



A Guide to *Excel 2007*

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This guide assumes the reader to have basic knowledge of text editing and formatting using a Wordprocessor. Familiarity with Office 2007's general interface is also assumed.

The exact appearance of certain screenshots vary depending upon the version of Windows you are using. Windows Vista is used throughout, although for the purpose and scope of this guide the differences between versions of Windows are largely cosmetic.

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SECTION 1

STARTING EXCEL

Excel's prime function is as a Spreadsheet, a powerful program for handling data, mostly numerical data. A spreadsheet is rather like an electronic accounting ledger which provides a method by which data can be analysed and used in complex calculations. It is unlikely that you will use any more than 20% of its capabilities, consequently this guide concentrates on those aspects of the spreadsheet which you are likely to use most.

Also covered in this guide are how to create **Charts** from your data and how to use Excel as a simple flat file **Database**.

The guide assumes a basic understanding of how to use the PC and Windows. If you are not confident that you have this basic understanding then read our companion guide to Windows which contains the necessary information.

1.1

Starting Up Excel

Windows Vista

Click on the **Start** button, choose **All Programs** and from the **Microsoft Office** sub-menu choose **Microsoft Office Excel 2007**.



Excel will open and display a workbook.

1.2





Windows XP

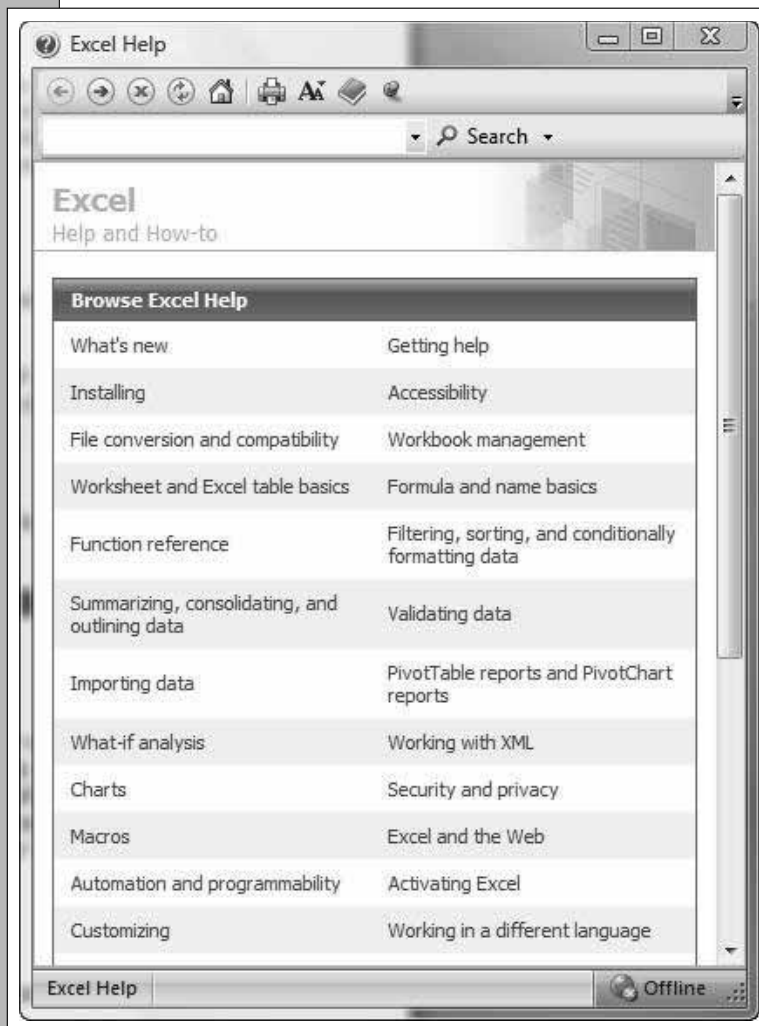
Starting Excel 2007 from Windows XP is slightly different

From the **Start** menu, choose **All Programs** and from the **Microsoft Office** sub-menu choose **Microsoft Office Excel 2007**.

Excel will open and display a workbook.

Help Using Excel

If you have problems with Excel click on the  button on the top right corner of the window. To find help on a particular topic, just enter the topic and click on **Search**. Usually a selection of possible answers is returned, and for further details just click on the most appropriate answer. The **Forward**  and **Back**  buttons at the top of the **Excel Help** window allow you to move between answers. To hide Excel Help click on the help window **Close Box** .

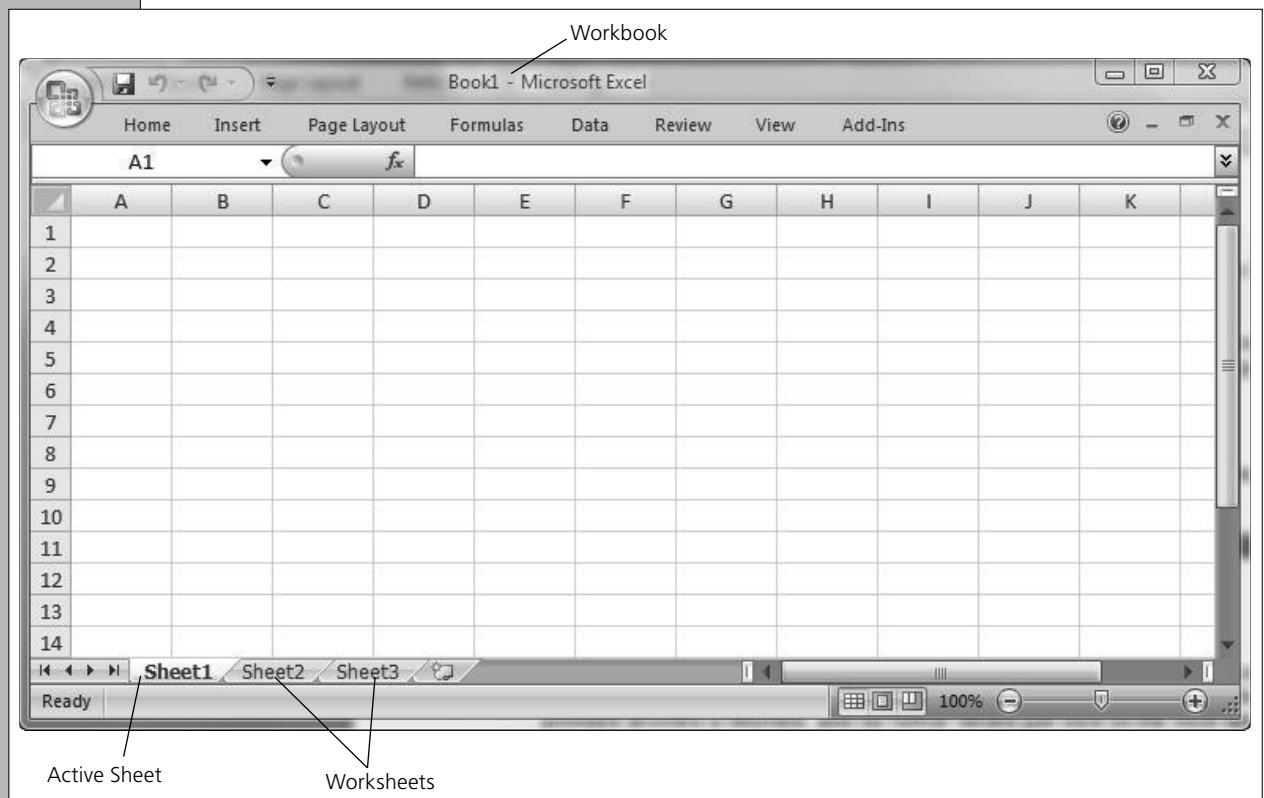


1.3

Workbooks and Worksheets

A workbook is the type of file that Excel uses to store your data and when you start Excel a blank workbook is displayed entitled **Book1**.

In the illustration below you can see what a blank workbook will look like when you first open it.



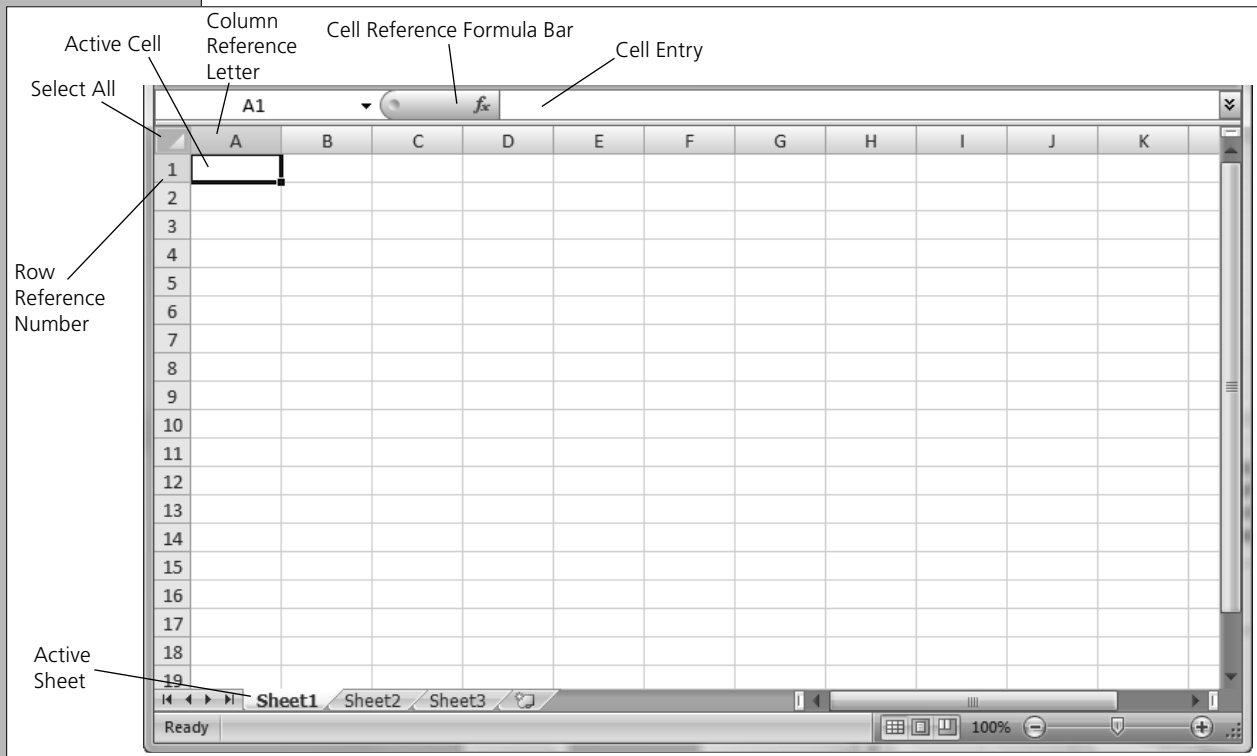
The workbook consists of worksheets (for calculating), and chart sheets (for creating charts). A workbook may contain a single sheet or many sheets. By default Excel opens with a workbook of three sheets named Sheet 1 to Sheet 3. The sheet currently in use, known as the **Active Sheet**, is indicated by the tab in bold at the bottom of the worksheet. If you wish to make a different sheet active simply click on its tab.

When you choose to save your data all the worksheets sheets are saved together as a single workbook file, see Section 4.1.

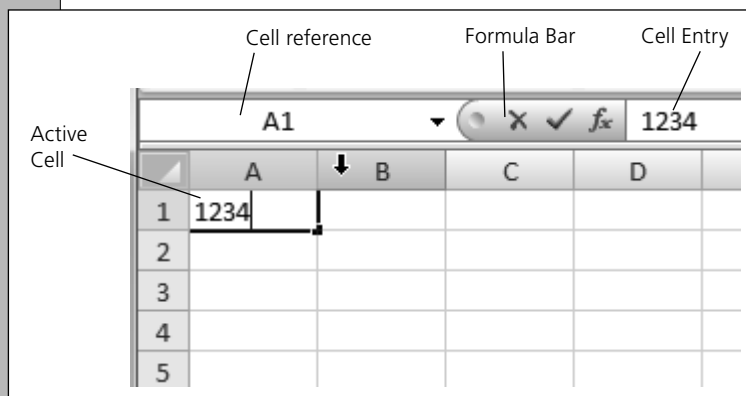
For simplicity, this guide concentrates on the use of a single worksheet since this is sufficient for most needs. See Section 3.8 if you are interested in using several worksheets together.

1.4

Data Entry



Each worksheet of a workbook is divided horizontally into rows and vertically into columns, as in the figure above. The intersection of each row and column makes a box called a Cell and it is into the cells that you type your data. Each cell is referenced individually by a column letter and a row number which together create a **Cell Address** or **Reference** eg. A1.



To enter data in a cell move the mouse pointer to the preferred cell and then click on the mouse button. You can type any kind of data in a cell eg. text, numbers. When you begin to type the entry it will appear in two places:

- In the cell itself, called the **Active Cell**.
- On top of the worksheet in an area called the **Formula Bar**.

When you have finished typing click on the in the formula bar to enter data into the worksheet. Clicking on the in the formula bar reverts the cell back to its original contents. Data can be entered into any cell on the worksheet, it is not necessary to start with the first cell. You can also leave cells blank if you wish.

If you have columns or rows of data to enter, type your data and:

- **The Tab** (→) key can be used to move the active cell to the right.
- **The Enter** (↵) key can be used to move the active cell down.

Once data has been entered in a cell, amendments can be made by clicking on the cell and editing in the **Formula Bar** or by double-clicking on the cell and editing within the cell itself. While initially you might find it easier to edit within the cell, in time, as your use becomes more complex you will see the benefits of using the formula bar for editing.

Clicking on a cell and then pressing the **Backspace** (←) key will remove the entire contents of a cell, or, if the flashing insertion point is in the formula bar, the **Backspace** (←) key enables you to amend the contents of the cell.

Inevitably you will find that data entered into your worksheet will sometimes be too long to fit into the cell it occupies. In such situations text overflows into cells to its right and this isn't a problem provided nothing occupies these cells. However, if these cells are occupied their contents appear to overwrite part of the original cells contents.

	A	B
1	Company	Business
2	B&K Plumbing Bathrooms and	
3	Pearson Plum Plumbers	
4	G.E. Falmers Heating Special	

Should this happen there is nothing to be concerned about, none of the contents of the cells have been overwritten, it's just that the cell width isn't wide enough to display all the data. If it is important that all your data is displayed you need to alter the column width to accommodate its contents, see Section 2.11.

1.5

Moving Around the Worksheet



What you see on screen in the window is only a small part of the total worksheet. To see more of it use the scroll bars at the bottom and right hand side of the window in the same way you would for any other Windows program.

You have already seen how to move about the worksheet using the mouse. Another way is to use the **Arrow** keys which are often referred to as the **Cursor** keys. The Arrow keys enable you to move the active cell about the worksheet one cell at a time, up, down, left or right. When the active cell reaches the right side or the bottom row of the worksheet, pressing the arrow key again will bring an additional row or column into view.

The **Zoom** control box in the bottom right corner of the window can be used to take a closer look or a bird's eye view of any part of the worksheet. Just click on the marker and drag to the required level of magnification.


1.6

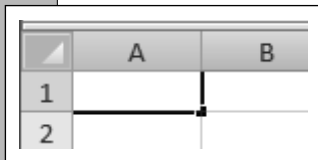
Selecting Data


Often you will want to select an entire column of cells for special treatment to do this click on the column letter. To select adjacent columns follow the same procedure but, while holding down the mouse button, drag the pointer across the columns. Similarly, several rows can be selected by clicking on their row number(s).

For columns which are not contiguous (not touching one another), select one of the columns required and then select the other by holding down the **Ctrl** key. Use the same technique to select non-contiguous rows.

Blocks of cells on the worksheet can be selected by clicking on the top left cell of the range and dragging diagonally to the bottom right hand cell.

To select all cells in the worksheet click on the **Select All**  box. To de-select, just click anywhere on the worksheet.



To select a range of cells that extend off the screen, either click and drag from the first cell of the range to the last cell dragging past the scroll bar (the cells displayed on screen will be adjusted automatically), or alternatively, click once on the first cell of the range use the scroll bar to move to the last cell of the range and, while holding down the **Shift** () key, click once.

SECTION 2

FORMATTING AND EDITING DATA

2.1

Types of Data

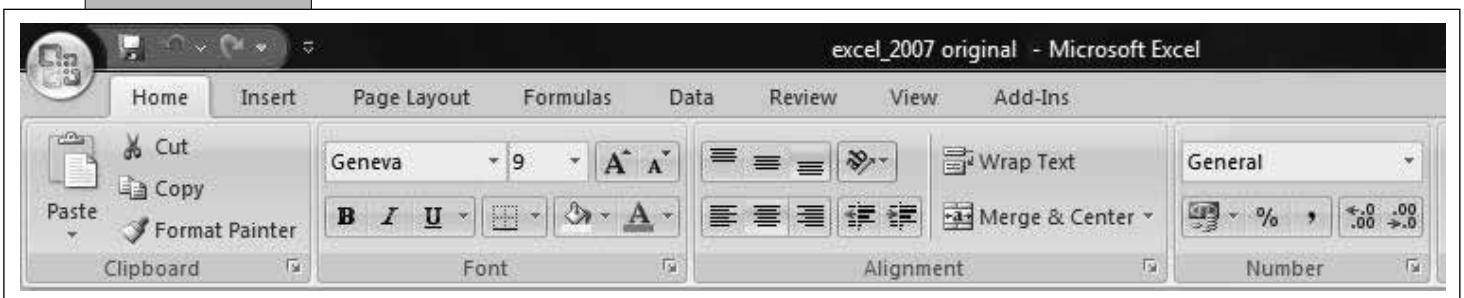
The data which you type into a worksheet is one of two types:


- Values: Raw data which forms the basis of the calculations.
- Labels: Normally text used as headings for rows and columns.

The type of data that is used for calculations is referred to as Values. Values can be in one of many different formats and it is important both for display and calculation purposes that the appropriate format is used. Formats are differentiated according to £ signs, number of decimal places, presence of commas dividing thousands, date formats, percentage formats and many others.


It is good practice to set the format in which you wish your data to appear before you type it. However, if preferred you can amend the format subsequently.



To format values, select the cells, columns or rows which share the particular format (see Section 1.7) click on the **Home** tab and choose the required format using the buttons on the **Home** tab or from the **Number Format** pop-up.



The  button changes the selection to Currency.

The  button changes the selection to a Percentage.

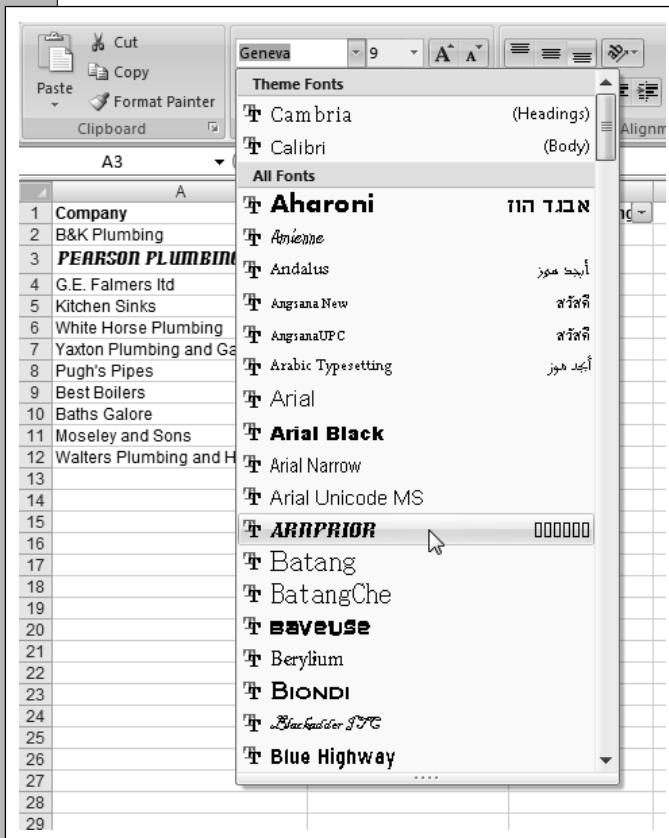
The  button changes the selection to display thousands delimited by a comma.

The  button increases the number of decimal places by one whilst the  button decreases the number of decimal places by one.

2.2

Changing Font, Style and Alignment

One way of changing the appearance of selected text and numbers is to change its **Font** (Typeface) from the **Home** tab. As you will see by clicking on the arrow to the right of the **Font box**, fonts are given all sorts of peculiar names. As the mouse pointer moves over a particular font the selected text is momentarily displayed in that font to give you a good idea how it will appear should the font be chosen.



To alter the size of a selection, use the down arrow to the right of the **Font size** box. Click and drag on the arrow to the required size or type a size into the box. Sizes are measured in points or pts; 10 or 12 pts is normal, the bigger the point size the bigger the character size. Again with size, as with many of the of the formatting options, as the mouse pointer moves over a particular menu choice the selected text momentarily reflects that choice to give you a good idea how it will appear should the option be chosen.

For different font styles use the buttons on the **Home** tab:

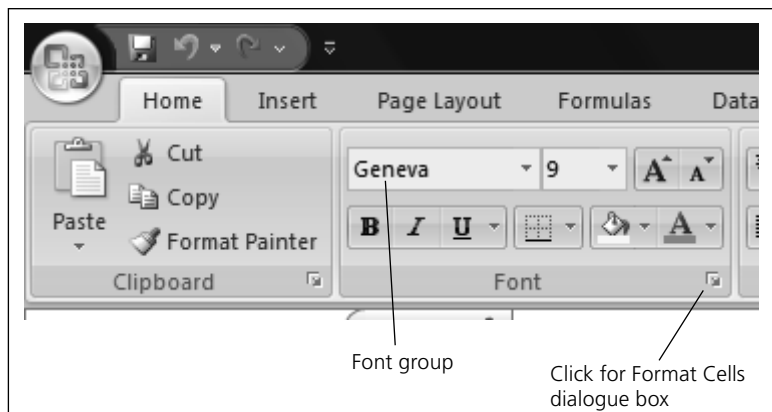
- B** produces bold text.
- I* produces italic text.
- U produces underlined text.

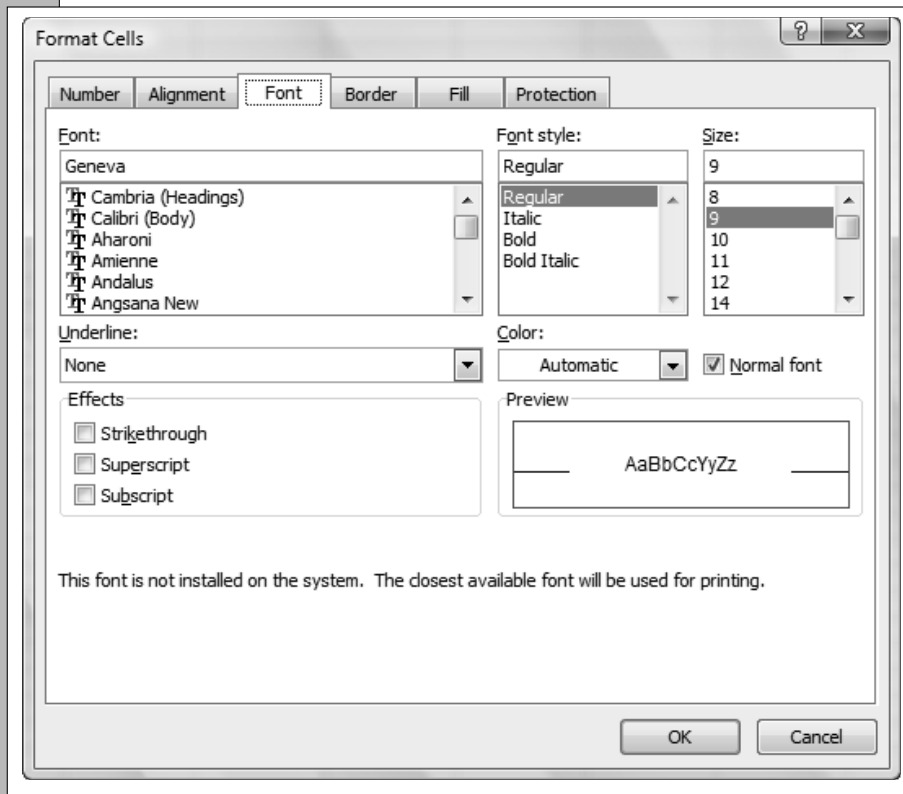
Colouring cells or their contents can be quite helpful in drawing attention to particular cells.

changes the colour of the data in the cell.

changes the colour of the cell itself.

To de-select any of these font styles simply select the cells and click on the particular font style button again. Many other font styles are available from the **Font** tab on the **Format Cells** dialogue box available by clicking on the button.






Alignment

When you type in text it will be displayed on the left side of the cell (left aligned); values (numbers) will be shown on the right side of the cells (right aligned). These alignments can be changed by selecting the cells to be altered, and clicking on the appropriate button from the **Home** tab.

Alignment section

	button changes the selection to Left Aligned .		button changes the selection to Align to the middle of the cell .
	button changes the selection to Centre Aligned .		button changes the selection to Align to the bottom of the cell .
	button changes the selection to Right Aligned .		button changes the selection to Rotate the contents of the cell .
	button changes the selection to Align to the top of the cell .		


Other alignments are available from the **Format Cells** dialogue box available by clicking on the  button.

To align the contents of a cell across several columns enter the data into the left hand cell, select the range of the cells across which your data is to be spread, and, from the **Home** tab, click on the **Merge and Centre**  button. The gridlines between the range of selected cells will disappear indicating that a cell is centred across columns. To revert to the previous alignment select any cell in the range and click on the button again.

See Section 2.9 to see how to automatically format your data.

2.3

Copying Formats

If you have formatted a cell or range of cells and wish to copy this format, select these cells and then, from the **Home** tab, click on the **Format Painter** button . Select the cell(s) you wish to copy the format to and when you release the mouse button the formats will be copied.

Note: More than one format can be copied at once using this method.

2.4

Inserting Rows, Columns and Cells

To insert a column between two existing ones, select the right hand column, from the **Home** tab click on the **Insert** button and from the pop-up menu choose **Insert Cells**. A column with the same format as that selected will be inserted. Several columns can be inserted simultaneously by selecting two, three or any number of columns and then choosing **Columns** as before. The method for inserting rows is the same.

Note: When columns and rows are inserted, all reference numbers are adjusted. Formular references (see Section 3) are also adjusted, except where cells are displaced into adjacent columns.


To insert a single cell, first select the cell in which you wish it to appear, then from the **Home** tab click on the **Insert** button and from the pop-up menu choose **Insert Cells**. The dialogue box presented offers you the option of moving existing cells down or to the right. Several cells can be inserted at once by first selecting two, three or any number of cells and then choosing to insert cells as above.

2.5

Deleting and Moving Data

Deleting Data

Any deletion should be performed with care, especially if you are deleting entire rows or columns. You may choose to delete cells including their contents or just the contents itself. To delete cells and their contents: select the cells you wish to remove (See Section 1.6), from the **Home** tab click on the **Delete** button and from the pop-up menu choose **Delete Cells**. From the dialogue box presented choose whether to move the remaining cells up or to the left.

To delete just the contents of cells: Select the cells whose contents you want to remove, from the **Home** tab click on the **Clear** button  and from the pop-up menu choose **Clear Contents**.