

# 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 AUTOCOMplete 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.

## and

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 columns 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  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 FORMATTING.

## 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 
  - 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+PgDn or Ctrl+PgUp

## 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.

# Guide Interactif Excel 2007

**BM King**



## **Guide Interactif Excel 2007:**

**A Student Handbook for Writing in Biology** Karin Knisely, 2009-04-10 Providing practical advice to students on how to write for biology this book shows how to write for a particular audience self evaluate drafts and paraphrase for improved comprehension

[Introduction to Computers for Healthcare Professionals](#) Irene Joos, Marjorie J. Smith, Ramona Nelson, 2010-10-25 An introductory computer literacy text for nurses and other healthcare students Introduction to Computers for Healthcare Professionals explains hardware popular software programs operating systems and computer assisted communication The Fifth Edition of this best selling text has been revised and now includes content on on online storage communication and online learning including info on PDA s iPhones IM and other media formats and another chapter on distance learning including video conferencing and streaming video

[Microsoft @ Office 2007 Business Intelligence](#) Doug Harts, 2007-12-07 Extract and analyze mission critical enterprise data using Microsoft Office 2007 This authoritative volume is a practical guide to the powerful new collaborative Business Intelligence tools available in Office 2007 Using real world examples and clear explanations Microsoft Office 2007 Business Intelligence Reporting Analysis and Measurement from the Desktop shows you how to use Excel Excel Services SharePoint and PerformancePoint with a wide range of stand alone and external data in today s networked office You will learn how to analyze data and generate reports scorecards and dashboards with the Office tools you re already using to help you in your everyday work Create Excel PivotTables and PivotCharts and apply Conditional Formatting Convert Excel spreadsheets into Excel Tables with Conditional Formatting and Charting Connect external data to Excel using Office Data Connections and SharePoint Create SharePoint dashboards that display data from multiple sources Add Key Performance Indicators and Excel Services reports to your dashboards Harness advanced SQL Server 2005 data analysis tools with the Excel Data Mining Add In and Visio Cluster Diagrams Generate integrated PerformancePoint Scorecards Create Visio PivotDiagrams and Windows Mobile spreadsheets

*MCITP Self-paced Training Kit (Exam 70-647)* David Miller, John Policelli, 2011 Annotation Using this training kit you will learn how to do the following plan network and application services design core identity and access management components design support identity and access management components and design for business continuity and data availability

**Computer Vision, Imaging and Computer Graphics. Theory and Applications** Paul Richard, José Braz, 2012-02-25 This book constitutes the refereed proceedings of the International Conference VISIGRAPP 2010 the Joint Conference on Computer Vision Theory and Applications VISAPP on Imaging Theory and Applications IMAGAPP and on Computer Graphics Theory and Applications GRAPP held in Angers France in May 2010 The 19 revised full papers presented together with two invited papers were carefully reviewed and selected The papers are organized in topical sections on computer vision theory and applications imaging theory and applications computer graphics theory and applications and information visualization theory and applications

[Interactive Granular Computations in Networks and Systems Engineering: A Practical Perspective](#)

Andrzej Jankowski,2017-06-25 The book outlines selected projects conducted under the supervision of the author Moreover it discusses significant relations between Interactive Granular Computing IGrC and numerous dynamically developing scientific domains worldwide along with features characteristic of the author s approach to IGrC The results presented are a continuation and elaboration of various aspects of Wisdom Technology initiated and developed in cooperation with Professor Andrzej Skowron Based on the empirical findings from these projects the author explores the following areas a understanding the causes of the theory and practice gap problem TPGP in complex systems engineering CSE b generalizing computing models of complex adaptive systems CAS in particular natural computing models by constructing an interactive granular computing IGrC model of networks of interrelated interacting complex granules c granules belonging to a single agent and or to a group of agents c developing methodologies based on the IGrC model to minimize the negative consequences of the TPGP The book introduces approaches to the above issues using the proposed IGrC model In particular the IGrC model refers to the key mechanisms used to control the processes related to the implementation of CSE projects One of the main aims was to develop a mechanism of IGrC control over computations that model a project s implementation processes to maximize the chances of its success while at the same time minimizing the emerging risks In this regard the IGrC control is usually performed by means of properly selected and enforced among project participants project principles These principles constitute examples of c granules expressed by complex vague concepts represented by c granules too The c granules evolve with time in particular the meaning of the concepts is also subject of change This methodology is illustrated using project principles applied by the author during the implementation of the POLTAX AlgoTradix Merix and Excavio projects outlined in the book *PC World* ,2007 **The British National Bibliography** Arthur James Wells,2009 [The Kaizen Event Planner](#) Karen Martin, Mike Osterling,2017-07-27 Kaizen Events are an effective way to train organizations to break unproductive habits and adopt a continuous improvement philosophy while at the same time achieve breakthrough performance level results Through Kaizen Events cross functional teams learn how to make improvements in a methodological way They learn how to quickly study a process [Go! with 2007 Vol 1](#) Shelley Gaskin,2009 **Microsoft Office SharePoint Designer 2007** Robert T. Grauer, Daniela Marghitu,2009 For introductory courses in Microsoft Office SharePoint Designer The goal of the Exploring series has been to move students beyond the point and click helping them understand the why and how behind each skill **Beginning Microsoft SQL Server 2008 Administration** Chris Leiter, Dan Wood, Michael Cierkowski, Albert Boettger,2009-04-15 SQL Server 2008 introduces many new features that will change database administration procedures many DBAs will be forced to migrate to SQL Server 2008 This book teaches you how to develop the skills required to successfully administer a SQL Server 2008 database no prior experience is required The material covers system installation and configuration architecting implementing and monitoring security controls configuring and managing network communications automating administration tasks disaster prevention and recovery performance

monitoring optimizing and ensuring high availability as well as major SQL Server 2008 components including Integration Services Reporting Services Analysis Services and Service Broker     *Discovering Computers 2007* Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat, Jeffrey J. Quasney, 2006-02 Presents eleven chapters and six special features that cover basic through intermediate computer concepts with an emphasis on the personal computer and its practical use including hardware software application and system software the Internet and World Wide Web communications e commerce and computers in society     *Learning and Leading with Technology* ,2007     *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     *Employee and Union Member Guide to Labor Law* ,1981

**A Guide to Teaching Statistics** Michael R. Hulsizer, Linda M. Woolf, 2009 A Guide to Teaching Statistics Innovations and Best Practices addresses the critical aspects of teaching statistics to undergraduate students acting as an invaluable tool for both novice and seasoned teachers of statistics Guidance on textbook selection syllabus construction and course outline Classroom exercises computer applications and Internet resources designed to promote active learning Tips for incorporating real data into course content Recommendations on integrating ethics and diversity topics into statistics education Strategies to assess student s statistical literacy thinking and reasoning skills Additional material online at [www.teachstats.org](http://www.teachstats.org)

*Term Paper Resource Guide to Nineteenth-Century World History* William T. Walker, 2009-07-08 With this guide major help for nineteenth century World History term papers has arrived to enrich and stimulate students in challenging and enjoyable ways Show students an exciting and easy path to a deep learning experience through original term paper suggestions in standard and alternative formats including recommended books websites and multimedia Students from high school age to undergraduate can get a jumpstart on assignments with the hundreds of term paper suggestions and research information offered here in an easy to use format Users can quickly choose from the 100 important events spanning the period from the Haitian Revolution that ended in 1804 to the Boer War of 1899 1902 With this book the research experience is transformed and elevated Term Paper Resource Guide to Nineteenth Century World History is a superb source with which to motivate and educate students who have a wide range of interests and talents Coverage includes key wars and revolts independence movements and theories that continue to have tremendous impact     **Bowker's News Media Directory**

**2007** CSA Journal Staff, 2006-09     **Livres hebdo** ,2008

## **Guide Interactif Excel 2007** Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Guide Interactif Excel 2007**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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