

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 FORMATS.

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 | ↑ or ↓ |
| 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.

Ultimate Guide To Excel 2007

Nigel Wyatt



Ultimate Guide To Excel 2007:

Excel 2016: The Complete Guide Stewart Melart, 2015-10-15 Microsoft Excel 2016 is one of the products offered in the new Microsoft Office 2016 dubbed Office 16 Designed to replace the previously released Office 2013 and Office for Mac 2011 the product was first released to the public in July of 2015 The initial release was on the OS X software designed for users of Office 365 with the licensed version becoming available by mid September of the same year Among the new features is the animated effect now included when making cell selections or highlighting content to share across cells The effect is now smoother and thus more user friendly Excel 2016 is able to boast compatibility with the basic keyboard shortcuts previously found in Microsoft Word Users will be able to apply shortcuts like Ctrl P and Ctrl C to complete simple copy and paste functions The status bar has now also been colorfully modified while the Tables ribbon has been redesigned **Excel 2007**

Pocket Guide Curtis D. Frye, 2007-10-25 Moving to Excel 2007 is not a routine upgrade Microsoft's radical redesign of the application's user interface has led to confusion among many who people who have relied on Excel for years Our new edition of the Excel 2007 Pocket Guide has been written from the ground up to help newcomers and longtime users alike find their way around without getting lost With this book in hand you'll be able to find your favorite Excel tools quickly It's packed with information to guide beginners through the basics of creating spreadsheets and entering data while providing advanced users with information on formulas pivot tables and more Inside you'll find A visual guide to the new Ribbon interface that helps users find familiar tools A section designed to give beginners enough information to dive right in and start creating rich Excel workbooks immediately Quick answers about how to perform specific tasks in Excel such as working with files editing data formatting summarizing and displaying data Convenient techniques for connecting data across worksheets and projects Help for moving from the basics of spreadsheet construction to more advanced features This edition also includes an extensive reference on commonly used formulas which reveal at a glance the many possibilities Excel 2007 provides for easy calculation Tasks in the book are presented as answers to How do I questions such as How do I change the formatting of part of a cell's contents followed by concise instructions for performing the task You'll learn ways to customize Excel to fit your needs and how to share workbooks and collaborate with others And much more Don't let Excel 2007 baffle you Pick up this convenient pocket guide and learn to navigate this redesigned application with ease **Microsoft Office 2016: The**

Complete Guide Stewart Melart, 2015-11-12 PC users need not be bothered in the least as the 2016 versions of Word PowerPoint Access and Excel are here to give you the best experience ever In addition to all the cool new features that are packed into this software you can have the entire suite cloud connected so you can have all your documents at your disposal anytime and place You will enjoy the comfort ease of locating important information anywhere you are You will also be able to capitalize on the great opportunity of sharing your documents with your friends family or colleagues as you get your most important tasks done with easy and great new features [Excel for Chemists](#) E. Joseph Billo, 2011-11-01 Reviews from

previous editions Excel for Chemists should be part of any academic library offering courses and programs in Chemistry. Choice I highly recommend the book. Treat yourself to it, assign it to a class, give it as a gift. The Nucleus: The newly revised step by step guide to using the scientific calculating power of Excel to perform a variety of chemical calculations. Chemists across all subdisciplines use Excel to record data in tabular form but few have learned to take full advantage of the program. Featuring clear step by step instructions, Excel for Chemists illustrates how to use the scientific calculating power of Excel to perform a variety of chemical calculations. Including a CD ROM for Windows, this new edition provides chemists and students with a detailed guide to using the current versions of Excel: Excel 2007 and 2010 as well as Excel 2003. Additional features in this third edition include: How to perform a variety of chemical calculations by creating advanced spreadsheet formulas or by using Excel's built-in tools; How to automate repetitive tasks by programming Excel's Visual Basic for Applications. New chapters show how to import data from other language versions of Excel and how to create automatic procedures. The accompanying CD contains a number of Excel macros to facilitate chemical calculations including molecular weight, nonlinear regression statistics and data interpolation. Several appendices provide extensive lists of useful shortcut keys and function descriptions.

The Complete Guide to Windows Server 2008 John Savill, 2008-10-01. This book is an invaluable one stop reference for deploying, configuring and managing Windows Server 2008. It's filled with John's unique and hard earned nuggets of advice, helpful scripts and shortcuts that will save you time and money. Mark Russinovich: The Start to Finish Comprehensive Windows Server 2008 Book for Every Working Administrator and Architect. To make the most of Windows Server 2008 in production environments you need a deep understanding of its technical details. However, accurate and reliable information is scarce and even most skilled Windows professionals don't know Windows Server 2008 as well as they should. The Complete Guide to Windows Server 2008 brings together more than 1,500 pages of practical Windows Server 2008 insight and in depth knowledge that you can't find anywhere else, all based on final code. John Savill, one of the world's most visible and trusted experts on Windows Server technology, specializes in helping real companies use Windows Server 2008 to run their businesses. His access to Microsoft's product team as a Microsoft MVP and one of 50 elite Windows Server 2008 Delta Force Rangers benefited this book's accuracy and value. Coverage includes: Deployment planning, implementing and managing new features including Windows Server Core and Hyper-V virtualization; Choosing the right installation and upgrade options for your environment; Securing Windows Server 2008: authentication, authorization, BitLocker, certification services and more; Implementing TCP/IP, advanced network services, remote access and thin client Terminal Services; Active Directory in depth including Federated Services, Lightweight Directory Services and Rights Management; Providing high availability through Network Load Balancing and failover clustering; Using Windows Deployment Services to quickly deploy multiple servers; Supporting complex distributed environments with the Distributed File System; Automating server management with PowerShell and the command prompt; Integrating Windows Server 2008 with UNIX, Linux and legacy

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Your Brain: The Missing Manual Matthew MacDonald, 2008-05-29 Puzzles and brain twisters to keep your mind sharp and your memory intact are all the rage today More and more people Baby Boomers and information workers in particular are becoming concerned about their gray matter's ability to function and with good reason As this sensible and entertaining guide points out your brain is easily your most important possession It deserves proper upkeep *Your Brain The Missing Manual* is a practical look at how to get the most out of your brain not just how the brain works but how you can use it more effectively What makes this book different than the average self help guide is that it's grounded in current neuroscience You get a quick tour of several aspects of the brain complete with useful advice about Brain Food The right fuel for the brain and how the brain commands hunger including an explanation of the different chemicals that control appetite and cravings Sleep The sleep cycle and circadian rhythm and how to get a good night's sleep or do the best you can without it Memory Techniques for improving your recall Reason Learning to defeat common sense logical fallacies including tactics for winning arguments and good reasons for bad prejudices Creativity and Problem Solving Brainstorming tips and thinking not outside the box but about the box in other words find the assumptions that limit your ideas so you can break through them Understanding Other People's Brains The battle of the sexes and babies developing brains Learn about the built-in circuitry that makes office politics seem like a life or death struggle causes you to toss important facts out of your memory if they're not emotionally charged and encourages you to eat huge amounts of high calorie snacks With *Your Brain The Missing Manual* you'll discover that sometimes you can learn to compensate for your brain or work around its limitations or at least to accept its eccentricities Exploring your brain is the greatest adventure and biggest mystery you'll ever face This guide has exactly the advice you need

[Mining the Internet's Publicly Available Resources for Investigative Research](#) Carole A. Levitt, Mark E. Rosch, 2010 Vol 1 focuses on Internet information from non government sources vol 2 focuses on governmental public records

The Lawyer's Guide to

Practice Management Systems Software Andrew Zenas Adkins, 2009 What can practice management systems software do for a law practice With the right system in place a law firms and staff will have the ability to automatically route items tasks documents and events to certain people based on their role in the case or matter as well as manage deadlines improve responsiveness to clients reduce malpractice insurance rates and boost overall productivity The challenge is to find a program that best serves the needs of the firm *Comprehensive Guide to IBPS RRB Officers Scale II & III Exams 2020* Disha Experts, 2020-07-15 Comprehensive Guide to SBI Bank PO Preliminary & Main Exam 7th edition Disha Experts, The thoroughly Revised Updated 7th edition of the book Comprehensive Guide to SBI Bank PO Exam is based on the new pattern Preliminary and Main The book covers all the 3 sections asked in the Preliminary Exam and the 4 sections asked in the Main exam English Language Data Analysis Interpretation Reasoning Computers and General Banking Economy Awareness The theory of the book has been updated as per the various questions asked in the past examination as conducted by the SBI The book provides well illustrated theory with exhaustive fully solved examples for learning This is followed with an exhaustive collection of solved questions in the form of Exercise The book provides separate sections for General Awareness including Banking Knowledge Computer Knowledge and Marketing Aptitude The book incorporates fully solved 2011 2017 papers

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