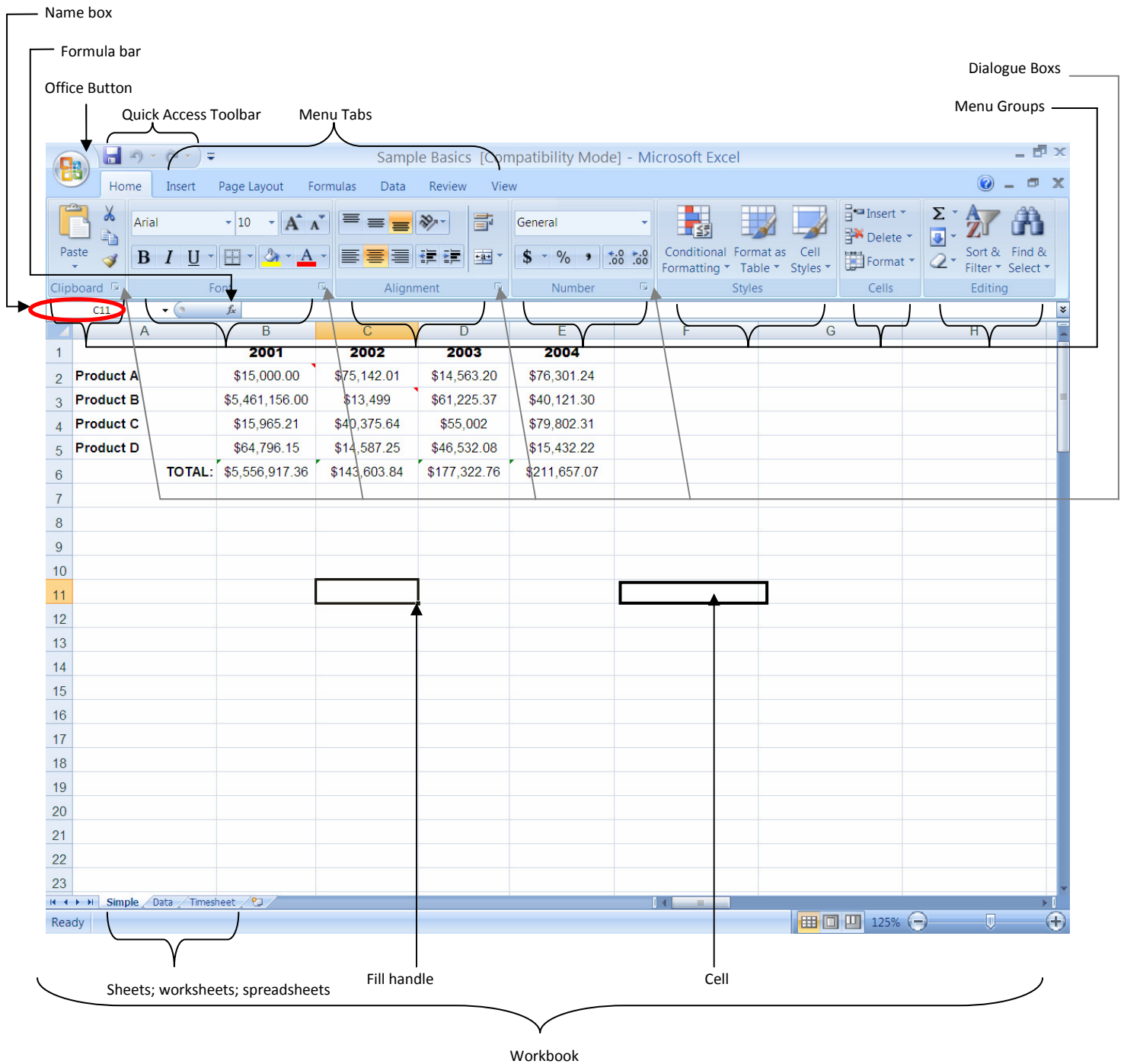



# Microsoft Excel: Upgrade Summary

## Anatomy of Microsoft Excel 2007




## Starting a Workbook

### New Document



 → New	<ol style="list-style-type: none"> <li>1. Click on the Office Button.</li> <li>2. Select <b>New</b>.</li> <li>3. Double click on <b>Workbook</b>.</li> </ol>
Ctrl + N	*Automatically opens a new blank workbook.

## Opening a Document



 → Open	<ol style="list-style-type: none"> <li>1. Click on the Office Button.</li> <li>2. Select <b>Open</b>.</li> <li>3. Locate the document to be opened.</li> <li>4. Double click on the document to open.</li> </ol>
Ctrl + O	<ol style="list-style-type: none"> <li>1. Locate the document to be opened.</li> <li>2. Double click on the document to open.</li> </ol>

## Saving

## Save Document


 → Save	<ol style="list-style-type: none"> <li>1. Click on the Office Button</li> <li>2. Select <b>Save</b>.</li> </ol>
Ctrl + S	*Automatically saves document.
	*Automatically saves document.

## Rename Document, Change File Type, Save in a New Location


 → Save As	<ol style="list-style-type: none"> <li>1. Click on the Office Button</li> <li>2. Select <b>Save AS</b>.</li> <li>3. Select where to save the document.</li> <li>4. Click <b>OK</b>.</li> </ol>
Ctrl + S	<ol style="list-style-type: none"> <li>1. Select where to save the document.</li> <li>2. Click <b>OK</b>.</li> </ol>
	<ol style="list-style-type: none"> <li>1. Select where to save the document.</li> <li>2. Click <b>OK</b>.</li> </ol>

## Printing


## Print Preview

 <b>Print → Print Preview.</b>	<ol style="list-style-type: none"> <li>1. Click on the Office Button.</li> <li>2. Use the mouse cursor (magnifying glass) or utilize the <b>Zoom</b> menu option group.</li> <li>3. To return to your document, click on <b>Close Print Preview</b> on the toolbar.</li> <li>4. To print from Print Preview, on the print preview toolbar, select the printer icon.</li> </ol>
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## Printing







 → Print	<ol style="list-style-type: none"> <li>1. Click on Office Button.</li> <li>2. Select <b>Print</b>.</li> <li>3. Select: <ul style="list-style-type: none"> <li>- The printer to be used (name drop-down)</li> <li>- Therange of pages to be printed (page range)</li> <li>- And/or the number of copies to be printed.</li> </ul> </li> <li>4. Click <b>OK</b>.</li> </ol>
Ctrl + P	<ol style="list-style-type: none"> <li>1. Select: <ul style="list-style-type: none"> <li>- The printer to be used (name drop-down)</li> <li>- Therange of pages to be printed (page range)</li> <li>- And/or the number of copies to be printed.</li> </ul> </li> <li>2. Click <b>OK</b>.</li> </ol>

**Set Print Area**



1. Highlight the cell or range that you want to print.
2. In the **Page Layout** tab, within the **Page Setup** box, click **Print Area** (  ).
3. Select **Set Print Area**.

**Viewing Worksheets**

**Screen Magnification**


View Tab → Zoom Group → 	<ol style="list-style-type: none"> <li>1. Indicate the desired zoom percentage.</li> <li>2. Click <b>OK</b>.</li> </ol>
	Click and drag  , or click on  or  to a  st zoom

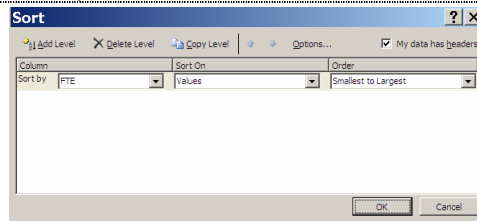
**Quick Access Toolbar**

1. Click on  in the Quick Access Toolbar (  ).
2. Select the tool you'd like to display as part of the Quick Access Toolbar. A check next to the tool indicates it is being displayed.



**Navigating the Worksheet**

**Sorting Data**

Data Tab → Sort & Filter Box → 	<ol style="list-style-type: none"> <li>1. Select the Data to be sorted.</li> <li>2. Within the <b>Data</b> tab, select Sort. The Sort dialog box will appear.</li> <li>3. Specify desired option for <b>Column</b>, <b>Sort On</b>, and <b>Order</b>.</li> <li>4. Select <b>OK</b>.</li> </ol>
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**Copying Cells**

Home Tab → Clipboard Group → 	<ol style="list-style-type: none"> <li>1. Select the text to be copied.</li> <li>2. From the <b>Home</b> tab, within the <b>Clipboard</b> group select  .</li> </ol>
Ctrl + C	<ol style="list-style-type: none"> <li>1. Select the text to be copied.</li> <li>2. Hit Ctrl + C</li> </ol>



\* Note: If you copy/cut and paste cells with formulas in them, the formula will also be copied/cut and pasted in the new cell. See "copying formulas" below.

**Cutting Cells**

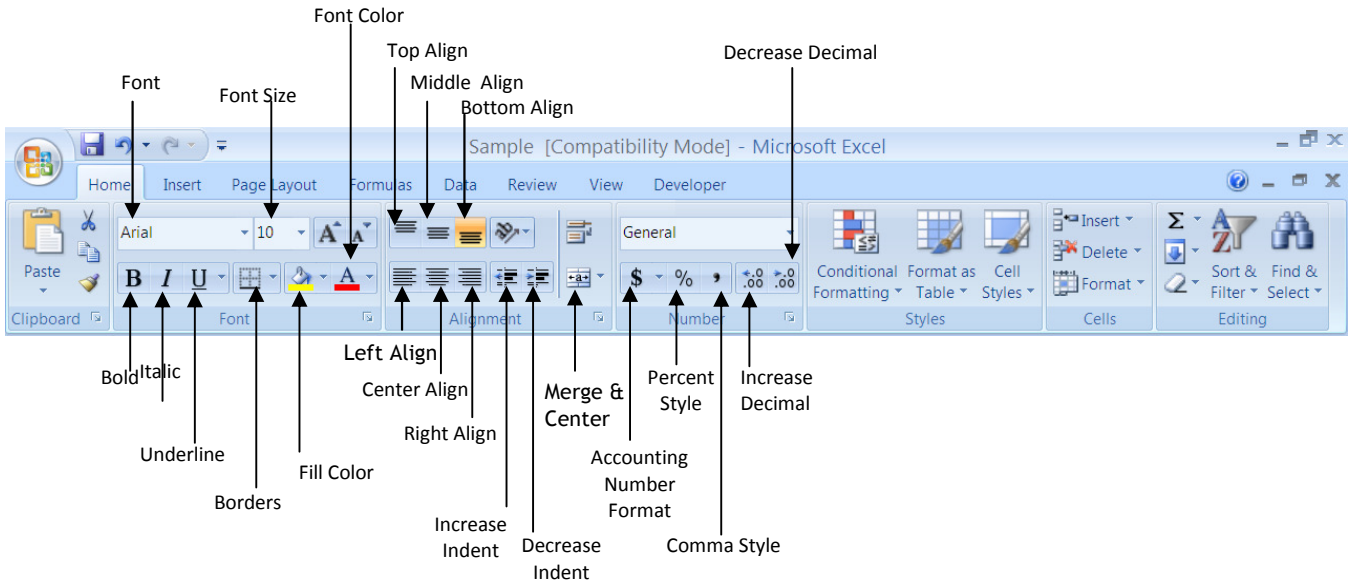
Home Tab → Clipboard Group → 	<ol style="list-style-type: none"> <li>1. Select the text to be cut.</li> <li>2. From the <b>Home</b> tab within the <b>Clipboard</b> group select  .</li> </ol>
Ctrl + X	<ol style="list-style-type: none"> <li>1. Select the text to be copied.</li> <li>2. Press Ctrl + C</li> </ol>

\* Note: If you copy/cut and paste cells with formulas in them, the formula will also be copied/cut and pasted in the new cell. See "copying formulas" below.

**Pasting Cells**

Home Tab → Clipboard Group → 	<ol style="list-style-type: none"> <li>1. After copying/cutting, place cursor where text will go.</li> <li>2. From the <b>Home</b> tab, within the <b>Clipboard</b> group select  .</li> </ol>
Ctrl + V	<ol style="list-style-type: none"> <li>1. After copying/cutting, place cursor where text will go.</li> <li>2. Press Ctrl + V.</li> </ol>


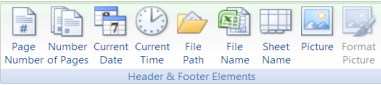

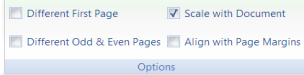
## Formatting Cells



## Formatting Worksheet

### Headers and Footers

1. In the **Insert** tab, within the **Text** box, click **Header & Footer**.
2. If necessary, switch between the header and footer using the **Go to Header** or **Go to Footer** in the **Navigation** box.
3. Type the desired text and click the icons to add the date, time, page number, etc.








Toolbar Section		Function
Header & Footer		Changes format of the Header and/or Footer.
Header & Footer Elements		Inserts page number, number of pages, current date, current time, file path, file name, sheet name, and pictures.
Navigation		Switches between header and footer views.
Options		Allows variations of the Header and/or Footer throughout the document.

4. Close Header & Footer.

## Charts

### Chart Wizard

1. Select all the cells, including the column and row headings, that contain the data to be charted.
2. In the **Insert** Tab, within the **Charts** Box, select the chart type to be used.

Column	Compares two or more items, usually over time. Columns representing each item are side by side.	
Line	Represents data points as lines, usually over a period of time.	
Pie	Compares how separate parts make up a whole.	
Bar	Like a column chart tipped on its side.	
Area	Same as line chart, provides shading underneath each line.	
Scatter	Also referred to as an X Y chart. Compares pairs of values. Use when values being charted are not in x axes order or when they represent separate measurements.	
Other	All other charts available, including: Stock, Surface, Doughnut, Bubble, or Radar charts.	

### Editing Charts

1. Click on the chart to select it (a light blue border will appear around the chart box when it is selected).

#### To Move:

2. Left click on chart box and drag to the desired location.

#### To Resize:

3. Hover over the black dots in the light blue border. When your mouse becomes a double sided arrow, left click and drag in the desired direction.

#### To Delete:

4. Press the **Delete** key.

#### To Format:

5. Utilize the **Chart Tools** tabs in the toolbar.