

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.

Excel 2007 User Guide

Helen Dixon



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Table of Contents Excel 2007 User Guide

1. Understanding the eBook Excel 2007 User Guide
 - The Rise of Digital Reading Excel 2007 User Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Excel 2007 User Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Excel 2007 User Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Excel 2007 User Guide
 - Personalized Recommendations
 - Excel 2007 User Guide User Reviews and Ratings
 - Excel 2007 User Guide and Bestseller Lists
5. Accessing Excel 2007 User Guide Free and Paid eBooks
 - Excel 2007 User Guide Public Domain eBooks
 - Excel 2007 User Guide eBook Subscription Services

- Excel 2007 User Guide Budget-Friendly Options
- 6. Navigating Excel 2007 User Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Excel 2007 User Guide Compatibility with Devices
 - Excel 2007 User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Excel 2007 User Guide
 - Highlighting and Note-Taking Excel 2007 User Guide
 - Interactive Elements Excel 2007 User Guide
- 8. Staying Engaged with Excel 2007 User Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Excel 2007 User Guide
- 9. Balancing eBooks and Physical Books Excel 2007 User Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Excel 2007 User Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Excel 2007 User Guide
 - Setting Reading Goals Excel 2007 User Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Excel 2007 User Guide
 - Fact-Checking eBook Content of Excel 2007 User Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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