

Excel® 2007 Introduction

Creating a New Workbook

- [Click] then NEW.
- Select BLANK WORKBOOK, then [Click] CREATE.
- Or, press <Ctrl+N>.

Entering New Data

- Activate a cell by [Clicking] on it, or by moving to it with the keyboard Arrow keys.
- Type the data. If you make a mistake while typing, press <Backspace> to delete characters.
- Press <Enter> or [Click] the [OK] 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 **File** then **EXCEL OPTIONS**. In the ADVANCED tab, 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.



These symbols in the Formula Bar appear while you are entering or editing data. [Clicking] the [OK] confirms what you are entering or editing. [Clicking] the [Cancel] cancels it. The keyboard equivalents of these buttons are <Enter> to confirm, and <Esc> to cancel.

Replacing the Contents of a Cell

- [Click] on the cell to change.
- Type the new data.
- Press <Enter> or [Click] .

Editing the Contents of a Cell

- [Click] on the cell to change.
- [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>.
- 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.
- 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

- [Point] on the dividing line between the columns or rows headings. The mouse pointer changes into a double-headed arrow.
- [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

- 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.
- Choose HOME, then INSERT .

Inserting Cells

- Select the cells where you wish to insert the new ones.
- Choose HOME, then then INSERT CELLS.
- 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:

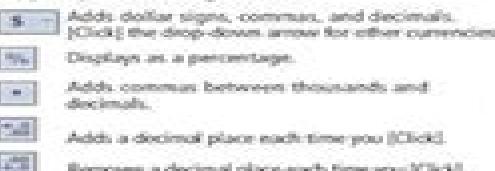
- Select the row(s) or column(s) to delete.
- Choose HOME, then then DELETE .

To delete cells:

- Select the cell(s) to delete.
- Choose HOME, then then DELETE CELLS.
- Specify which direction to shift the surrounding cells to fill the gap. [Click] OK.

Formatting Numbers

- Select the cells to format. This can be done before or after the data has been entered.
- Choose a format from the Number Format drop-down list, found in the NUMBER group on the HOME tab. Or, [Click] the following buttons:



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

- [Click] the drop-down arrow of the Borders button , then select DRAW BORDER, or to draw a grid, select DRAW BORDER GRID.
- [Drag] to create a border.

When finished, turn off border drawing by [Clicking] or press <Esc>. The pointer changes back to .

Erase a Border

- [Click] the drop-down arrow of the Borders button , then select ERASE BORDER.
- [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

- Select the cells to clear.
- 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:

- Select the cells containing dates.
- [Click] in the NUMBER group of the HOME tab.
- Make a selection from the DATE category. [Click] OK.

Entering a Sequence of Numbers

- Enter the first two numbers of a sequence into adjacent cells.
- Select the two cells.
- [Drag] the Fill Handle off 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:

- Enter the starting number or date in a cell.
- Select the blank range to fill, including the cell with the starting value.
- Choose HOME, then then SERIES.
- 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	Cell 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.
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An entire column:	[Click] the column heading.
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The entire worksheet:	[Click] where the row and column headings meet.
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Several separate ranges:	Select one range, press <Ctrl> while selecting additional ranges.
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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

Marc Lauritsen

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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

Game Design: Theory and Practice, Second Edition Richard Rouse III,2004-08-30 Both burgeoning game designers and devoted gamers should consider Game Design Theory Practice an essential read Computer Gaming World Ultimately in both theory and practice Rouse s Game Design bible gets the job done Let us pray Next Generation magazine In the second edition to the acclaimed Game Design Theory Practice designer Richard Rouse III balances a discussion of the essential concepts behind game design with an explanation of how you can implement them in your current project Detailed analysis of successful games is interwoven with concrete examples from Rouse s own experience This second edition thoroughly updates the popular original with new chapters and fully revised text

RPG Programming with XNA Game Studio 3.0 Jim Perry,2009-06-19 RPG Programming Using XNA Game Studio 3.0 provides detailed information on role playing games RPGs and how to create them using Microsoft s XNA Game Studio 3.0 The book examines the history of the genre and takes a piece by piece approach to producing a 2D tile based game demonstrating how to create the various components that make up an RPG and implement them using C and XNA Game Studio 3.0 By the end of the book readers will have built a complete toolset that can be used to create data for their own RPGs Learn how to Creating the characters and monsters that populate RPG worlds Add stats and skills to allow game entities to perform actions Populate the game world with items and treasures Construct a conversation editor to add another degree of interaction Create a multiple step quest system to give players goals to research during gameplay Creating a tile engine for displaying the world Populating the game world with items and treasure Implementing a sound and music system Adding multiplayer support

The Lawyer's Guide to Working Smarter with Knowledge Tools Marc Lauritsen,2010 This ground breaking guide introduces lawyers and other professionals to a powerful class of software that supports core aspects of legal work The author discusses how technologies like practice systems work product retrieval document assembly and interactive checklists help people work smarter If you are looking to work more effectively this book provides a clear roadmap with many concrete examples and thought provoking ideas

Professional MEL Solutions for Production Kevin Mannens,Ed Caspersen,2009-03-05

The Publishers Weekly ,2008

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

Sybase 15.0

Replication Server Administration Saroj Kapoor Bagai,Jagan Bandi Reddy,Jeff Tallman,2008-12-08 [The Unofficial Guide to Microsoft Office Excel 2007](#) Julia Kelly,Curt Simmons,2007-02-05 This title helps readers get the most from Excel 2007 s update with insider guidance and valuable tips It is ideal for Excel users looking for smart tips cool insider secrets and interesting hacks to make the most of Microsoft Excel 2007 It includes handy checklists and charts to get readers started in Excel right away It shows readers the best way to enter format and organize data use PivotTables and PivotCharts to summarize data dynamically work with charts to illustrate data points and learn how to automate common and repetitive tasks by writing macros with VBA **The Complete Guide to Option Pricing Formulas** Espen Gaarder Haug,2007-01-08 Accompanying CD ROM contains all pricing formulas with VBA code and ready to use Excel spreadsheets and 3D charts for Greeks or Option Sensitivities Jacket **Building Financial Models, Third Edition: The Complete Guide to Designing, Building, and Applying Projection Models** John S. Tjia,2018-04-27 The go to guide for building projection models for financial analysis and valuation updated with new content and materials Building Financial Models is considered the best guide to designing and building financial models for use in a wide variety of finance roles This third edition of the popular resource features updated content new materials and a more accessible instructional layout supported by all new exercise files available to readers from a companion website As with previous editions the book offers a hands on approach for creating a core model that is supported by broad coverage of cornerstone accounting and finance principles The author a seasoned developer and trainer with over 25 years experience developing financial models takes you step by step through the entire process of developing a projection model From the basics of accounting and Excel to the final tips and tricks for a completed model you will be led assuredly through the steps of building an integrated financial statement model one that can serve as the core for transactions or analysis in the LBO M A business valuation model or credit underwriting space NEW Updates on the latest Microsoft Excel shortcuts functions accounting concepts and modeling techniques NEW Tips and tricks on how to make your final model product both user friendly and solidly built NEW Additional materials on valuation analysis and sections on scenarios and sensitivity analysis through the use of Data Tables Online access to sample models you can download and more **Excel for Windows 95 Made Easy** Martin S. Matthews,1995 This book teaches readers everything they need to know to master Excel s latest version for Windows 95 This comprehensive introductory tutorial complete with hands on examples will provide new and experienced users with the fundamentals as well as explain the more advanced aspects of this new version **Excel for Chemists** E. Joseph Billo,2004-03-22 Reviews from the First Edition Excel for Chemists should be part of any academic library offering courses and programs in chemistry There is no other book on the market that deals so thoroughly with the application of Excel for analyzing chemical data Highly recommended for upper division undergraduates through professionals Choice I highly recommend this book treat yourself to it assign it to a class give it as a gift The Nucleus Chemists across all subdisciplines use Excel to record data in tabular form but few have learned to

take full advantage of the scientific calculating power within this program Excel is capable of helping chemists process analyze and present scientific data from the relatively simple to the highly complex Excel for Chemists Second Edition has been revised and updated not only to take into account the changes that were made in Excel but also to incorporate an abundance of new examples. Arranged in a user friendly format this book contains illustrations and examples of chemical applications useful How to boxes outlining how to accomplish complex tasks in Excel and step by step instructions for programming Excel to automate repetitive data processing tasks. In addition tips are provided to speed simplify and improve your use of Excel. Included is a CD ROM usable in either Macintosh or IBM Windows environments with many helpful spreadsheet templates macros and other tools. Entirely new chapters contained in this Second Edition feature Array formulas covered in depth in a separate chapter along with a comprehensive review of using arrays in VBA. How to create a worksheet with controls such as option buttons, check boxes or a list box. An extensive list of shortcut keys over 250 for Macintosh or PC is provided in the appendix. Whether as a text for students or as a reference for chemical professionals in industry, academia or government Excel for Chemists Second Edition provides a valuable resource for using Excel to manage various chemical calculations.

The Ultimate Training Workshop Handbook: A Comprehensive Guide to Leading

Successful Workshops and Training Programs Bruce Klatt, 1999-01-22 Bruce Klatt's *The Ultimate Training Workshop Handbook* was written for those who want to excel as trainers and to offer maximum value both to client employers and workshop participants. Focusing on success in front of the group and based on Klatt's 25 years of experience this comprehensive guide takes you from the contracting stage through evaluating results. It shows you how to prepare yourself and your clients and how to construct the workshop.

Juran's Quality Handbook 7E (PB) Joseph A. DeFeo, 2016-11-11 The cornerstone text on quality management and performance excellence thoroughly revised to reflect the latest challenges and developments. The body of knowledge for the science of quality management and performance excellence for more than half a century. Juran's *Quality Handbook* has been completely updated to meet the ever changing needs of today's business and quality professionals. Under the guidance of a team of top experts this authoritative resource demonstrates how to apply the right methods for delivering superior results and achieving excellence in any organization, industry or country. Juran's *Quality Handbook* Seventh Edition provides you with a complete roadmap for the discipline clearly written to make sure you know where you are in the process and what you must do to reach the next level. Within its pages you will find A-Z coverage from key concepts, methods, research and tools to practical applications on the job. Here's why this is the best edition yet: Updated chapters on Lean Six Sigma and the Shingo Prize. NEW chapters on Risk Management and Building a Quality Management System. NEW material on the history of quality management. All ISO and other regulatory standards have been updated. NEW statistical tables, charts and data. Examples and case studies throughout demonstrate how others have applied the methods and tools discussed in real world situations.

A Guide to Teaching Statistics Michael R. Hulsizer, Linda

M. Woolf,2009 A Guide to Teaching Statistics Innovations and Best Practices addresses the critical aspects of teaching statistics to undergraduate students acting as an invaluable tool for both novice and seasoned teachers of statistics Guidance on textbook selection syllabus construction and course outline Classroom exercises computer applications and Internet resources designed to promote active learning Tips for incorporating real data into course content Recommendations on integrating ethics and diversity topics into statistics education Strategies to assess student s statistical literacy thinking and reasoning skills Additional material online at www.teachstats.org **Brilliant Microsoft Excel 2007 Pocket Book** J. Peter Bruzzese,2007 This succinct yet comprehensive guide to Excel 2007 highlights all the latest features and is packed with useful tips tricks and hints to help you to use Excel more efficiently and successfully It is ideal for the completely new Microsoft Excel user and those upgrading from Office 2000 or 2003 Short easy to follow tutorials help the reader to instantly grasp the essential functions of Excel including creating macros using conditional formatting and organising data with SmartArt diagrams tables and charts Keenly priced and with an attractive two colour text design and in a handy pocket or bag sized format these books will be an indispensable guide for anyone who wants to improve or master their abilities without buying a bulky or expensive manual The Windows Vista and Office 2007 Pocket books have entirely new and substantially more content than the previous editions which makes them even better value at just \$ 9.99 With their bold new jacket designs they will stand out on any shelf **Essential Guide to PeopleSoft Development and Customization** Tony DeLia,2000 This practical guide for both novice and experienced programmers includes details on design and development in a project life cycle Online and batch development are also covered This guide also provides customization alternatives of delivered online applications through real examples Authors include Galina Landres Isidor Rivera and Prakash Sankaran

Excel 97 for Busy People Ron Mansfield,1997 Offers timesaving techniques and vital instructions for using Microsoft Excel more efficiently **Essential SharePoint 2007** Scott Jamison,Mauro Cardarelli,Susan Hanley,2007 Essential SharePoint 2007 focuses on utilizing Microsoft Office SharePoint 2007 to improve collaboration and decision making streamline processes and solve real world business problems Three leading SharePoint consultants systematically address the crucial success factors intangibles and gotchas in SharePoint deployment showing exactly how to maximize business value and reduce project risk Drawing on their unsurpassed experience the authors walk you through planning and architecting successful SharePoint solutions around the unique needs of your business Next they address the operational support and end user functionality needed to make SharePoint 2007 work with special attention given to the organizational and political issues that can make or break your project Learn how to Define optimal workable collaboration strategies Build SharePoint applications people want to use Architect SharePoint infrastructure for superior performance reliability and value Provide your customers with state of the art sites blogs and wikis Use SharePoint content management to integrate documents records and Web content and make it all searchable Implement forms based workflow to optimize virtually any

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