

## Excel 2007 Essentials


### Excel 2007 Tips

- Support for
  - Columns: 16,000
  - Rows: 1 Million
  - Cells: 16 Billion
- View buttons on the Status Bar
- Automatic Count, Average & Sum on Status bar after highlighting cells

### Tips/Terms

#### 1. Enter Data:

Type text or numbers, press

Enter or Tab or click the 

#### 2. Highlight (*selects text and numbers*)

Left click, hold the button and drag the cursor across

#### 3. Drag or Drag and Drop (*moves a selected item to a new location*)

When the mouse becomes an arrow

Left click, hold the button and drag

Item will be placed in the area when the mouse is released

#### 4. AutoFill (*fills a series of numbers, dates or other sequential items*)

Select the first cell in the range

Drag the handle over the range that you want to fill (drag right or down to increase/drag left or up to decrease)

#### 5. Alignment of Text, Numbers & Merge and Center (*text/number alignment*)

Highlight the cells you want to change

Use the Formatting Toolbar, **Alignment** buttons

#### 6. Change the Font Color/Font Characteristics

Highlight the cells you want to change

Use the **Mini Toolbar** OR click **Home, Font**

#### 7. Cut/Copy/Paste (*creates a copy or moves text to another location*)

Highlight text, click **Edit, Cut/Copy**, move to the new location, click **Edit, Paste** OR use the Standard Toolbar **Cut/Copy Paste** buttons

#### 8. Undo (*Undoes last action/command*)

Click the **Undo** button on the Quick Access toolbar

#### 9. Formulas In Excel

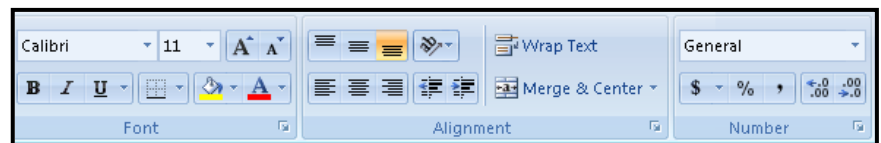
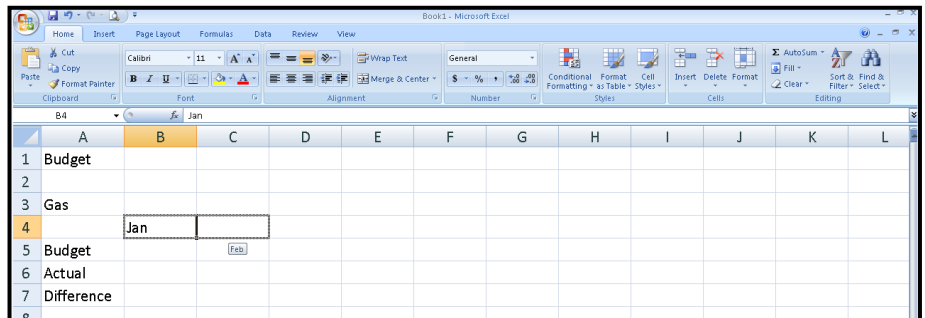
The active cell should be where you want the result to appear

Start with an equal sign (=)

Click on the appropriate cells and use valid mathematical operators

**Add (+), Subtract (-) Multiply (\*), Divide (/)**

Click the Enter button or click the 




**10. AutoSum** (adds numbers together)

The active cell should be where you want the result to appear

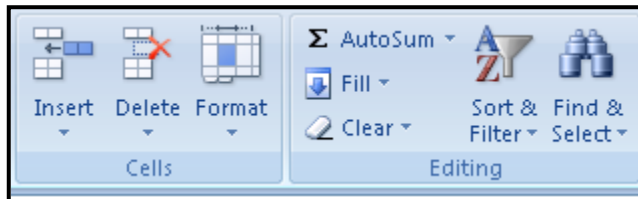
Click the  $\Sigma$  on the Standard toolbar

If the range of cells is correct, click the Enter button

or click the 

If the range of cells is incorrect, highlight the

correct range, click the Enter button or click the 



**11. Resize a Column** (If ##### appears in the cell, the number is too long to fit within the cell)

Place the mouse on the boundary line of the column heading and drag to increase or decrease the width

To fit cell data, double-click the boundary to the right of the column

**12. Save A Document**

Click the **Office Button, Save/Save As** or click the 

Update the location of the file (if needed)

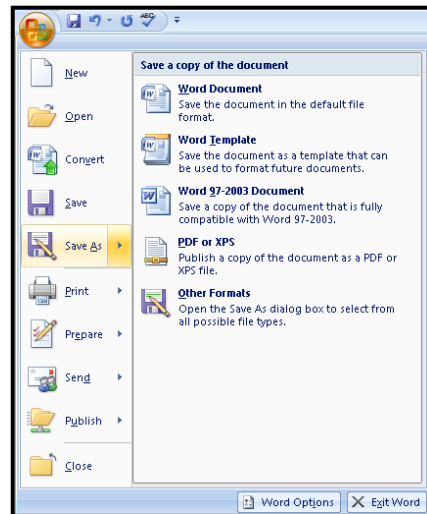
Create a Folder (if needed)

Name the file –do not use slashes or symbols in the file name

Change the Save as type if needed

Click **Save**

*Note: File extension or Save As Type is a .xlsx (2007) or .xls (2003)*



**13. Change the Orientation & Margins**

Click the **Page Layout**,

Click the **Orientation** button to change the page orientation

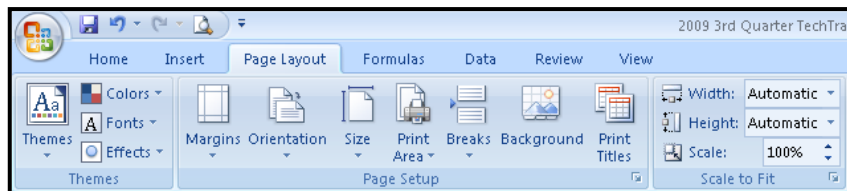
Click the **Margins** button to set the page margins by using the arrows or typing in the numbers

Click **OK**

**14. Print Preview**

Click on **File, Print Preview**

Click **Close** to close the preview window



**15. Print A Document**

Click on **File, Print**

Select the printer

Select the Page Range

Select Print what

Selection (only what is highlighted)

Active Sheet (default sheet that is active)

Entire Workbook (all sheets in workbook)

Click **OK**

