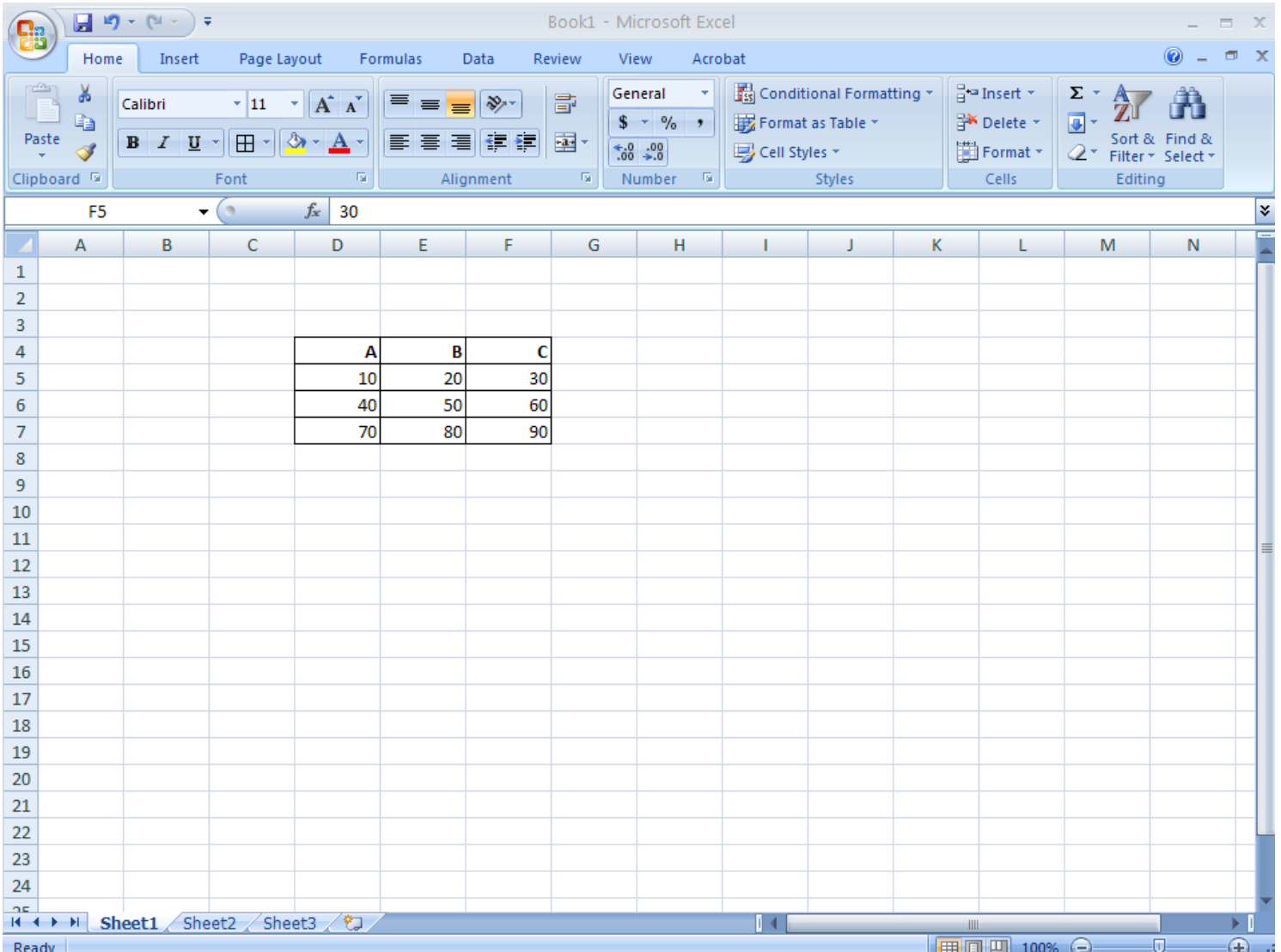


Microsoft Excel 2007

Introduction to Microsoft Excel 2007



Excel is an electronic spreadsheet to organize your data into rows and columns. One can use it to perform basic to advanced level mathematical calculations quickly. This tutorial will teach you Excel 2007 basics. So let's start with the Data Entering.

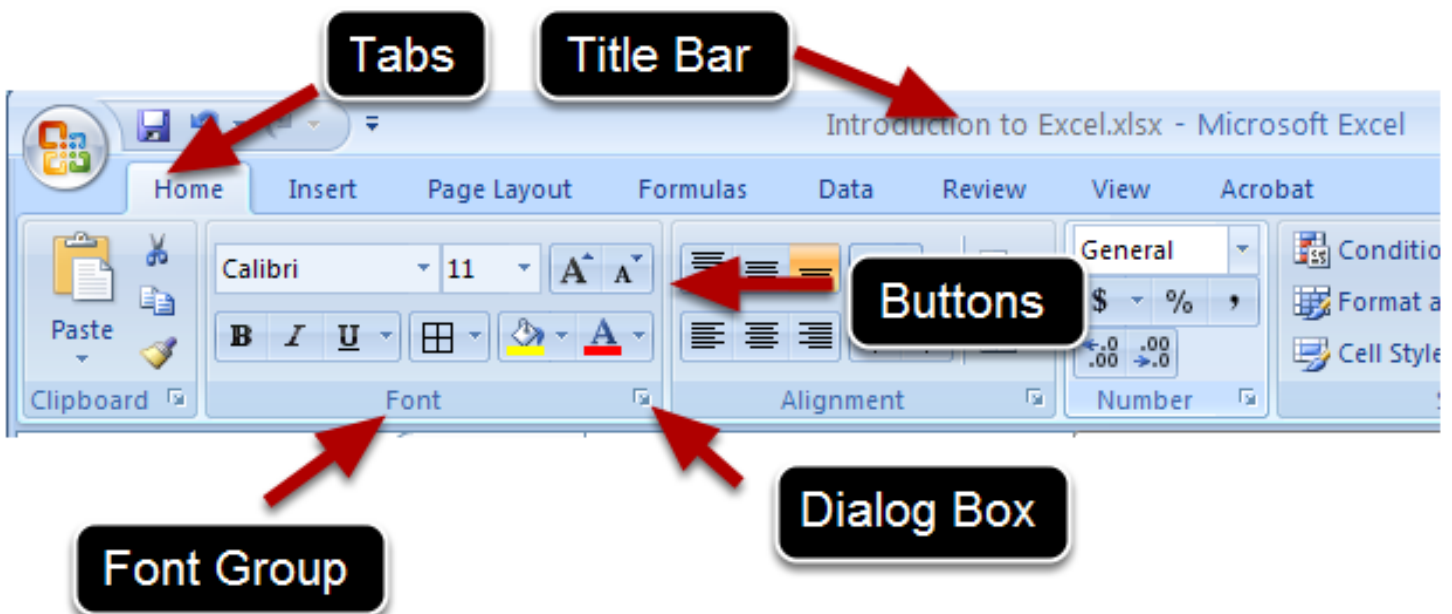
Chapter 1. Data Entering (Text and Numbers)



a) The Microsoft Office Button

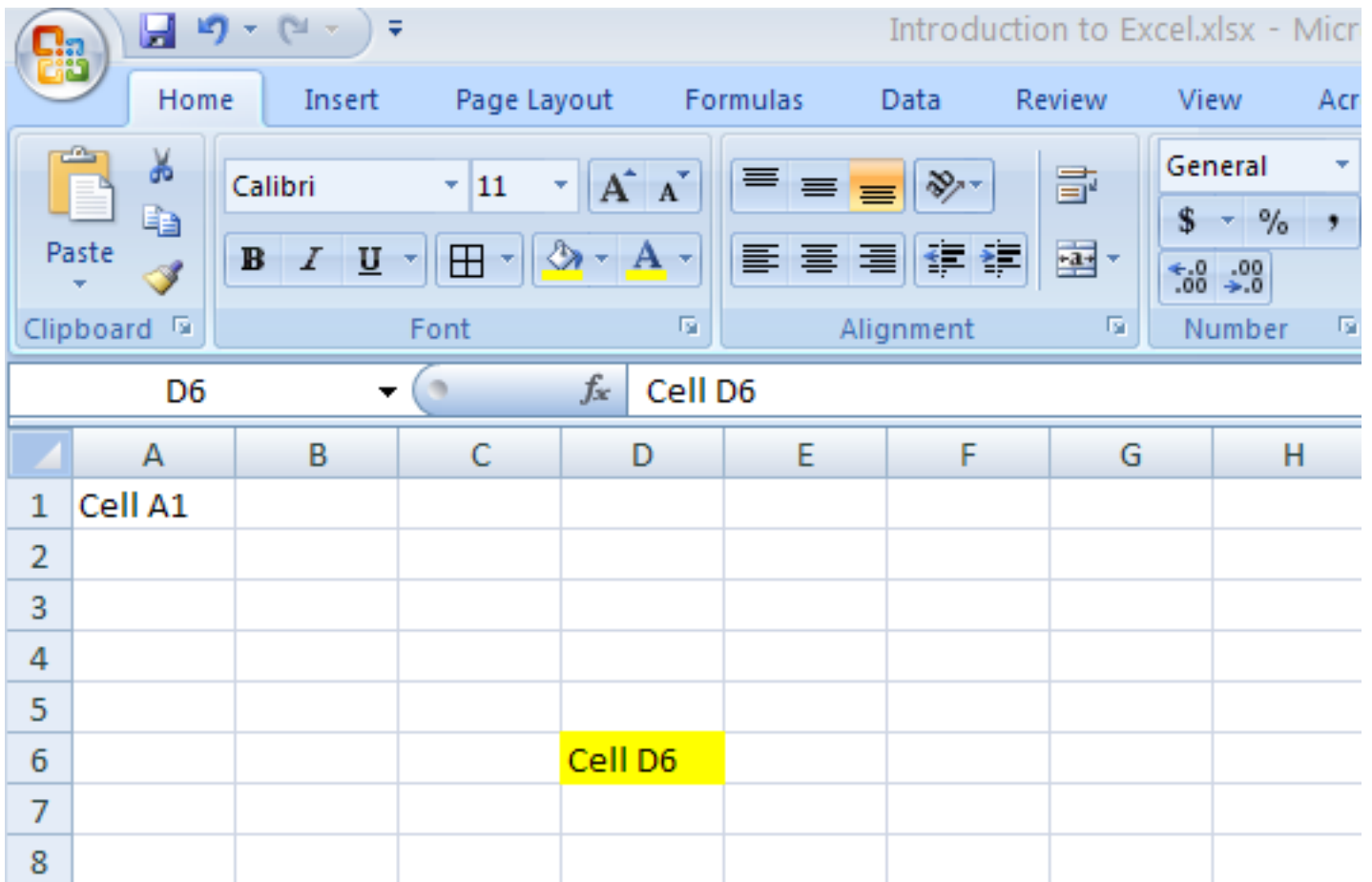
In the upper left corner of spreadsheet is the Microsoft Office Button (1)

- Clicking the button you can create a new file, open an existing file, save a file and perform many other tasks
- Quick access tool bar gives you commands with regular use. By default, you will see save (2), undo (3), and redo (4) appear on the Quick Access Toolbar.



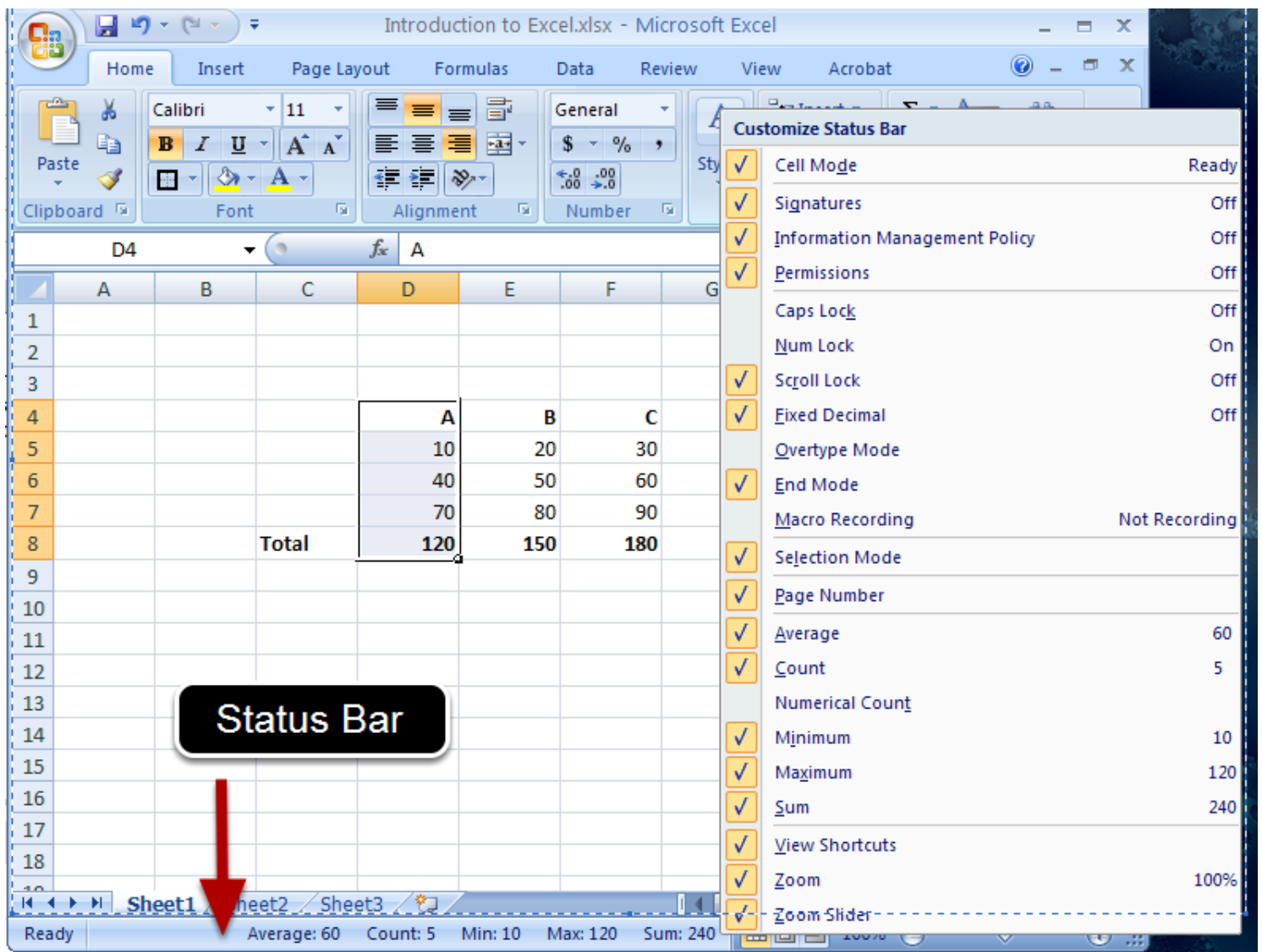
b) The Ribbons & Title Bar

Commands are issued by Ribbons to tell Microsoft Excel what to do. Ribbon is located near the top of Excel window. At the top of Ribbon are several tabs, clicking a tab displays several related command groups. Within each group are the related command buttons. Next to the Quick Access toolbar is the Title Bar. On the Title Bar, Microsoft Excel displays the name of the workbook you are currently using.



c) Spreadsheets

Excel consists of sheets with columns and rows. Columns are lettered alphabetically from A to Z and then continuing with AA, AB, AC and so on; rows are numbered 1 to 1,048,576. The number of columns and rows is limited by the computer memory. Combination of a row and a column makes up a cell address. For example cell D6 is located under column D on row 6



d) The Status Bar

The status bar appears at the very bottom of the excel and gives an information about sum, average, minimum and maximum value of selected numbers. One can change the information to be displayed on the status bar by right-clicking on the status bar and selecting the options available from the Customized status bar menu.

e) Moving Around a Spreadsheet

You can move around your worksheet, by using the arrow keys.

The Down Arrow Key

* Press the down arrow key several times. Note that the cursor moves downward one cell at a time.

The Up Arrow Key

- * Press the up arrow key several times. Note that the cursor moves upward one cell at a time.

The Tab Key

1. Move to cell A1.
2. Press the Tab key several times. Note that the cursor moves to the right one cell at a time.

The Shift+Tab Keys

- * Hold down the Shift key and then press Tab. Note that the cursor moves to the left one cell at a time.

The Right and Left Arrow Keys

1. Press the right arrow key several times. Note that the cursor moves to the right.
2. Press the left arrow key several times. Note that the cursor moves to the left.

Page Up and Page Down

1. Press the Page Down key. Note that the cursor moves down one page.
2. Press the Page Up key. Note that the cursor moves up one page.

The Ctrl-Home Key

1. Move the cursor to column J.
2. Stay in column J and move the cursor to row 20.
3. Hold down the Ctrl key while you press the Home key. Excel moves to cell A1.

Go To Cells Quickly

The following are shortcuts for moving quickly from one cell in a worksheet to a cell in a different part of the worksheet.

Go to -- F5

The F5 function key is the "Go To" key. If you press the F5 key, you are prompted for the cell to which you wish to go. Enter the cell address, and the cursor jumps to that cell.

1. Press F5. The Go To dialog box opens.

2. Type J3 in the Reference field.
3. Press Enter. Excel moves to cell J3.

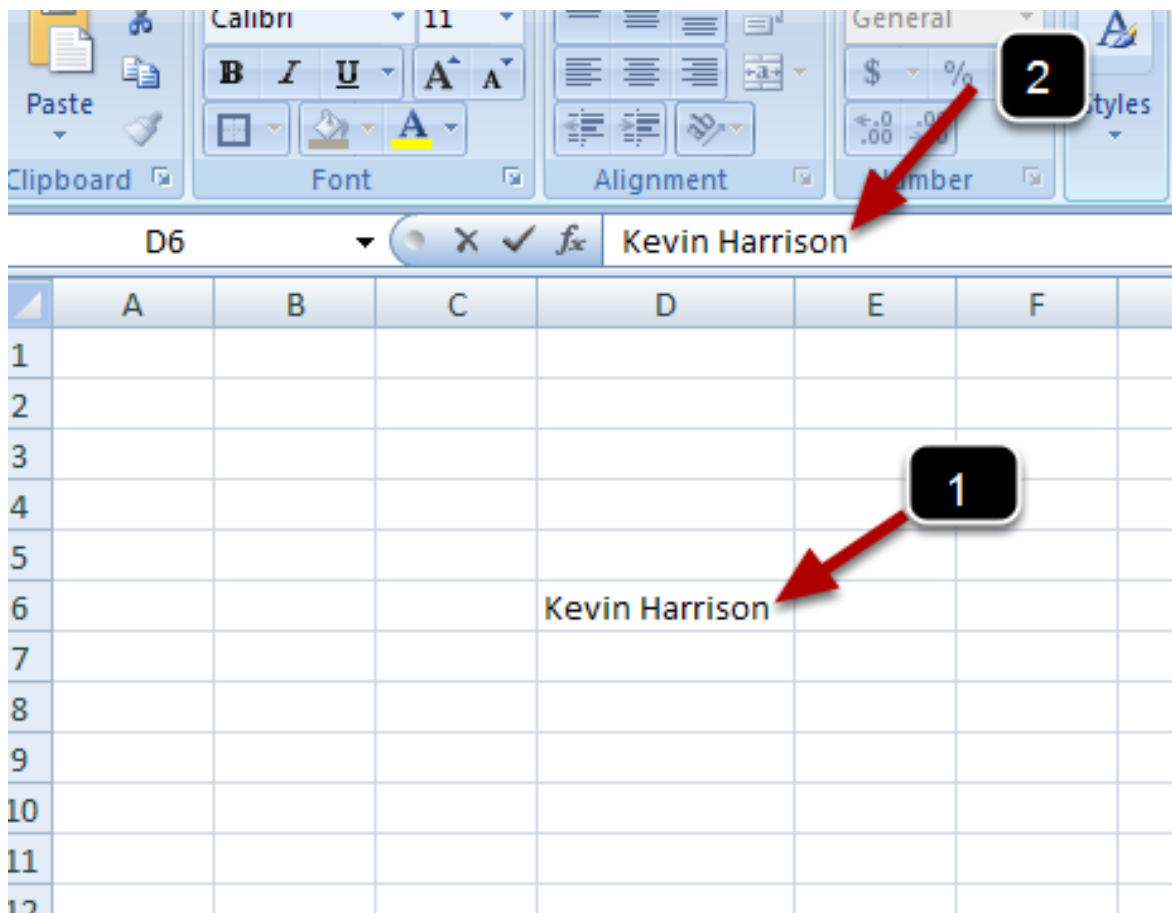
Go to -- Ctrl+G

You can also use Ctrl+G to go to a specific cell.

1. Hold down the Ctrl key while you press "g" (Ctrl+g). The Go To dialog box opens.
2. Type C4 in the Reference field.
3. Press Enter. Excel moves to cell C4.

The Name Box

You can also use the Name box to go to a specific cell. Just type the cell you want to go to in the Name box and then press Enter.



f) Enter Data

Enter Data

1. Place the cursor in the cell D6

2. Type **Kevin Harrison**.

Delete Data

1. Place again the cursor in the cell D6 and press the backspace key until Harrison is erased.
2. Press Enter. The name Kevin appers in the cell D6

Edit a Cell

1. After you enter data into a cell, you can edit the data by pressing F2 while you are in the cell you wish to edit
2. You can edit a cell by Using the Formula Bar
3. You can also edit a cell by Double clicking the cell