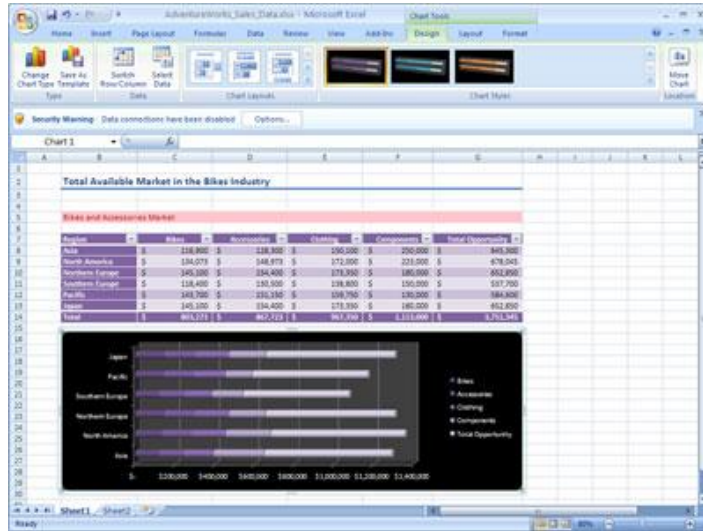


## Introducing Excel 2007

Excel 2007 is a powerful tool designed to create and format spreadsheets, and analyze and share information. With the Office 2007 interface, users can enjoy increased row and column capacity, format cells and tables using styles, formulate using auto complete, create visually effective and professional looking charts, use page layout to see how a spreadsheet will print, sort and filter data with new options and much more.



## Creating a New Blank Workbook

1. Click the **MS Office** button.
2. Select **New** from the menu.
3. Click the **Create** button.



## Creating a Workbook Based on a Template

1. Click the **MS Office** button.
2. Select **New** from the menu.
3. In the **New Workbook** dialog box, click the **Installed Templates** shortcut in the **Templates** pane.
4. Select the template to be used and click the **Create** button.

## Finding the Basics in Excel 2007 Using the Ribbon

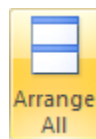
| Home      | Insert        | Page Layout   | Formulas    | Data          | Review   | View           |
|-----------|---------------|---------------|-------------|---------------|----------|----------------|
| Clipboard | Tables        | Themes        | Function    | External data | Proofing | Workbook views |
| Font      | Illustrations | Page Setup    | Library     | Connections   | Comments | Show/Hide      |
| Alignment | Charts        | Scale to Fit  | Defined     | Sort/Filter   | Changes  | Zoom           |
| Number    | Links         | Sheet Options | Names       | Data Tools    |          | Window         |
| Styles    | Text          | Arrange       | Formula     | Outline       |          | Macros         |
| Cells     |               |               | Auditing    |               |          |                |
| Editing   |               |               | Calculation |               |          |                |

By default, the ribbon is divided into seven tabs. Each tab is organized into groups of related commands. The graphic on the left lists the various groups under each tab.

## Viewing Multiple Workbooks or Worksheets

To view multiple workbooks:

1. Open the workbooks to be viewed.
2. Click on the **View** tab.
3. Click the **Arrange All** button in the **Window** group, select the arrangement and click OK.



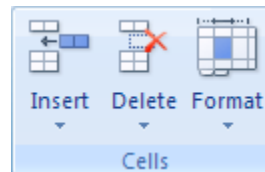
To view multiple worksheets:

1. Open the workbooks to be viewed.
2. Click the **View** tab.
3. Click the **New Window** button in the **Window** group. Click the tab for the worksheet being viewed and repeat for each worksheet.



## Inserting a Row or a Column

1. Select the row number above the row(s) being inserted or column letter to the left of the column(s) being inserted.
2. Click the **Home** tab.
3. Click the **Insert** button in the **Cells** group.
4. Select **Insert Sheet Rows** or **Insert Sheet Columns**.
5. Use the **Delete** button in the **Cells** group to delete a row or column.



## Inserting Cells

1. Select a cell or a range of cells where new cells are to be inserted.
2. Click the **Home** tab.
3. Click the **Insert** button in the **Cells** group.
4. Select **Insert Cells**.
5. Select how the cells shift and click OK.

## Formatting Cells

Use the **Format** button to begin formatting the cells. The dialog box for formatting in Excel 2007 is the same as in Excel 2003.

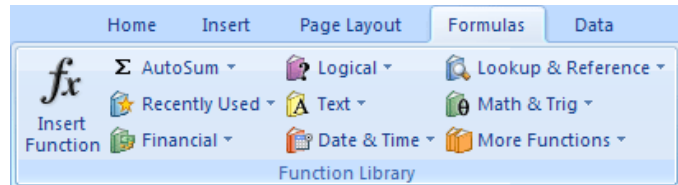
## Quick Guide

## Data Entry

Entering data in Excel 2007 is the same as in Excel 2003. The following are some general rules of data entry:

- ❖ To enter data choose the cell for data to be entered. Enter data and press the **Tab** or **Enter** key to move to the next cell.
- ❖ To enter a line break in a cell, press **Alt+Enter**
- ❖ To enter the same data into several cells at once, select the cells, enter the data into one of the selected cells and press **Ctrl+Enter**
- ❖ To enter the current date, press **Ctrl+;**
- ❖ To enter the current time, press **Ctrl+Shift**

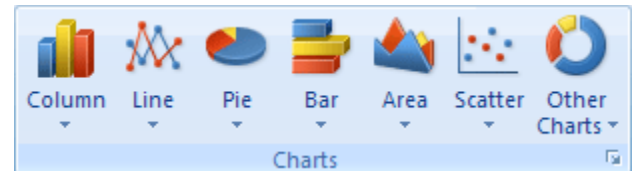
## Function Library



The Function Library is new in Excel 2007. It groups like formulas into categories making formula writing faster and more efficient.

## Charting in Excel 2007

1. Select the data to become a chart including column titles and row labels.
2. In the **Charts** group, click the type of chart to be inserted using the appropriate button.
3. When a menu appears, choose the characteristics of the type of chart to be inserted including 2-D or 3-D options.



To change the type of chart inserted, click inside the chart and click the **Design** tab. Under **Chart Tools**, in the **Type** group, click **Change Chart Type** and select another chart. The Charting engine in Excel 2007 is compatible with Word 2007 and PowerPoint 2007, making the delivery of charts between applications easier.

## Setting the Print Area

1. Select the area on the worksheet to be printed.
2. Click the **Page Layout** tab.
3. Click the **Print Area** button in the **Page Setup** group.
4. Select **Set Print Area** from the menu.



To remove a set print area, click the **Print Area** button and select **Clear Print Area**.

## Printing Worksheets and Selections

1. Select the worksheet or area to print.
2. Click the **MS Office** button.
3. Select **Print** from the menu.
4. From the **Print What** section, choose to print the entire active worksheet, selection or entire workbook. To eliminate print areas, check the Ignore print areas box.
5. Click OK when finished.

To print a worksheet with the default printer settings, use the **Quick Print** option from the **MS Office** button menu.

## Getting Help in Excel 2007

Commands on this tab give you easy access to free content on Office Online that helps you learn Excel 2007 quickly.



For more information on Office 2007, go to the ITS Support Site at <https://www.ithaca.edu/computing/support>. For additional help, contact the ITS Helpdesk at [helpdesk@ithaca.edu](mailto:helpdesk@ithaca.edu) or 4-3282.

References: Microsoft Office Online at <http://office.microsoft.com/en-us/default.aspx>, The Resource Network, QUICK Source Guides.