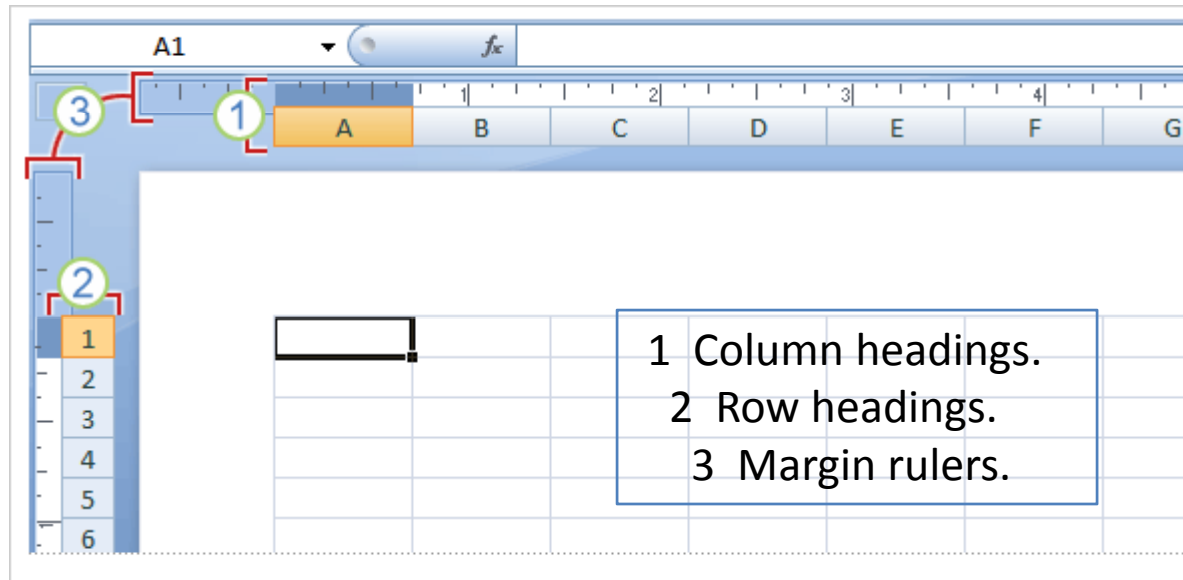


# Excel 07

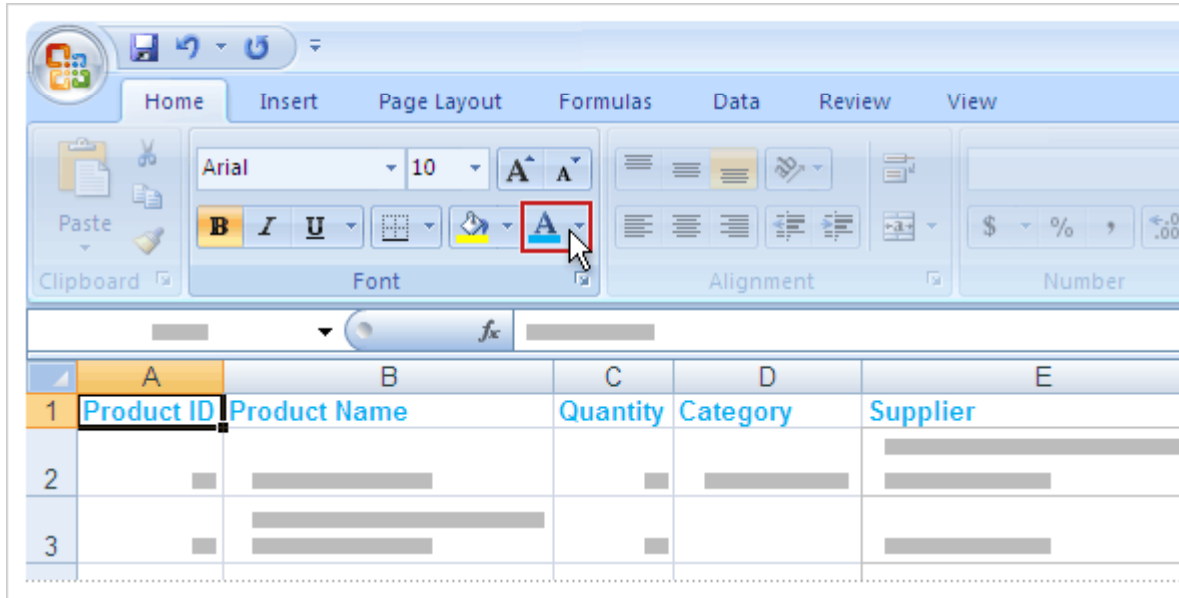
Rob Curnow

CVSD Technology Integration

# A New View



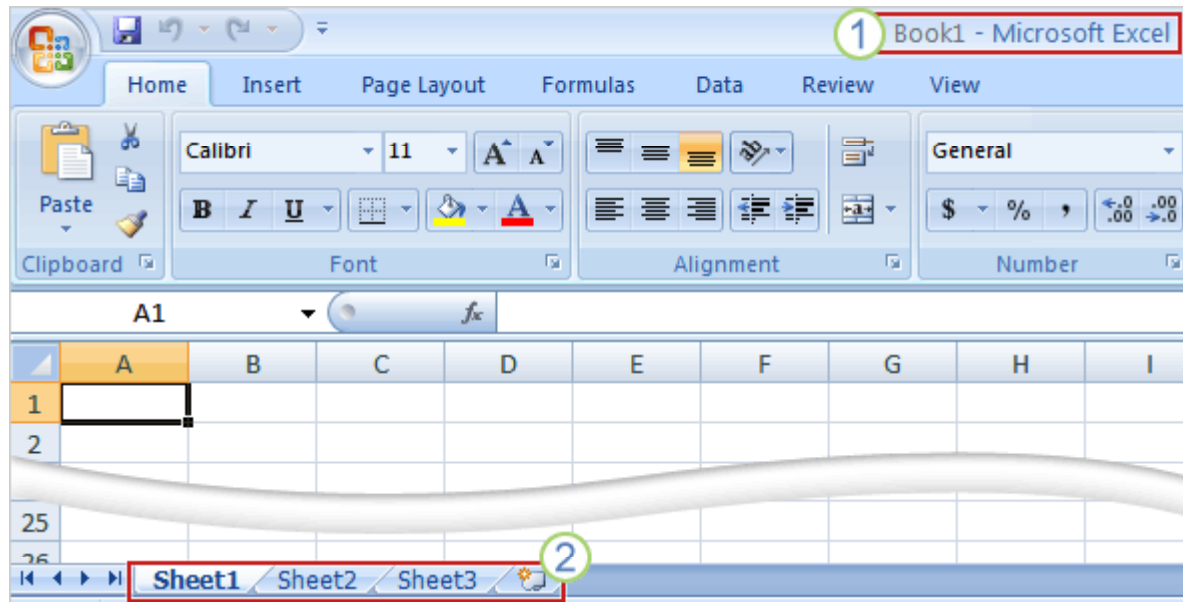
# Format and Edit Data



**TIP:**  
You can also access the text tools by selecting the text then right clicking to bring up the floating toolbar.

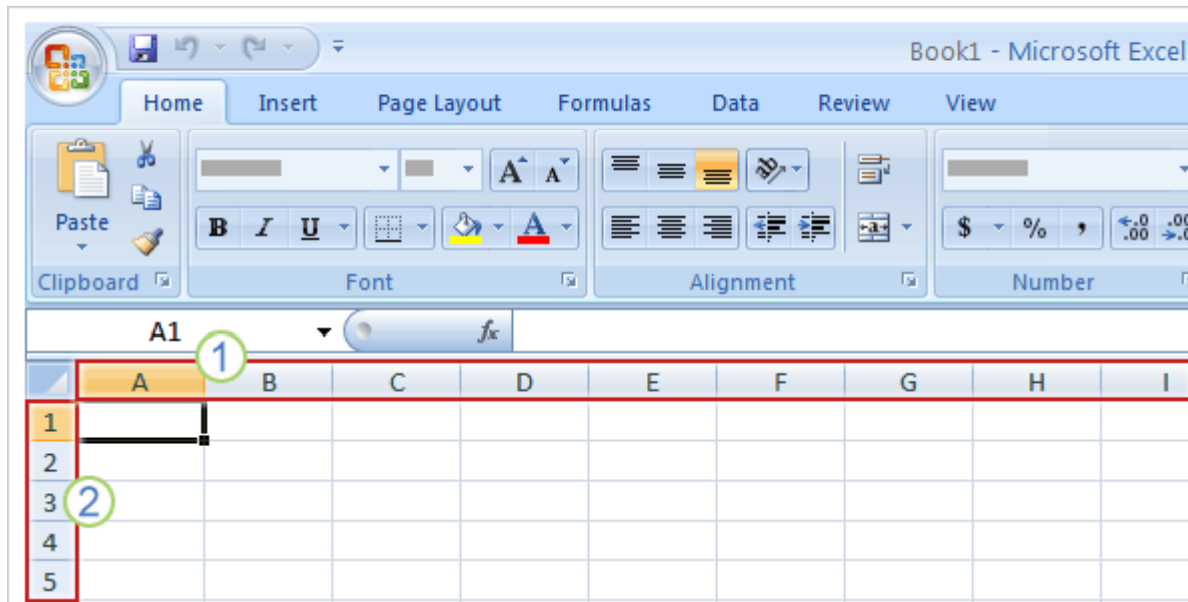
Text formatting is available by clicking on the **Home** tab

# Workbooks and worksheets



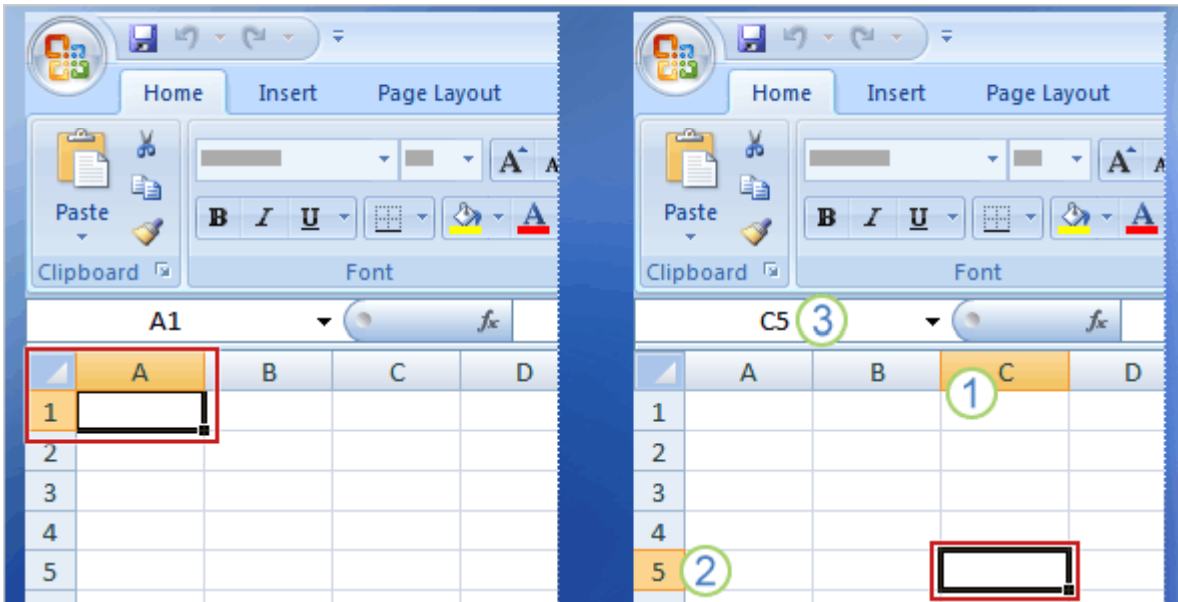
- 1 The first workbook you open is called Book1. This title appears in the title bar at the top of the window until you save the workbook with your own title.
- 2 Sheet tabs at the bottom of the workbook window.

# Columns and rows



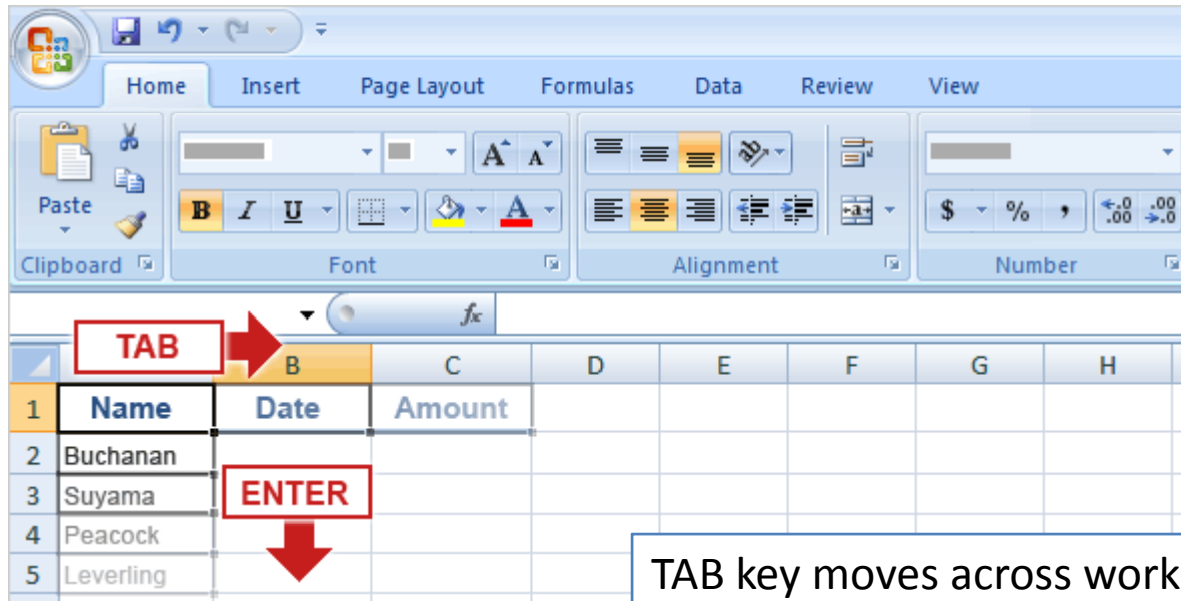
- 1 Column headings are indicated by letters.
- 2 Row headings are indicated by numbers

# Cells



- 1 Column C is highlighted.
- 2 Row 5 is highlighted.
- 3 Cell C5, the active cell, is shown in the **Name Box** in the upper-left corner of the worksheet.

# Entering data



TAB key moves across worksheet  
ENTER key moves down worksheet

# Copy/moving Data

	A	B	C
1	January		
2	February		
3	March		
4	April		
5	May		
6	June		
7	July		
8	August		
9	September		
10	October		
11	November		
12	December		
13	January		
14			

TIP:

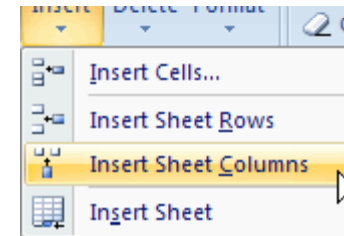
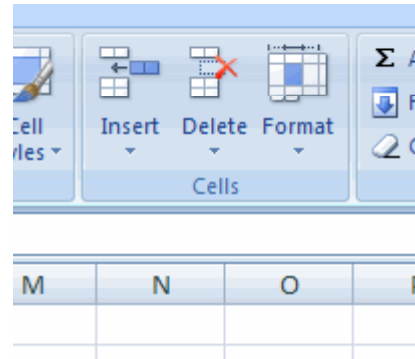
**Hold down** the CTRL key while clicking and dragging to copy data from one cell to another

- 1 Select the cells you would like to move.
- 2 Grab the edge of the cells and drag to new location

# Insert column or a row

A1

	A	B
1	January	
2	February	
3	March	
4	April	
5	May	
6	June	
7	July	
8	August	
9	September	
10	October	
11	November	
12	December	
13	January	
14		



Click on the Home tab and go to the Cells menu then Insert

Pull down to Insert sheet Rows or Insert Sheet Columns

Select the top cell in column

# Enter dates and times

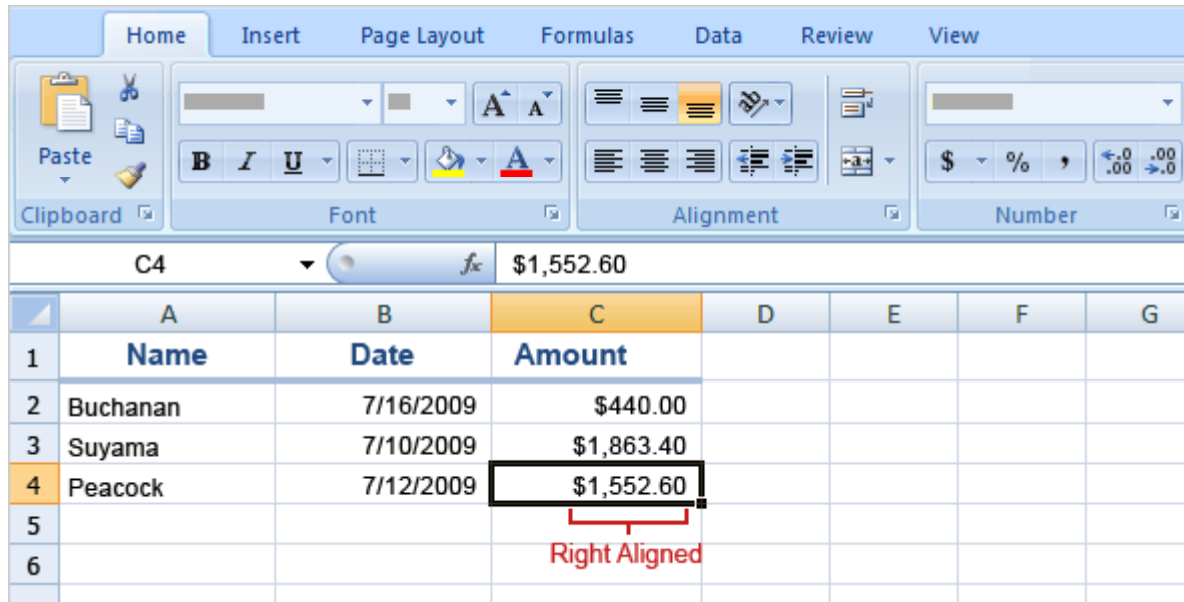
The screenshot shows the Microsoft Excel interface with the Home tab selected. The ribbon includes options for Clipboard, Font, Alignment, and Number. The active cell is B5, containing the date 7/12/2009. The spreadsheet has three columns: Name, Date, and Amount. The Date column contains the following data:

	A	B	C	D	E	F	G
1	Name	Date	Amount				
2	Buchanan	7/16/2009					
3	Suyama	7/10/2009					
4	Peacock	7/12/2009					
5							
6	Left Aligned	Right Aligned					

To enter a date in column B, the Date column, you should use a slash or a hyphen to separate the parts: 7/16/2009 or 16-July-2009. Excel will recognize this as a date.

If you need to enter a time, type the numbers, a space, and then "a" or "p" — for example, 9:00 p. If you put in just the number, Excel recognizes a time and enters it as AM.

# Enter Numbers

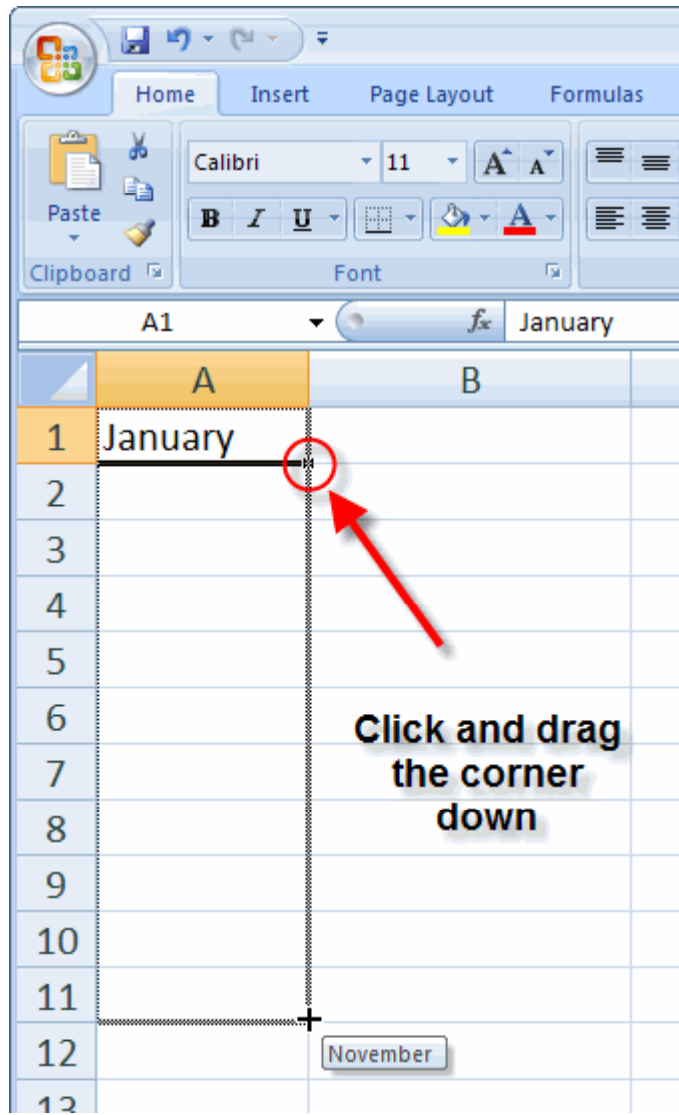


The screenshot shows the Microsoft Excel interface with the Home ribbon selected. The ribbon includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, and View. The Font group contains options for Paste, Clipboard, Bold, Italic, Underline, and text color. The Alignment group contains options for text alignment (left, center, right, justified) and bullet points. The Number group contains options for currency, percentage, and decimal places. The spreadsheet below shows a table with columns A (Name), B (Date), and C (Amount). Cell C4 is selected and contains the value \$1,552.60, which is right-aligned. A red bracket and the text "Right Aligned" are positioned below the cell.

	A	B	C	D	E	F	G
1	<b>Name</b>	<b>Date</b>	<b>Amount</b>				
2	Buchanan	7/16/2009	\$440.00				
3	Suyama	7/10/2009	\$1,863.40				
4	Peacock	7/12/2009	\$1,552.60				
5							
6							

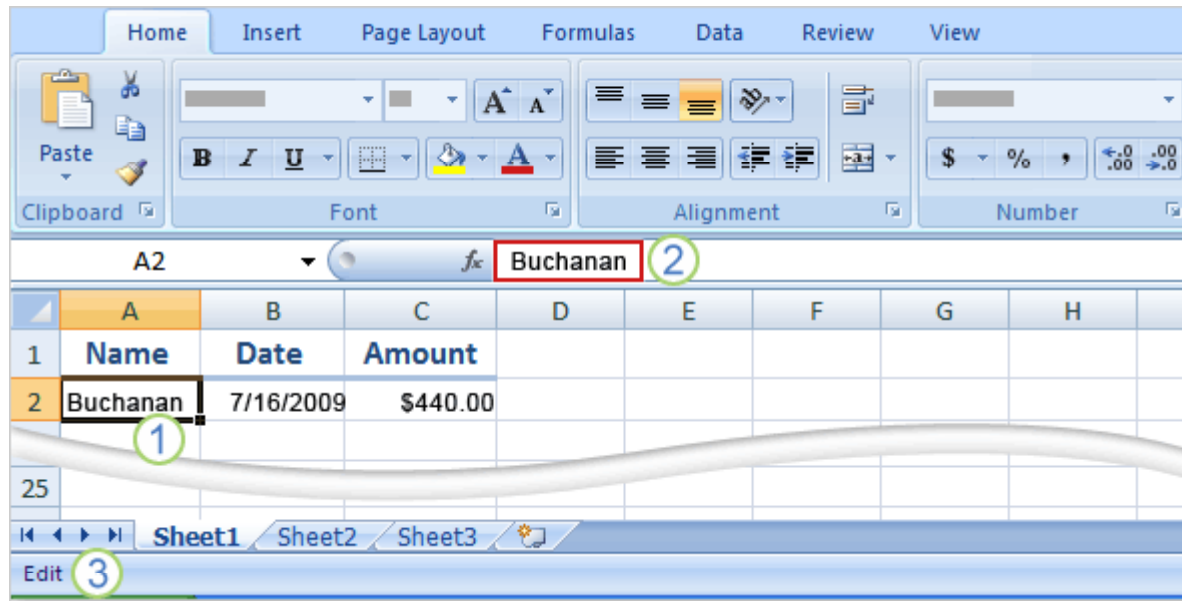
- To enter fractions, leave a space between the whole number and the fraction. For example, 1 1/8.
- To enter a fraction only, enter a zero first. For example, 0 1/4. If you enter 1/4 without the zero, Excel will interpret the number as a date, January 4.
- If you type (100) to indicate a negative number by parentheses, Excel will display the number as -100.

# Create a Series (Autofill)



Speeds up the process of filling in data.

# Edit data



- 1 Double-click a cell to edit the data in it.
- 2 Or, after clicking in the cell, edit the data in the formula bar.
- 3 The worksheet displays **Edit** in the status bar.

# Remove data formatting

1

B	C
7/16/2009	\$440.00
7/10/2009	<b>\$3,597.90</b>

2

B	C
7/16/2009	\$440.00
7/10/2009	

3

B	C
7/16/2009	\$440.00
7/10/2009	<b>\$1,443.95</b>

Home Insert Page Layout Formulas

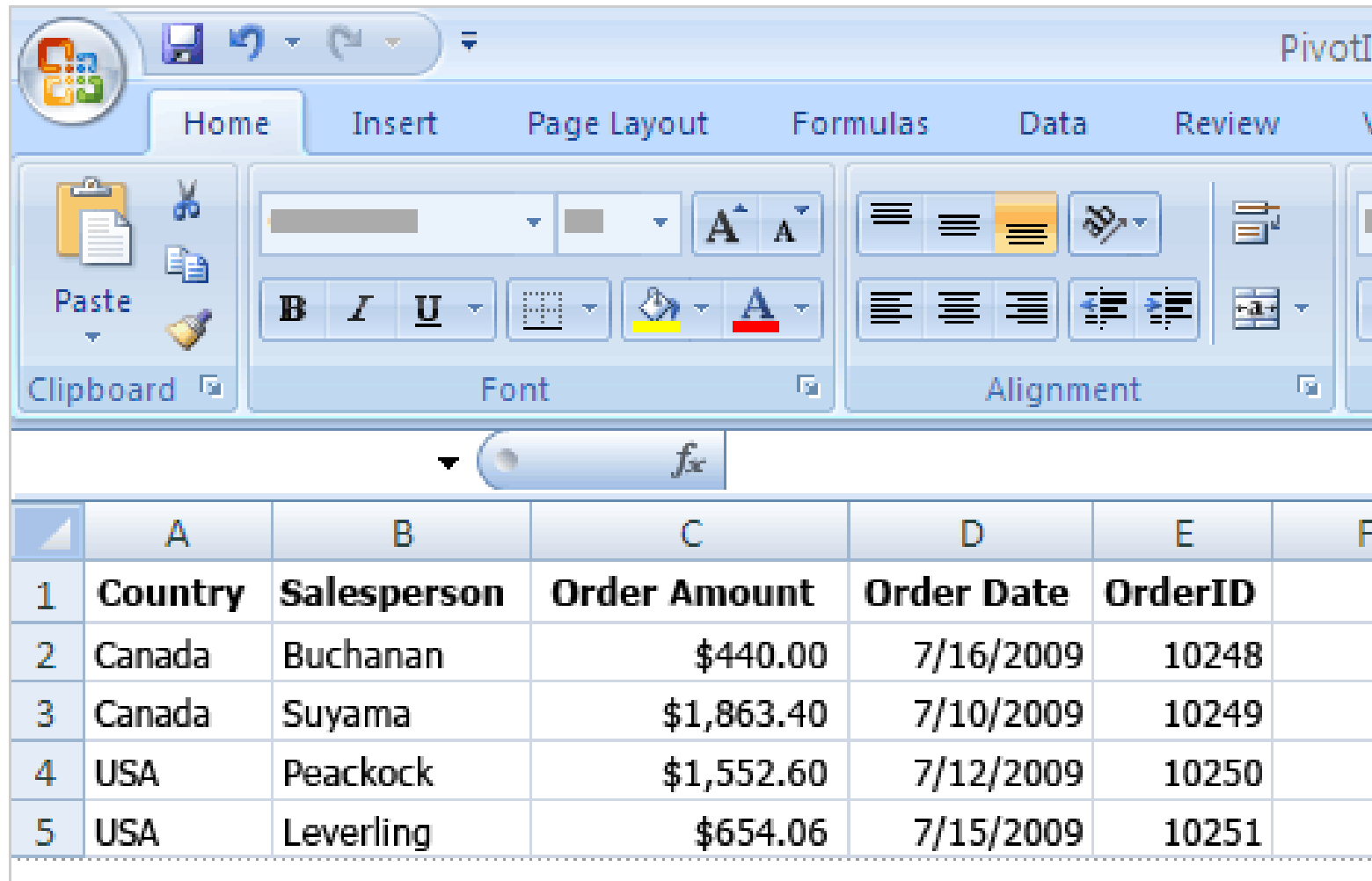
Σ ∑ A Z

Sort & Find & Filter Select Editing

Clear All Clear Formats Clear Contents Clear Comments

- 1 The original number is formatted bold and red.
- 2 Delete the number.
- 3 Enter a new number. Bold and red again!

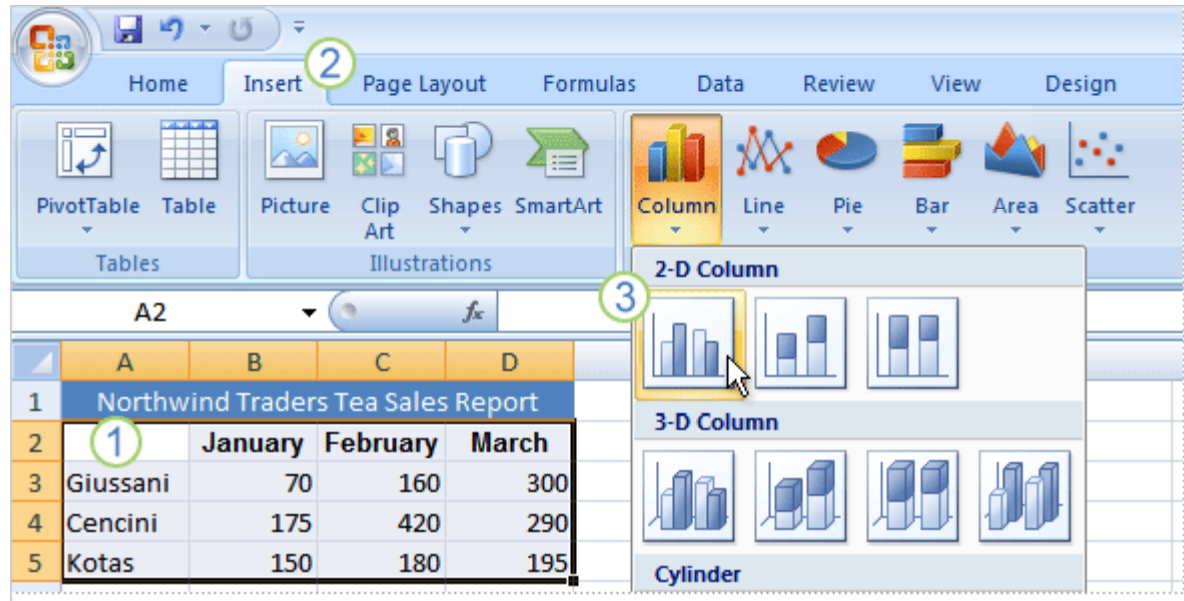
# Practice Entering Data



The image shows a screenshot of the Microsoft Excel interface. The ribbon is set to the 'Home' tab, with the 'Clipboard' group expanded to show 'Paste'. The 'Font' and 'Alignment' groups are also visible. Below the ribbon, a data table is displayed with the following content:

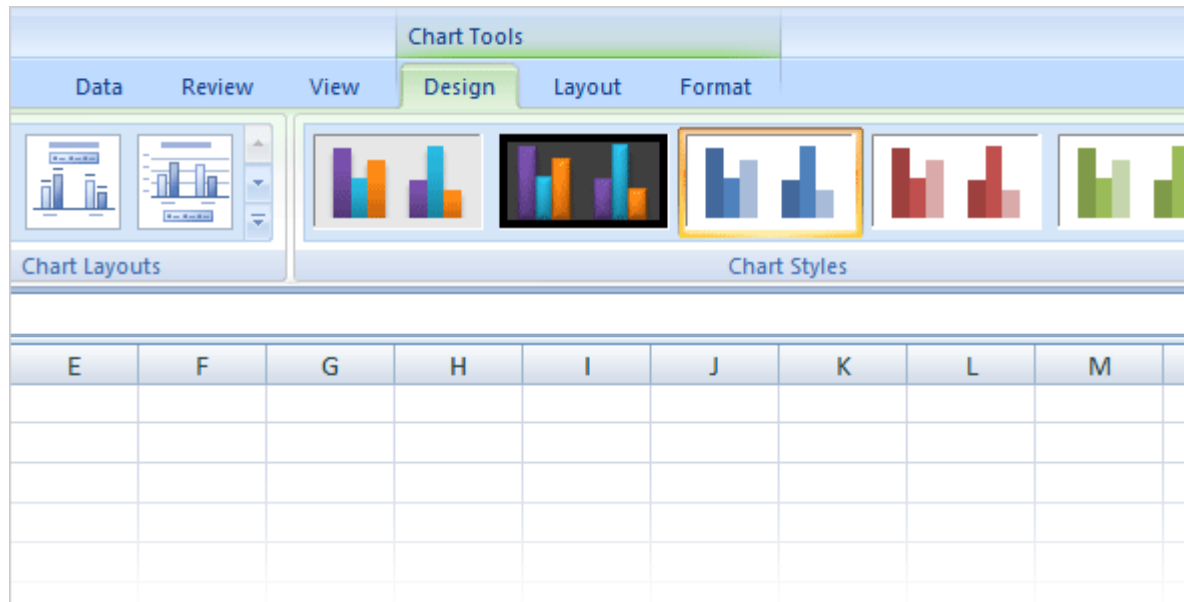
	A	B	C	D	E	F
1	<b>Country</b>	<b>Salesperson</b>	<b>Order Amount</b>	<b>Order Date</b>	<b>OrderID</b>	
2	Canada	Buchanan	\$440.00	7/16/2009	10248	
3	Canada	Suyama	\$1,863.40	7/10/2009	10249	
4	USA	Peacock	\$1,552.60	7/12/2009	10250	
5	USA	Leverling	\$654.06	7/15/2009	10251	

# Create a Chart



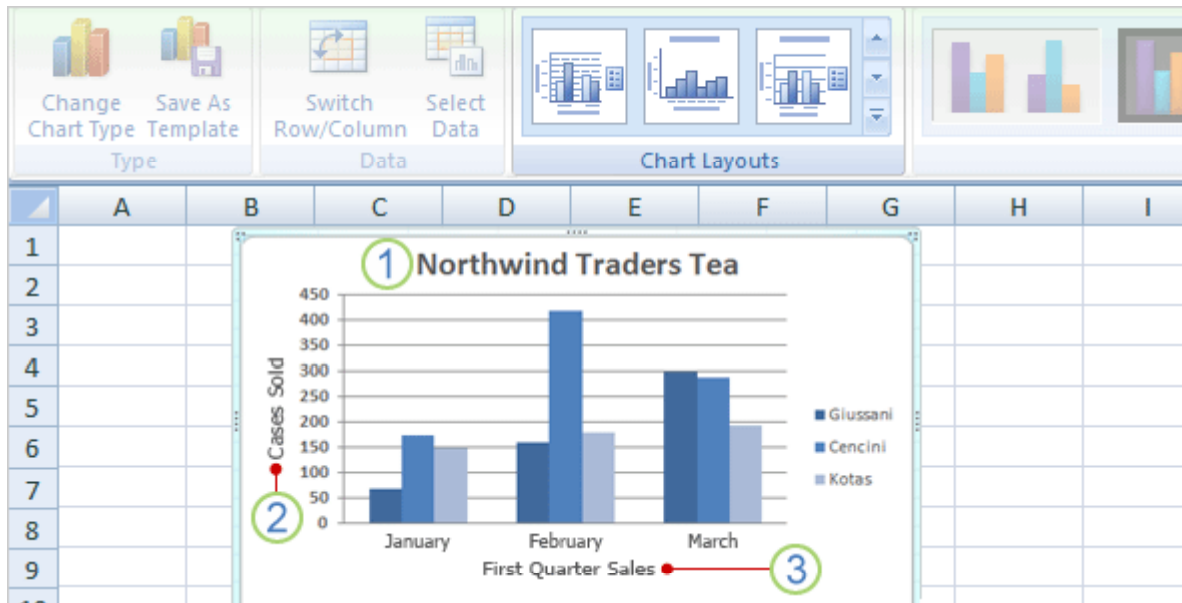
- 1 Select the data that you want to chart, including the column titles (January, February, March) and the row labels (the salesperson names).
- 2 Then click the **Insert** tab, and in the **Charts** group, click the **Column** button.
- 3 After you click **Column**, you'll see a number of column chart types to choose from. Click **Clustered Column**, the first column chart in the **2-D Column** list.


# Chart Tools



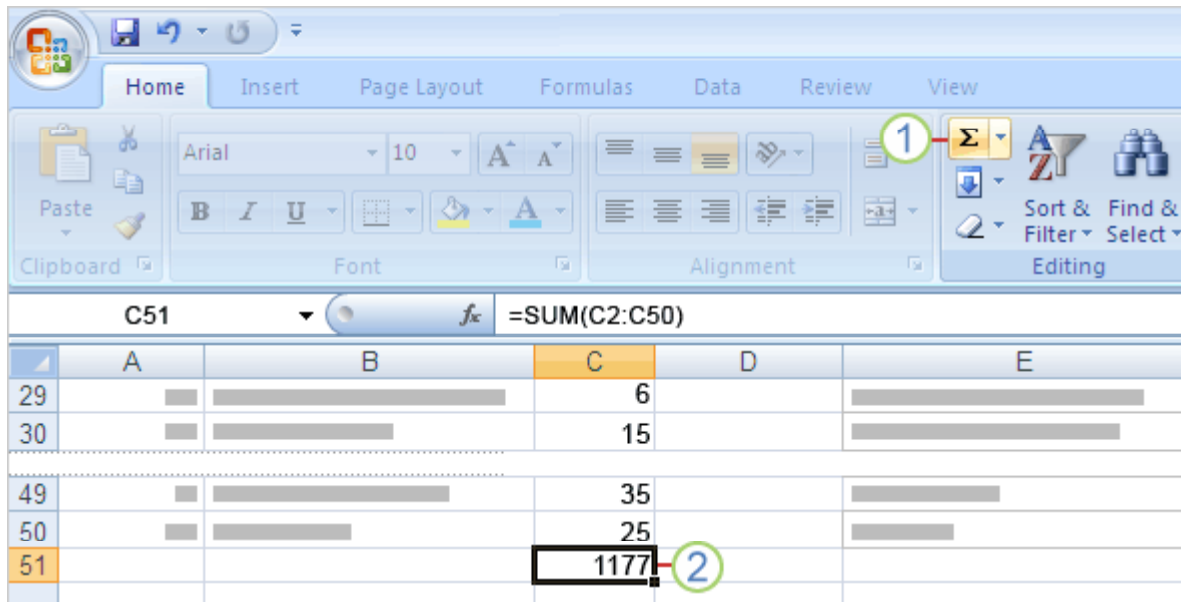
When you create a chart, **Chart Tools** appear on the Ribbon, which include the **Design**, **Layout**, and **Format** tabs.

# Chart Labels



A quick way to add chart titles is to click the chart to select it and then go to the **Chart Layouts** group on the **Design** tab. Click the **More** button  to see all the layouts. Each option shows different layouts that change the way chart elements are laid out.

# Enter a Formula

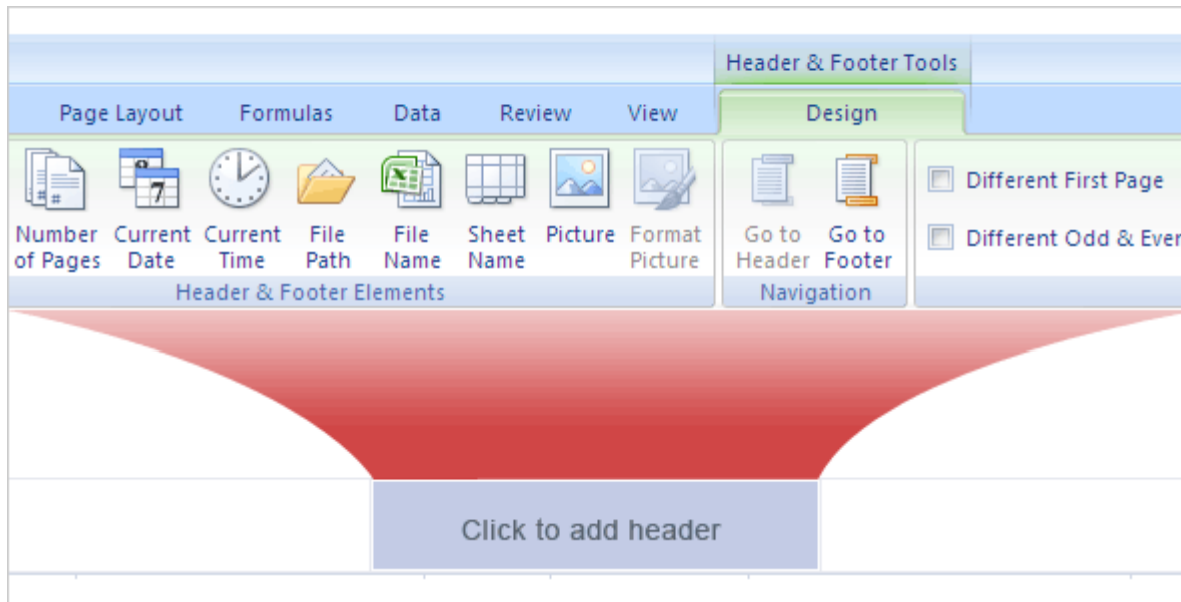



TIP:

To do more than add, click the arrow on the **Sum** button. Then click any of the functions on the list that appears: **Average**, **Count**, **Max**, or **Min**.

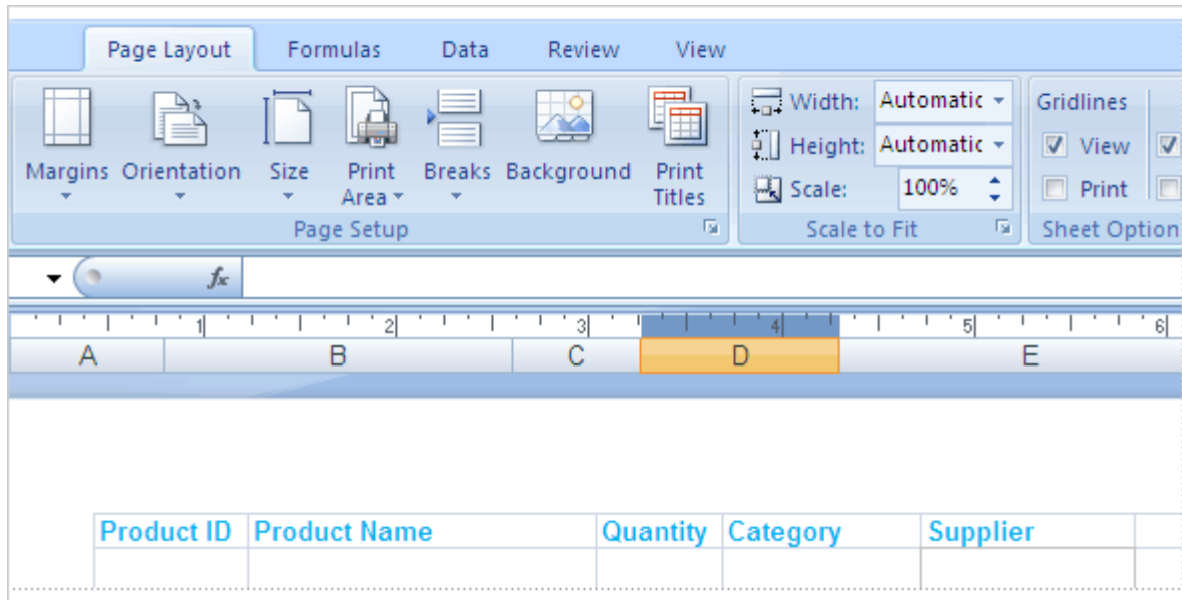
- 1 **Sum** button on the **Home** tab.
- 2 Formula result.

# Add headers and footers



First, change to Page Layout view. Click the **View** tab, and then click **Page Layout View** in the **Workbook Views** group. (Or click the middle button on the **View** toolbar  at the bottom of the window.)

# Printing



In Page Layout view, you can make adjustments to your worksheet and see the changes on the screen, before you print. Click the **Page Layout** tab to fine-tune your printing options.