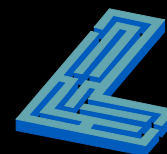# Microsoft Office 2007: Essentials, Revised Edition

Lesson 12: Exploring Excel 2007

Return to the Office 2007 web page

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Presenting Excel 2007

- **Excel can be used for a wide variety of tasks:**
  - Creating and maintaining detailed budgets
  - Tracking extensive customer lists
  - Determining business/sector profitability
  - Creating tables to organize information
  - Tracking employee information
  - Producing detailed charts to graphically display information
  - Determining future value of an investment, present value of an annuity, or payment for a loan
  - Working with reports exported from small business accounting software programs such as Intuit's QuickBooks®

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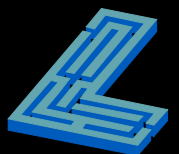
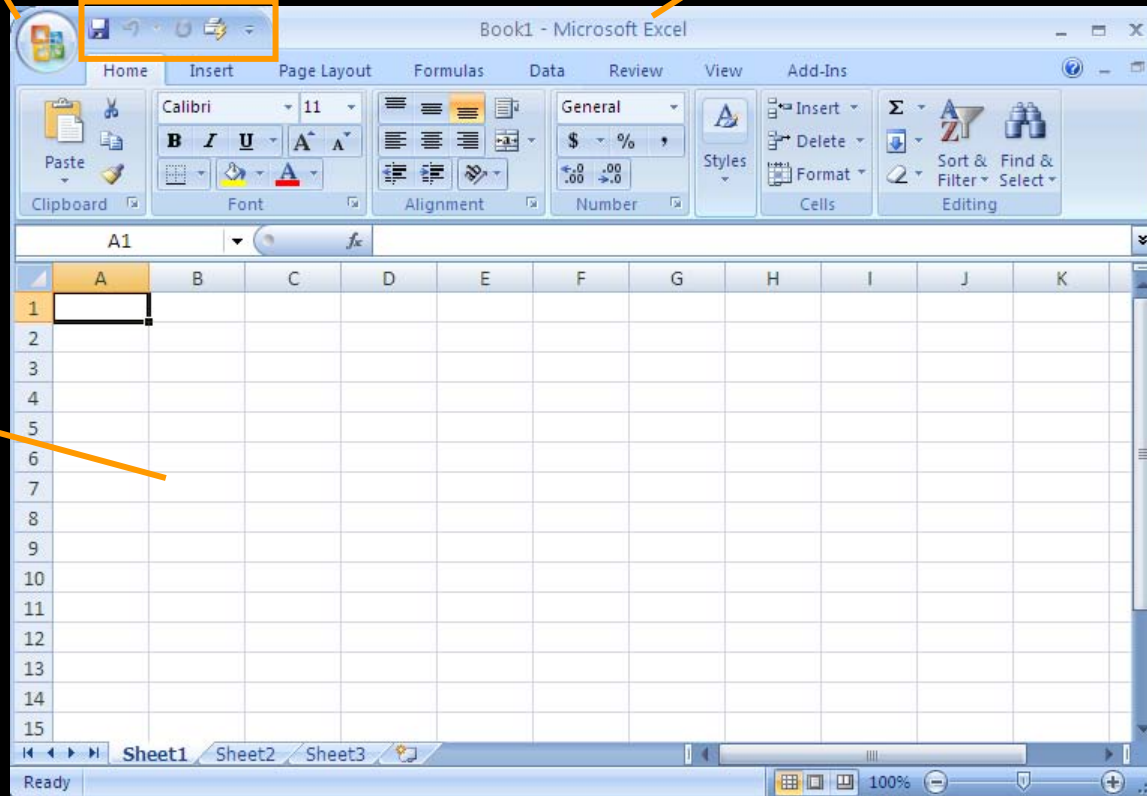# Exploring the Excel Program Window

Office button

Quick Access toolbar

Title bar
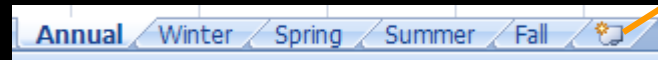
Ribbon

Worksheet area

3

Using Worksheets and Workbooks

- **An Excel file is called a workbook**
- **A workbook can be made up of many worksheets**
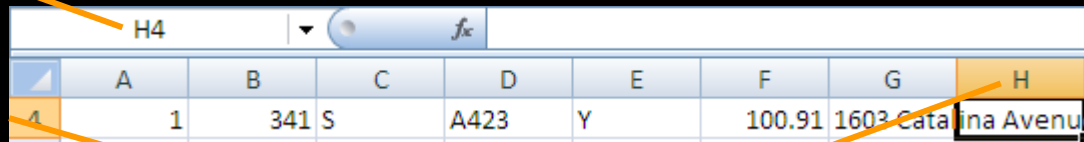
Click this last tab to add a new worksheet

| Annual | Winter | Spring | Summer | Fall | |

Notice that this workbook has five worksheets, as it has five tabs—one for each worksheet

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Naming Cells

- **A worksheet is set up as a grid with rows and columns**

- **Intersection of each row and column = cell**
  - ▲ Each cell has its own name (reference)

- **Active cell is where data entered is displayed**

The active cell's reference is H4, as displayed in the Name Box

	A	B	C	D	E	F	G	H
	H4				fx			
4	1	341 S		A423	Y	100.91	1603 Catalina Avenue

The cell name is derived from the column and row headings

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Moseying Around a Worksheet

- **You can move around a worksheet in a variety of ways:**
  - ▲ By using the keyboard
  - ▲ By clicking with the mouse
 - ▲ By using the scroll bars

TIP ⚠️ *When you use the scroll bars, the active cell will remain the same as you travel the worksheet.*

TIP ⚠️ *When you move by keyboard or mouse, the active cell will change as you move.*

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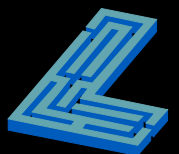
Mousing Around in Excel

- **There are a wide variety of mouse pointer shapes, each with a different purpose**

Mouse Pointer Shape	Function
✛	Click to select a cell. Click and drag to select multiple cells.
╋	The fill handle pointer; you will learn what this tool can do for you in Lesson 13, Editing, Viewing, and Printing Worksheets.
➘	Allows you to perform a variety of tasks when clicked, such as issue a command from the Ribbon or select a new tab.
✥	The move pointer; if you drag with this, it will move cell contents from one location to another.
↔	The resize pointer; dragging this pointer will allow you to change the size of objects such as rows, pictures, and charts.
→ ↓	Select a row or column.
I	Click with the I-beam pointer to enter text, such as in the Formula Bar.

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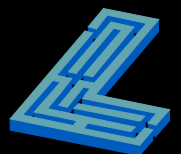
Navigating with the Scroll Bar
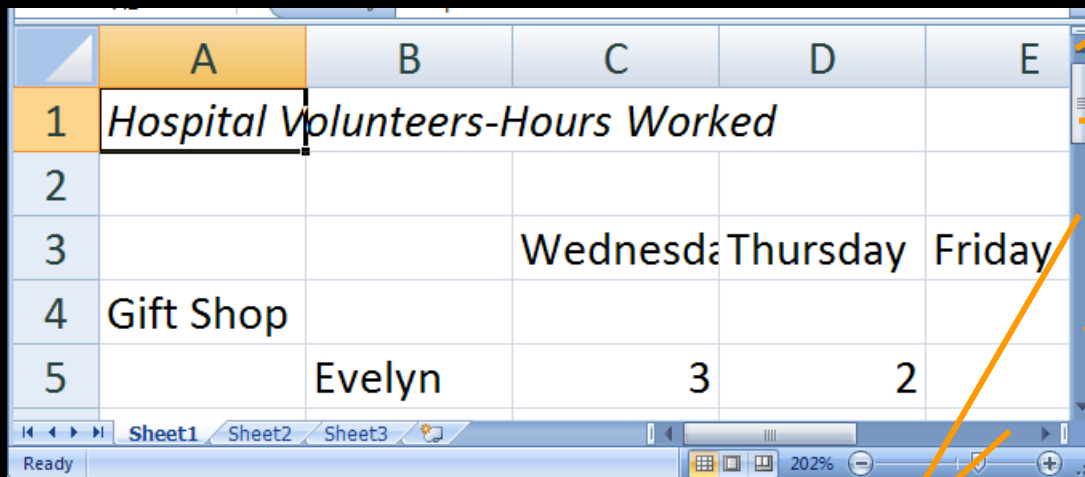
Arrows let you scroll line by line

Drag the scroll box to control your scroll
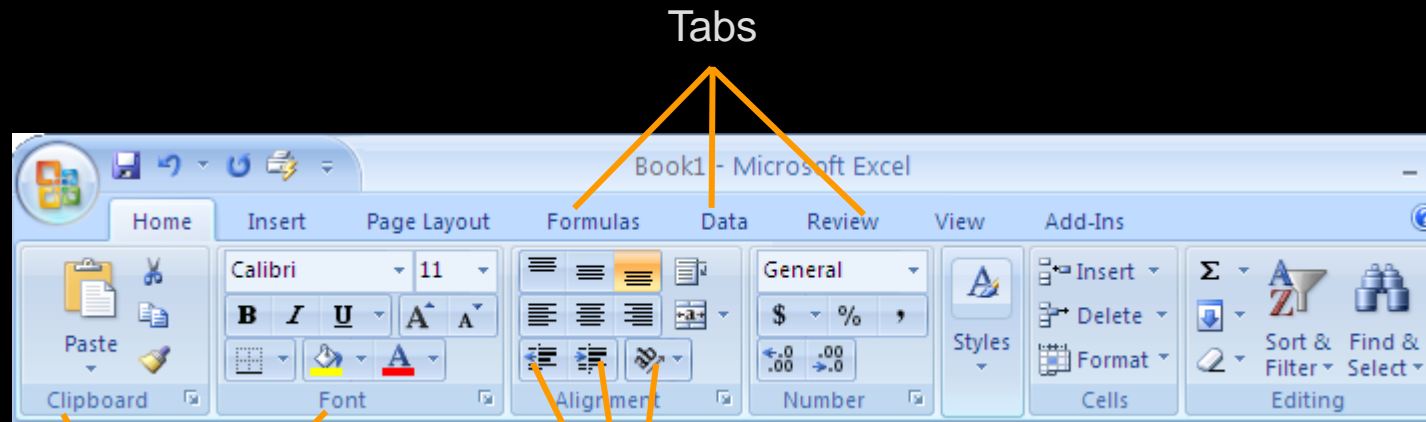
Click the scroll bar to move one screen view at a time

The vertical and horizontal scroll bars both work the same way

TIP ⚠ *Remember that when you navigate with the scroll bar, the active cell does not change.*

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Working with Tabs and the Ribbon

Tabs

Groups

Commands

Arrangement of buttons can vary

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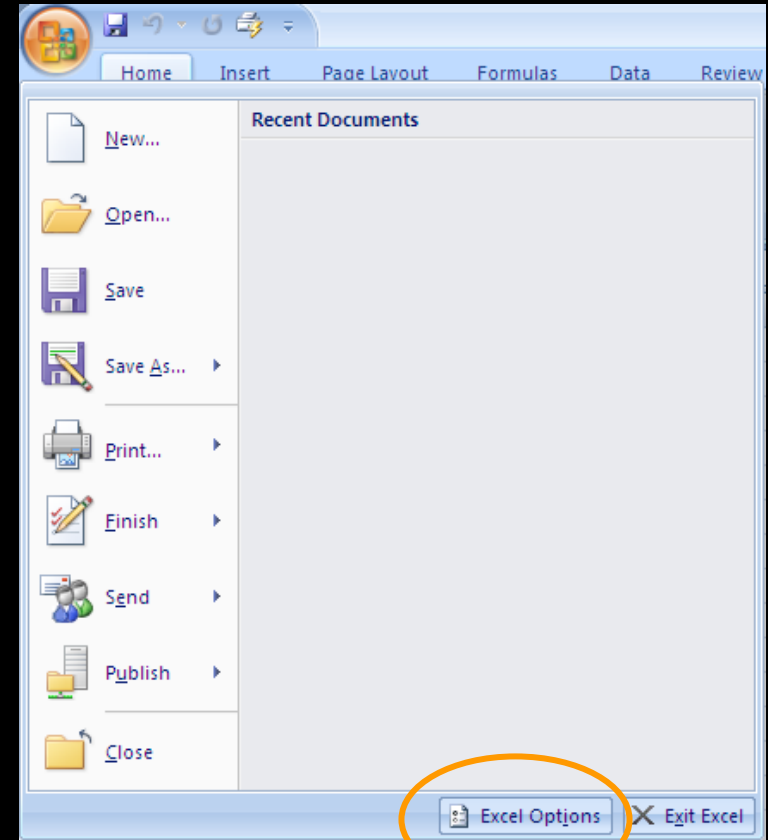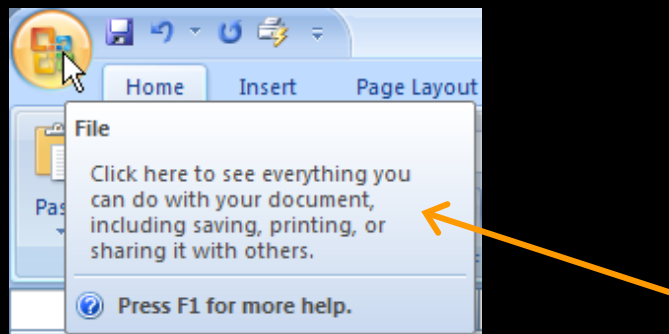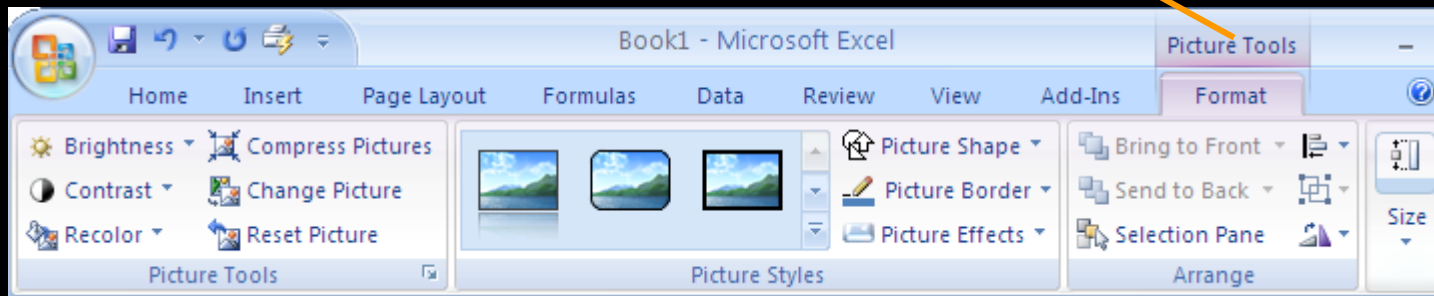L E A R N I N G™

The Office Button

- **Access a menu that allows you to issue commands at the "file" level:**
  - ▲ Open an existing workbook
  - ▲ Save the current workbook
  - ▲ Print the workbook
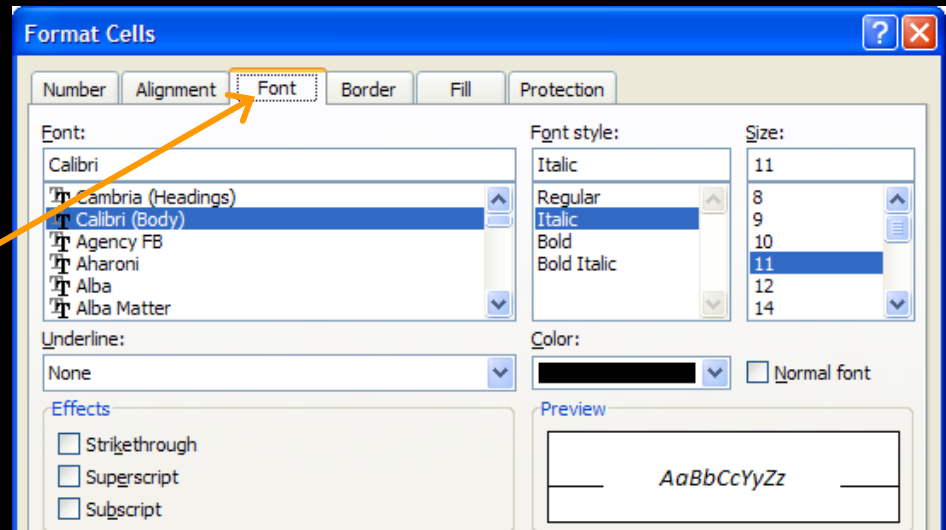 - ▲ Change options for working with Excel

Contextual Tabs

Appear in context with the
task being performed

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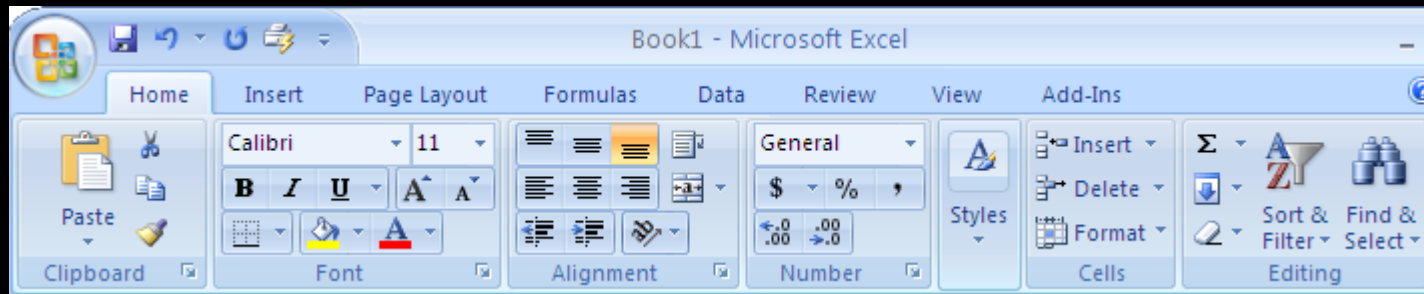L E A R N I N G ™

Dialog Box Launcher

When you click the Dialog Box Launcher in the Font group, the Format Cells dialog box will open with the Font tab displayed
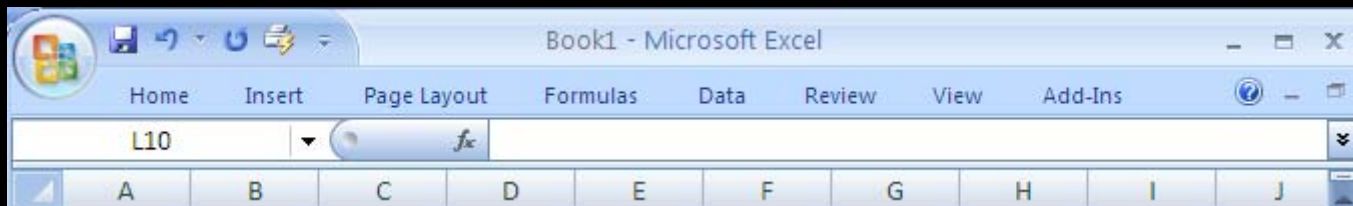
Hide the Ribbon

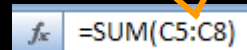- **Create more room on the screen to work**
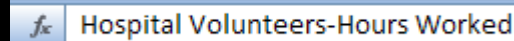

Expanded view

Collapsed view

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Entering Data in Excel

- **When you type, data is entered into the active cell**

- **Constant value**
  - ▲ Does not change as other cells are updated

- **Formula**
  - ▲ Causes values displayed in the cell to change when data in the *referenced cells* change

 f_x =SUM(C5:C8)

  f_x Hospital Volunteers-Hours Worked

  Text is an example of a constant value

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Accepting Data into Cells

- **Completing the entry**
  - ▲ Click in another cell
  - ▲ Click the Enter button on the Formula Bar
  - ▲ Use a keystroke:

Entry Completion Method	Where the Active Cell Will Appear
Enter	It will move down to the next cell.
Tab	It will move to the next cell to the right.
→ ↑ ↓ ←	It will move to the next cell in the direction of the arrow key.
Esc	The entry will be deleted and the current cell will remain active.

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Working with Numbers

- **Numbers can be used in formulas and functions**

- **Number entries can include the digits 0-9 and + - ( ) , / $ % . ***

- **Enter numbers without formatting and apply the formatting later, except…**
  - ▲ You must enter a decimal or indicate a negative number with a minus sign or parentheses

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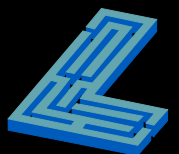
Understanding Save Concepts

Save a previously saved document with the new, edited version
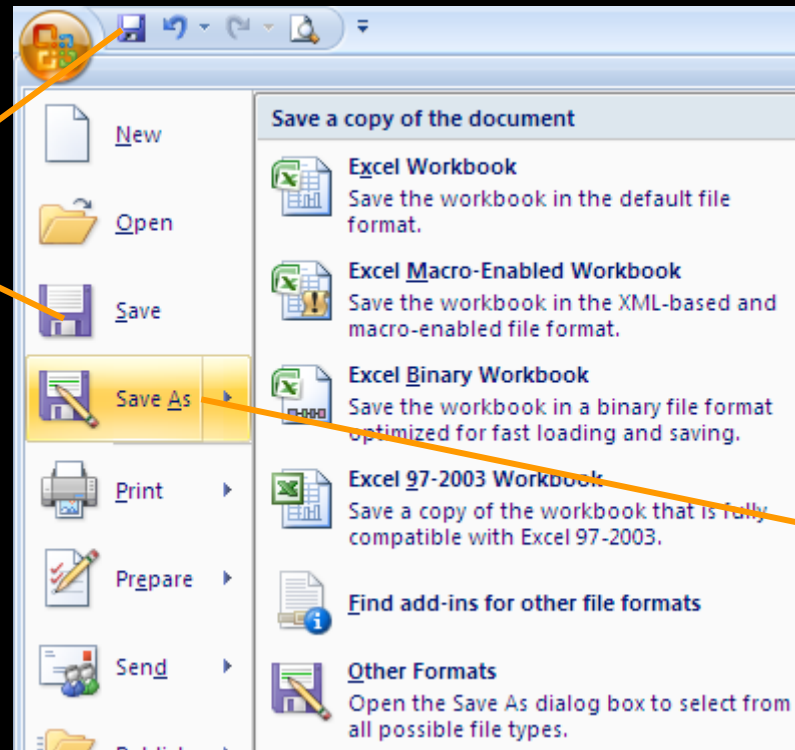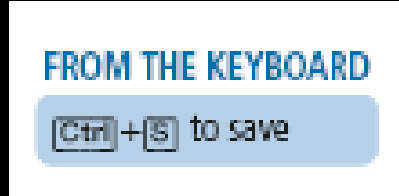
Set the name, location, and/or file type for a workbook
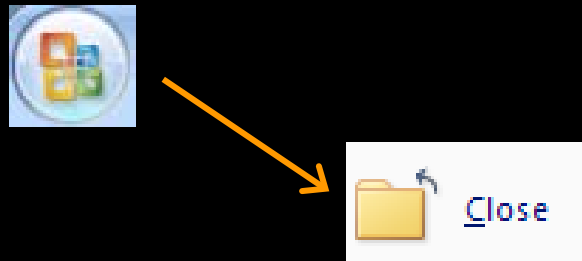
Use Save As for new or existing workbooks.

TIP

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From the Keyboard

- **Many commands can be issued right from the keyboard!**

FROM THE KEYBOARD

Ctrl + S to save

In this example, you can hold down Ctrl and then tap the S key to save your workbook

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Closing Documents

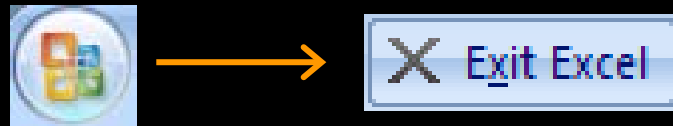- **The Office Button menu contains the Close command**

TIP ⚠ *If changes were made since the last Save, Excel asks to save before closing.*

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Exiting From Excel

- **The Office button contains the Exit Excel command**

- **Closes the application and all open workbooks**

TIP ⚠ *Closing Excel and other programs you know you won't be using frees up memory for other programs.*

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