


## Excel 2007: Basics

### ➤ Opening Excel




Open Excel by double-clicking on the desktop icon (or single-click & press Enter on the keyboard). Or use Start>All Programs>Microsoft Office>Excel or some combination of menus & sub-menus.

Close Excel by clicking on the X in the upper right.   
Close the spreadsheet by clicking on the X below these buttons.

### ➤ Characteristics of a Worksheet

- A cell can contain up to 32,767 characters, but column width is only 255 characters.
- A worksheet can contain up to 1,048,576 rows and up to 16,384 columns.
- The number of worksheets in a workbook is restricted by available memory of the computer.

### ➤ Editing

- When you open a new workbook, the cell A1 is active in the first worksheet. You can start typing in that cell right away or you can move to another cell. You can use the arrow keys or the mouse to select a cell.
- Press Enter or leave the cell to put the information into the computer's memory.
- You can use the Undo button  to undo the last 16 actions in your worksheet.

### ➤ Using the keyboard to move to a new cell

- Press the Enter button if you want to type in the cell below.
- Press the Tab key if you want to type in the cell to the right.
- Use Shift+Tab if you want to type in the cell to the left.
- Use Shift+Enter if you want to type in the cell above.

You can edit individual characters in a cell by double-clicking the cell and selecting individual characters to edit. Using these buttons will allow you to move within the cell.

Home	Moves the insertion point to the beginning of the cell entry.
End	Moves the insertion point to the end of the cell entry.
Right (→)	Moves the insertion point one character to the right in the cell entry.
Left (←)	Moves the insertion point one character to the left in the cell entry.
Backspace	Deletes characters or selected text to the left of the insertion point.
Delete	Deletes characters or selected text to the right of the insertion point.

### ➤ Formatting Numbers

When formatting numbers in a cell or range, you can choose many categories. The default option is usually **General**. If you are typing dates & don't like the way that Excel is changing them, use the **Date** category to choose the correct method for the document. If Excel is treating an alphanumeric phrase as a mathematical expression or a date, use the **Text** category to keep the alphanumeric entry exactly as you typed it.



Click the Home tab, look for Number section

- The “Dollar Sign” button will change the number to a currency style with a dollar sign to the left, separated 1,000’s with a comma, & 2 decimal places.
- The “Percent” button will display the value as a percentage with 0 decimal places.
- The “Comma” button will display the value with 1,000’s separated by a comma & 2 decimal places.
- The next 2 buttons will either increase or decrease the number of decimal places.

### ➤ Formatting Cells

Each cell can be changed individually or as part of a group.

- Select the cell or range of cells.
- Use **Home Tab** and choose among several groups—**Number, Alignment, Font, Border, Patterns, & Protection**.

### ➤ Under the **Font tab**, you can:

- Choose to change the font type and size.
- Choose have text or numbers shown in bold, italic, or underlined.
- Choose to have characters shown as superscript, subscript, or strikethrough.
- Choose a color for the characters in the cell.



### ➤ Format Painter



You can quickly copy formats between cells and objects.

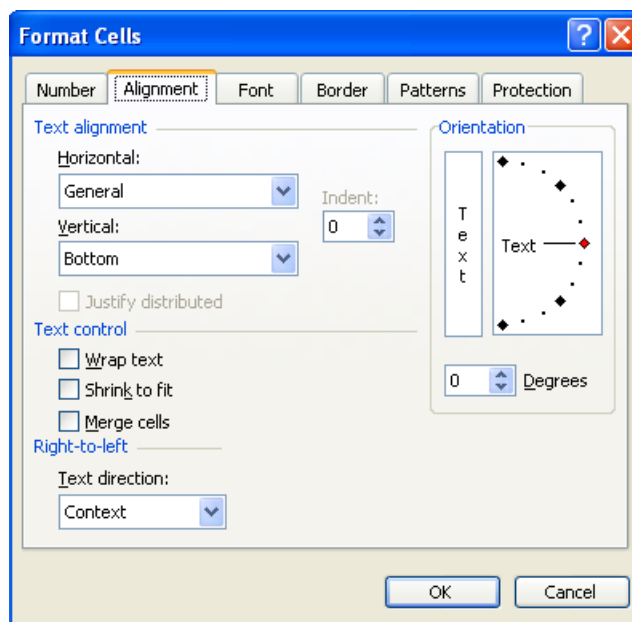
- Select the cell that has the desired formatting.
- Click on the **Format Painter** (once to paint once, double-click to keep the Format Painter on). Notice that the mouse cursor has turned into a paintbrush and white plus sign.
- Paint by holding down the left mouse button & clicking into an individual cell or dragging through many cells.
- To release the paintbrush, click on the **Format Painter** once.

## ➤ Changing Column Width and Row Height

- If you see a row of pound signs (#####) in the cell, the column is not wide enough to display the numerical value contained in that cell. To change the column width, use Home>Cells>Format>Autofit Column Width which adjusts the width of the column to the widest entry. (If you add other entries later, the width may need to be readjusted.)
- To change the row height, use Home>Cells>Format>Autofit Row Height to adjust the height of the row to the tallest entry. (If you add other entries later, the height may need to be adjusted.)

## ➤ Under the **Alignment** tab, you can:

- Adjust both horizontal and vertical alignment.
- Choose options such as left, right, centered, and justified in the drop down lists.
- Choose to what degree you want the text or numbers to be slanted in the cell.
- Choose to have the text wrapped around, reduced to fit the cell, or merged to carry over onto other cells.



## ➤ AutoComplete

When you are typing text in a cell, AutoComplete suggests a matching item from another cell in the column once you have typed enough letters to identify it. Right-clicking and using **Pick From Drop-down List** gives similar results. If **AutoComplete** is not working, use Click on Office Button in upper left hand corner>Excel Options>Advanced

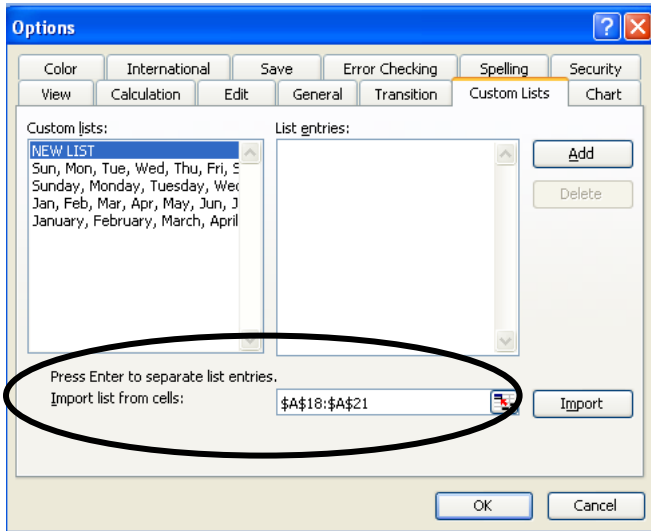
## ➤ AutoFill

Once you type one, two, or more cells that contain the basis for a series, select the cells and then drag the AutoFill handle—the black square that appears at the lower-right corner of the last cell selected—to show AutoFill the range of cells you want to fill with the series of data. AutoFill analyzes the starting cells, determines what the contents of the other cells should be, and enters the information automatically.

To make a custom list, use **Office Button>Excel Options>Popular** and choose the **Edit Custom Lists** button.

- Select **NEW LIST**.
- Start typing the new list in the **List entries:** box. Press the **Enter** key after each item.
- Click on the **Add** button to add the list to the **Custom Lists** box.
- If you want to edit the list, click on the list and edit in the **List entries:** box.
- If you want to delete the list, click on the list and click on the **Delete** button. Click **OK** to the message about permanently deleting the list.

- Click **OK** to get out of the dialog box.



If you have a long list that you have already created in one location and you want it available for other locations, select the list first.

Then follow the directions above.

If the cells already show up in the “Import list from cells:” box, click **Import**.

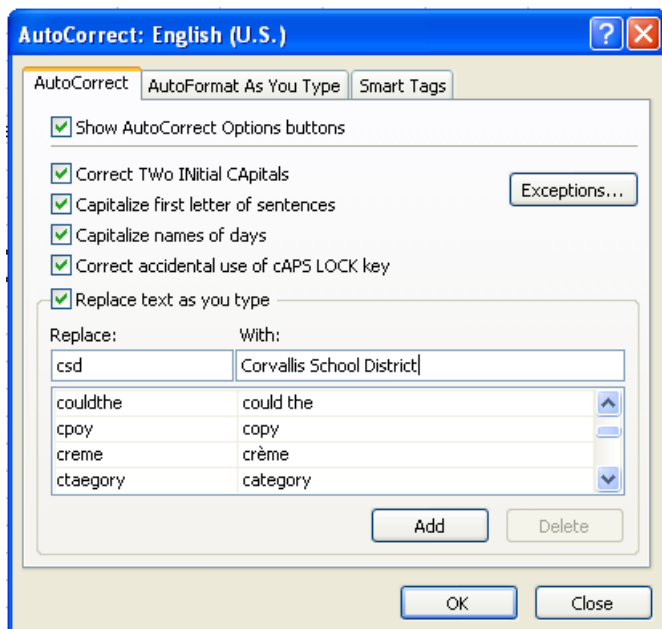
The values should show up in the “List entries:” box.

Click **OK** and use the list.

### ➤ AutoCorrect

This feature corrects common spelling errors as you type text into a cell. This option is found in **Office Button>Excel Options >Proofing> AutoCorrect Options**. Choose what you would like to be automatically corrected while you type.

If you have a long phrase or title that you type on a regular basis, you can also use the “Replace text as you type” feature.



For example:

You can type “csd” in the “Replace:” box, and type “Corvallis School District” in the “With:” box, and click on **Add** and **OK**.

Then if you go to a cell and type “csd” and press Enter or leave the cell, the “csd” should fill in with “Corvallis School District.”

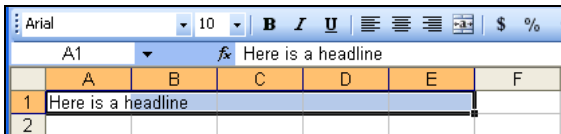
To delete an automatic replacement, type the shortcut into the “Replace:” box. After the phrase shows up in the “With:” box, click on **Delete** and **OK**.

## ➤ Merge and Center

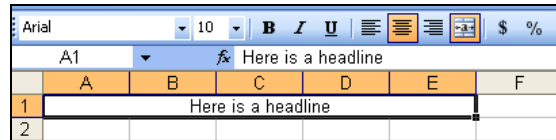


If you want a title to go across several columns, type the title in the left cell. Select all the cells that include the distance for the title. Click on the Home>Merge & Center

Notice that in this example cell A1 is now enlarged to a width of 5 columns & the text is centered. (When you merge cells, the cells to the right of the first one, Cells B1, C1, D1, & E1, are inaccessible.)



	A	B	C	D	E	F
	Here is a headline					
1	Here is a headline					
2						



	A	B	C	D	E	F
	Here is a headline					
1	Here is a headline					
2						

## ➤ Sorting

Excel provides database-sorting capacity. If there are rows of information, data can be sorted based on a certain column heading and the row information will stay together. For example, if there was a list of employees and you wanted to sort the list by birth dates, you could click anywhere in the Birthdate column, click Home>Sort & Filter

Use Custom Sort to have more choices about sorting. If the list starts with a header row, the list can be sorted by the Header row name.

Here are the rules for sorting in ascending order. The rules for sorting in descending order are reversed for the first 3 rules.

- Numbers are sorted from the smallest negative number to the largest positive number.
- Dates and times are sorted based on their underlying value.
- Text and text that includes numbers is sorted as follows: 0 1 2 3 4 5 6 7 8 9 (space) ! " # \$ % & ' ( ) \* + , - . / : ; < = > ? @ [ \ ] ^ \_ ` { | } ~ A B C D E F G H I J K L M N O P Q R S T U V W X Y Z.
- All error values are equal and are not sorted.
- Blanks are always sorted last.

## ➤ Under the **Border** tab, you can:

- Choose where on the spreadsheet to have the border or lines outlining a specific area.
- Change the style and color.
- The changes can be effective for a single cell or a range of cells, depending on what is highlighted at the time.

- Under the **Patterns** tab, you can:
  - Choose among options filling the cell's background.

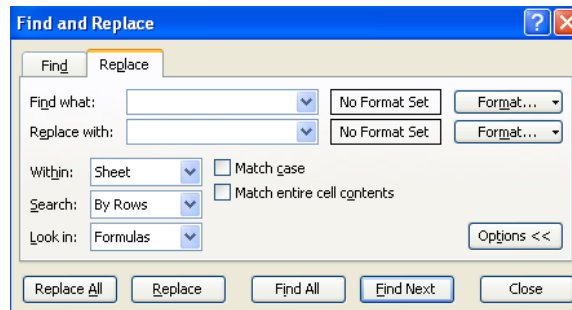
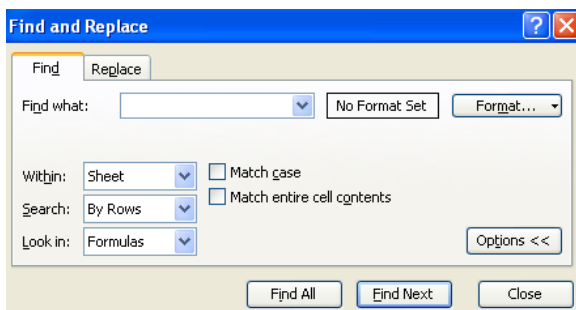
Choose a pattern and/or color.

	B	C	D	E	F
2	Local High School Magazine Sales				
3	Students	Jan	Feb	Mar	
4	Blue, A.	124	209.69	142.88	
5	Brown, M.	170.38	109.01	150.28	
6	Green, V.	419.26	215.19	119.21	
7	Black, N.	148.44	125.56	180.26	
8	Total	\$862.08	\$659.45	\$592.63	
10					

- Under the **Protection** tab, you can:
  - Choose to keep certain cells locked or hidden.
  - This is only effective when the spreadsheet itself has protection.

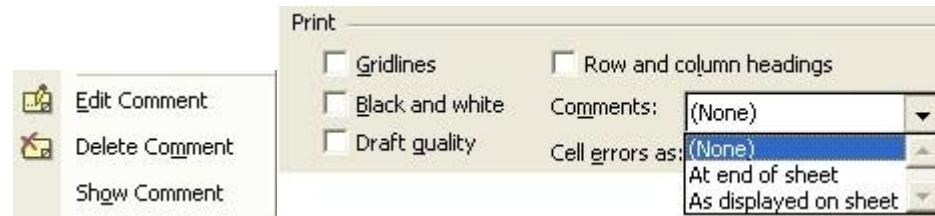
### ➤ Finding and Replacing Information

- You can use Home>Find & Select>Find or Replace. Either will get you to the Find and Replace dialog box.



- In Find what, type the word, phrase, or number you are seeking. A question mark (?) matches any single character. An asterisk (\*) matches any string of characters.
- In the Replace with, type what you want instead of what is found. If you leave this box blank, it will clear the phrase in the Find What box.
- In Within, choose Sheet or Workbook
- In Search, choose columns or rows. Searching by columns is usually faster.
- In Look in, choose formulas or values.
- Use Match case when you want to distinguish between uppercase and lowercase characters.
- Use Match entire cells only when you want to search for an exact and complete match of characters specified in the Find what text box. If this option is not selected, the Find feature will locate partial information.
- Click Find All to see a list of all incidents.
- Click Find Next to find the first or next incident in the table.
- Use Replace All if you want all incidents changed. Use Replace if you want to change each incident separately.

- **Inserting Comments:** To insert a comment about a cell, click on the cell. Use Review>New Comment and type the information in the box. (You can delete the name posted at the beginning of the note.) Click in another cell to close the comment. Notice that there is a red mark in the upper right of the cell with the comment. Once a comment has been created, it can be modified. To change the comment text, right-click on the cell and use Edit Comment. Make changes in the comment box. To remove comment, right-click on the cell and use Delete Comment. To have the comment continually showing, right-click on the cell and use Show Comment. To hide the comment, right-click on the cell and use Hide Comment.



To print comments, use Page Layout>Page Setup>Print Titles. In the “Print Comments:” area, click on the drop-down arrow and choose “At end of sheet” or “As displayed on sheet.”

#### ➤ AutoCalculate

Select a range of cells, in the status bar view the total value of the range of cells that are selected. If you do not see the value, right click on the status bar and choose what you want to see.

- Values are **Average, Count (Entries in Cells), Count Numbers, Maximum, Minimum, and Sum.**

#### ➤ AutoSum

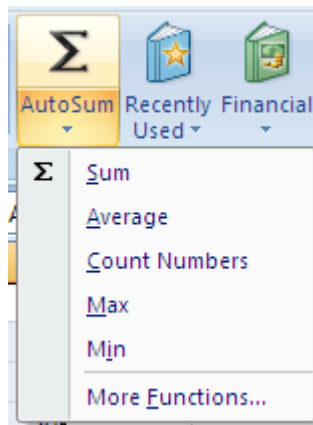
After selecting a range of cells and clicking the **AutoSum** button, the calculation required to arrive at the sum is automatically entered into a nearby cell. You can also choose a cell and click the **AutoSum** button. If the **AutoSum** function guesses the wrong cells you want added, you can correct it by selecting different cells.

- Select a range of cells.
- Click the **Formula tab>AutoSum button**. The total value shows up in a nearby cell.

Or

- Place the cursor in a cell near a range of numbers.
- Click the **Formula tab>AutoSum button**.
- If the **AutoSum** function is incorrect, go to the correct cells.
- Hold down the left mouse button to drag and select the correct range.

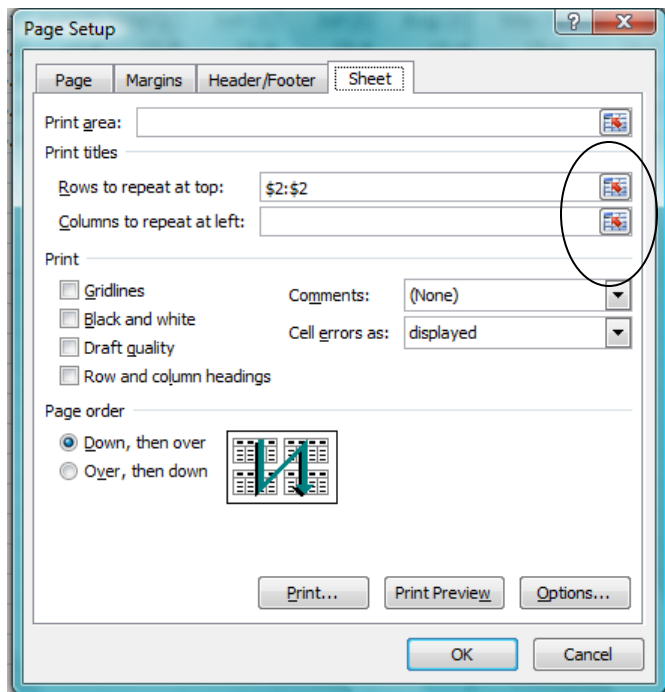
- You can also click on the dropdown arrow next to this button to automatically perform more calculations.
- You can automatically calculate the Sum, Average, Count, Max, and Min.
- Clicking on “More Functions” will get you to the “Insert Function” dialog box.



## ➤ Printing Multiple Sheets with Repeated Row or Column

If you have information over multiple sheets and you want to keep track of information in the top row or left column, you can have that row or column repeated on every printed page.

Use Page Layout>Page Setup>Print Titles. Depending on whether a row or column is needed, click on the box at the right of that entry box.



Click on the row or column needed. It is usually the first row or the first column. Click on the box at the right again. Click on Print Preview to see if the information is accurate. Then click on Print or OK.

## ➤ Adding More Worksheets

You can add more worksheets by right-clicking on the worksheet's tab and choosing Insert>Worksheet.

➤ You can change the name of your worksheet by right-clicking on the worksheet's tab and choosing Rename. Worksheet names:

- Can be up to 31 characters in length.
- Cannot contain colons, slash marks, backslashes, question marks, or asterisks.
- Cannot be enclosed in square brackets.
- Cannot be the same as another sheet in the group.