

Introduction to Excel 2007

St. Mary's County Library



Tools available for the online class

- Slides handout
- Excel 2007 Quick Reference card
- Checkbook exercise
- Link to St. Mary's County Library computer tutorials page



Skills needed

- Basic knowledge of toolbars
- Basic knowledge of file menu
- Can use the mouse
- Opening and closing files



What does Excel do?

- Excel performs calculations and analyzes and presents data. It has tools for organizing, sorting, and retrieving data and can display the data in text or graphical formats like charts and graphs.
- Examples: Add and subtract numbers; statistics; percentages; keep track of dates and times; sort lists; create charts and graphs. Use for personal finance, timesheets, and more!



Skills you will learn

- What's new in Excel 2007
- Vocabulary associated with Excel
- Entering data into spreadsheet
- Editing data
- Resizing columns
- Formatting cells
- Merging cells
- Autofill
- Basic formulas (adding, subtracting, multiplying)
- Copying and pasting
- How to get help in Excel



What's new in Excel 2007

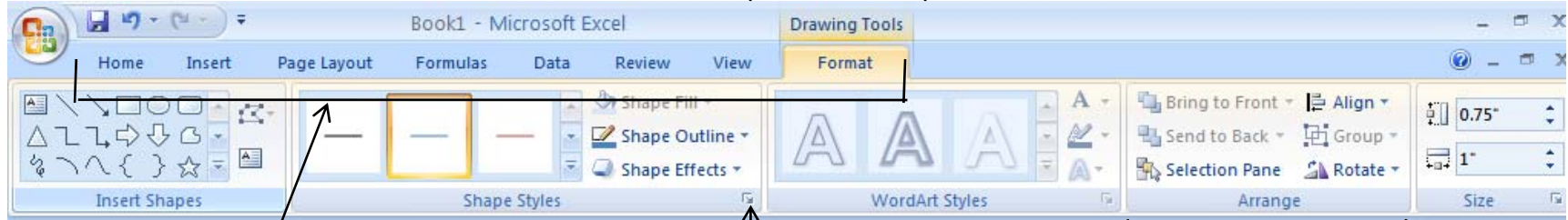
- Ribbon bar
- Command tabs
- Contextual tab
- Dialog box launcher
- Microsoft Office button
- Quick access toolbar
- New file formats (.xlsx)



Office button

Quick access toolbar

Context tab



Command tabs

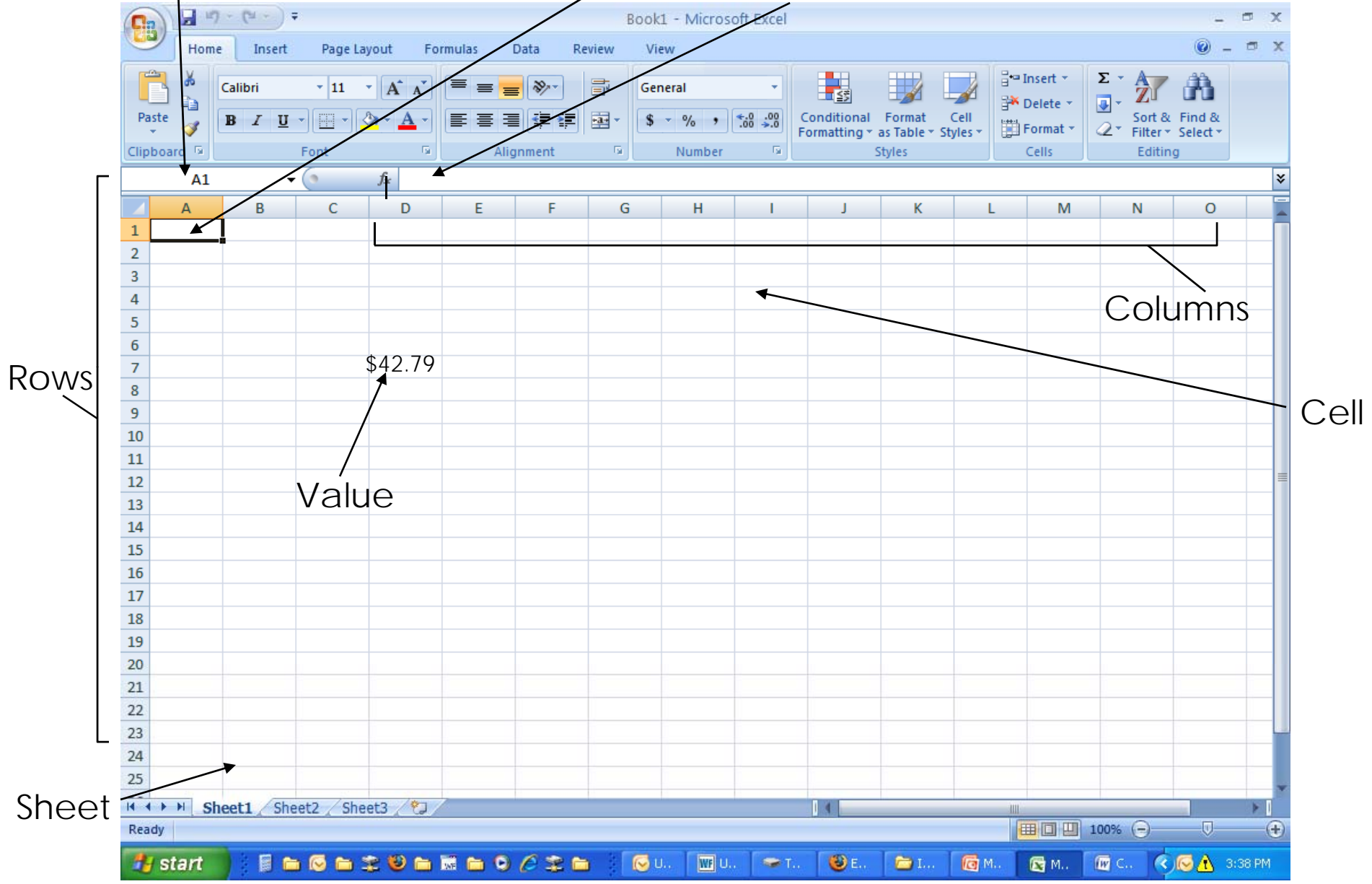
Dialog box launcher

Group (of commands)

Ribbon

New stuff

Name box (cell coordinates) Active cell Formula bar



Workbook grid


Entering and editing data

- Click in cell
- Type numbers or text
- Formula bar
- Enter key
- Arrow keys
- Tab key
- Select more than one cell with Ctrl key



Resizing columns

- 1st way: drag resize tool to one side
- 2nd way: double-click resize tool to fit width to data
- 3rd way: Home tab, Cells group, Format button, AutoFit Column Width

Drag to resize |  Resize tool

	A	B	C
1			
2			
3			



Formatting cells

- Select cells by dragging, select rows, columns
- Use tools on Home tab
- Font and size
- Bold and italic
- Justification
- Color



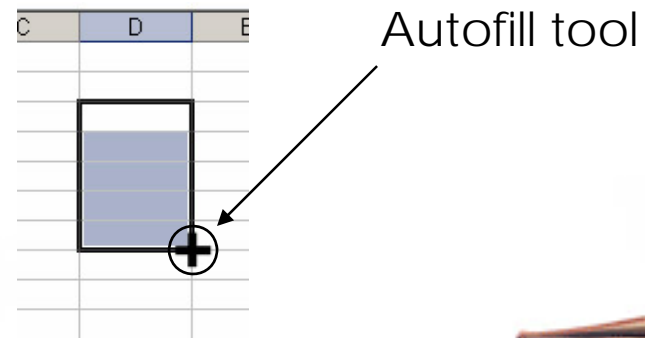
Number format and merging

- Select cells
- Right-click
- Format cells
- Number tab: choose category for special number or text format
- Alignment tab: text wrap, merge cells



Autofill

- Select cells
- Mouse over bottom right corner:
- Hold and drag
- Autofill options



Basic formulas

- Type = in cell
- AutoSum
- Other auto formulas
- Subtract
- Multiply
- Divide
- Formula bar formulas (*fx*)



Copying and pasting

- Select cells, rows, or columns with mouse
- Several ways: copy and paste in edit menu, copy and paste on toolbar, Ctrl-C and Ctrl-V
- Copy, then click in top left cell of where want to paste
- Works for data and formulas



How to get help

- In MANY programs (and all Microsoft programs), the F1 key is the Help key
- Browse Help
- Search Help
- Library books/DVDs/CD-ROMs
- www.stmalib.org/learn.html



Congratulations!

This concludes the class
Introduction to Excel.

Please share any questions or
comments you may have!

