curt Simmons, 2008-02-11 The inside scoop for when you want more than the official line Microsoft Office Excel 2007 may be just what you need to crunch numbers but to use it with confidence you'll need to know its quirks and shortcuts Find out what the manual doesn't always tell you in this insider's guide to using Excel in the real world What are the secrets of pro users Are there shortcuts for repetitive tasks From writing formulas to using charts first get the official way then the best way from two experts Unbiased coverage of how to get the most out of Excel 2007 from creating workbooks and writing formulas to comparing data Savvy real world advice to help you set up enter format and organize your data Time saving techniques and practical guidance on creating custom macros with VBA and using PivotTables and PivotCharts Tips and hacks with practical ways to save time avoid pitfalls and increase your output Sidebars tables and illustrations featuring toolbar buttons and more ways to be productive in Excel Watch for these graphic icons in every chapter to guide you to specific practical information Bright Ideas are smart innovations that will save you time or hassle Hacks are insider tips and shortcuts that increase productivity When you see Watch Out heed the cautions or warnings to help you avoid common pitfalls And finally check out Inside Scoops for practical insights from the author It's like having your own expert at your side

**The Writers Directory**, 2013

**Look Smarter Than You Are with Essbase - An End User's Guide** Edward Roske, Tracy McMullen, 2008-06-01 How

Can I Use Essbase to Analyze Data With millions of users world wide Essbase seems to be everywhere these days and now it s a part of your life You want to slice and dice data analyze information and make highly formatted spreadsheet retrievals You re sure Essbase is the answer and thank goodness your boss bought copies of this book for your entire department This book is your key to unlocking the world of analysis through Essbase You will learn How to connect to Essbase databases and retrieve data What is multi dimensionality and why should you care The basics of Essbases end user add ins for adhoc analysis Steps to creating highly formatted reports and templates that you can use month after month Creation and saving of advanced analytic queries using the query designers



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