

MS Excel 2007 Basics



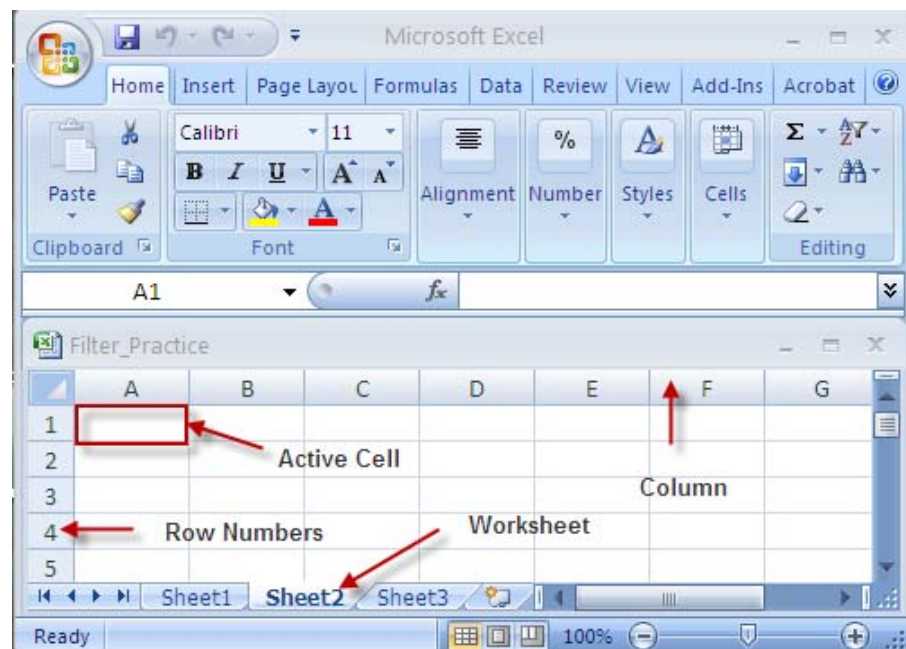
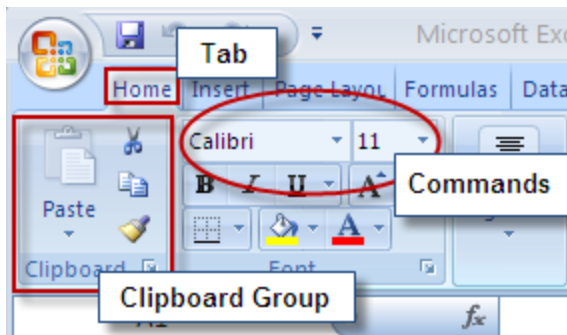
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Excel Basics

The Ribbon

The band at the top of the Excel 2007 window is the **Ribbon**. The Ribbon is made up of different **Tabs**. Each tab is related to specific kinds of work that people do in Excel. You click the tabs at the top of the Ribbon to see the different commands on each tab. The **Home Tab**, the first tab on the left, contains the everyday commands that people use the most. Commands are organized in small related **Groups**. For example, commands to edit cells are grouped together in the **Editing Group**, and commands to work with cells are in the **Cells Group**.



Excel Tutorial

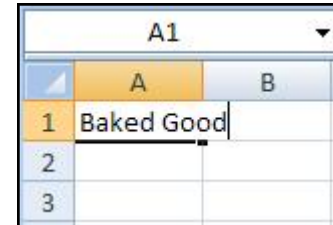
Notes

Add Data

1. When you open Excel, cell A1 of sheet1 will be highlighted. If it is not highlighted, click inside it.

2. Type: **Baked Good**

3. Since you typed more text than will fit into cell A1, the text will run over the next cell. We will adjust this once you have added more headings.



	A1	
	A	B
1	Baked Good	
2		
3		

4. Press the TAB key on the keyboard to move to cell B1.

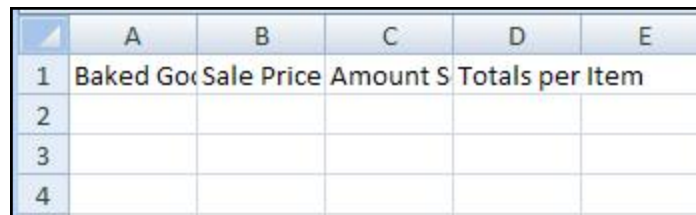
5. Type: **Sale Price**

6. Press the Tab key on the keyboard to move to cell C1.

7. Type: **Amount Sold**

8. Press the Tab key on the keyboard to move to cell D1.

9. Type: **Totals per Item**



	A	B	C	D	E
1	Baked Good	Sale Price	Amount Sold	Totals per Item	
2					
3					
4					

10. Your Spreadsheet will look like this:

Format Cells

1. Click on row 1 to select all of the row and cells in row 1.
2. Locate the **Home Tab**, Click the **Bold Command** in the **Font Group**.
3. Locate the **Home Tab**, Click the **Align Text Right Command** in the **Alignment Group**.
4. Use the Font Size pull-down menu to change the **font size** to 16.

Change Column Width

1. Place the cursor directly on the line between the letters A and B in the column letters. The cursor will change from a white cross to a plus sign with arrows on the horizontal cross bars.

	A	B	C	D
1	Baked Good	Sale Price	Amount Sold	Units per Item
2				
3				

2. Double click at this point and the column will fit the text.

Add More Data

- A2: Brownie
 A3: Lemon Square
 A4: Cherry Pie Slice
 A5: Chocolate Cake Slice
 A6: Pizza Slice

Formatting Cells

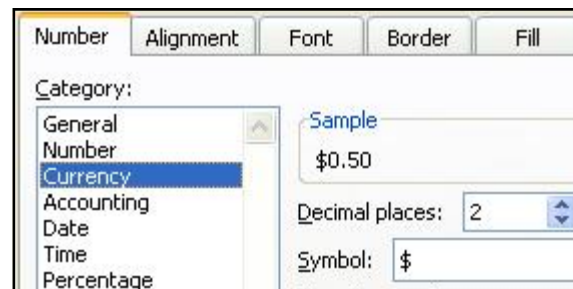
Add data to Sale Price column:

Add data to Amount Sold column:

- | | |
|----------|---------|
| B2: .50 | C2: 120 |
| B3: .50 | C3: 65 |
| B4: 1.25 | C4: 45 |
| B5: 1.25 | C5: 56 |
| B6: 1.50 | C6: 60 |

	A	B
1	Baked Good	Sale Price
2	Brownie	0.5
3	Lemon Square	0.5
4	Cherry Pie Slice	1.25
5	Chocolate Cake Slice	1.25
6	Pizza Slice	1.5

1. Click on cell B2 and drag to cell B6
2. Locate the **Home Tab**, the **Cells Group** and the **Format Command**
3. Click on the **Format Command** and Click on **Format Cells**
4. In the Format Cells Window on the **Number Tab** select **Currency** and click **OK**. Note how to set the look for negative numbers.



Simple Formulas

We'll add a formula to show how much was made on each item sold.

1. Click in cell **D2**. Type **=PRODUCT...** When you begin typing a formula Excel attempts to fill in.
2. Continue with clicking the cell **B2**, type an **asterisk** for multiply
3. Click in the **C2** cell. Close the formula with the ending parenthesis. Press **Enter**.
4. To add/fill the formula to cells **D3-D6** click and **drag** on the small black square.

		=PRODUCT(B2*C2)
	C	D
Price	Amount Sold	Totals per Item
\$0.50	120	\$60.00
\$0.50	65	\$32.50
\$1.25	45	\$56.25
\$1.25	56	\$70.00
\$1.50	60	\$90.00

Let's total all the money made using **AutoSum**.

1. Click in **cell D7**.
2. Click the **AutoSum** icon found on the **Formula Tab**.
3. Make sure the highlighted cells include **D2-D6**.
4. Click **Enter**.



	=SUM(D2:D6)
D	E
Totals per Item	
\$60.00	
\$32.50	
\$56.25	
\$70.00	
\$90.00	
=SUM(D2:D6)	
SUM(number1, [number2], ...)	

Conditional Formatting

To quickly see the values in column D that are greater than \$57.00:

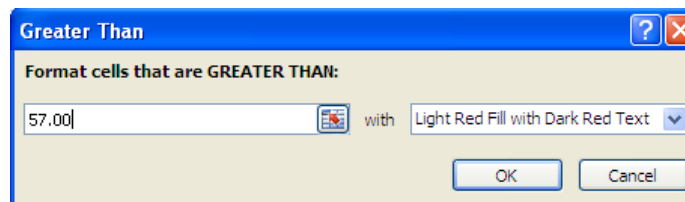
1. Select cells **D2-D6**
2. On the **Home Tab** in the **Styles Group** click on **Conditional Formatting**



Conditional Formatting

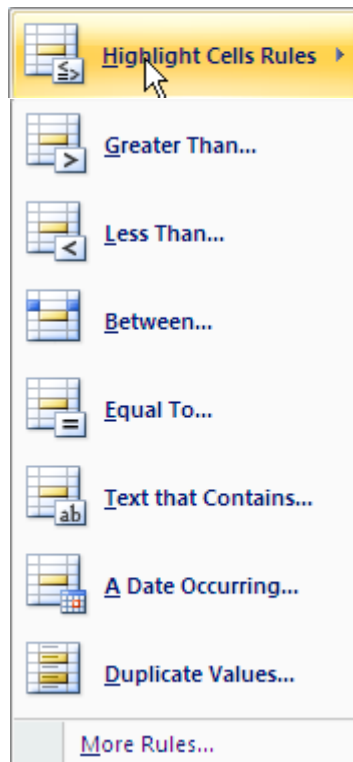
Notes

3. Point on **Highlight Cell Rules**
4. Click **Greater Than**
5. In the Greater Than Window Type **57.00**
6. Select a **Color Fill**
7. Click OK

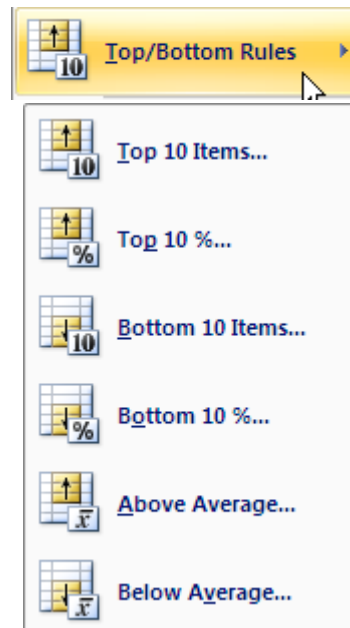


D	
Totals per Item	
	\$60.00
	\$32.50
	\$56.25
	\$70.00
	\$90.00
	\$308.75

The **Conditional Formatting Highlight Cells Rules** can show options below.



The **Top/Bottom Rules** can show options below.

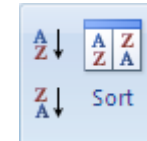


Use the Filter Practice worksheet for the following activities.

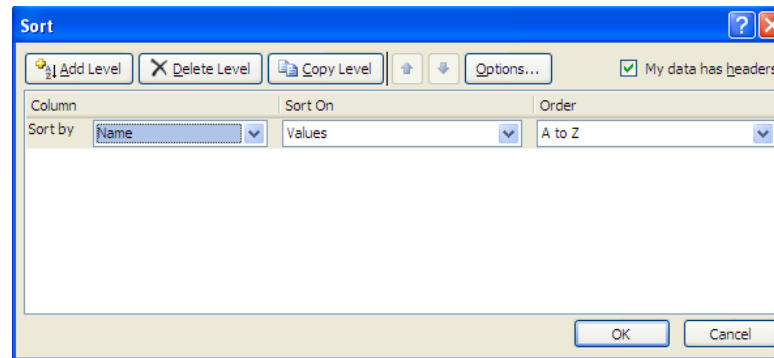
Notes

Sorting Data

You can sort data in many different ways. For example: alphabetically, smallest to largest, newest to oldest, etc..

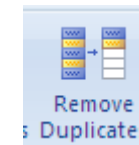


1. Highlight the table by dragging through the column headers.
2. Click the **Data** tab then the **Sort** command in the **Sort and Filter** group.
3. In the **Sort by** field select **Name**.



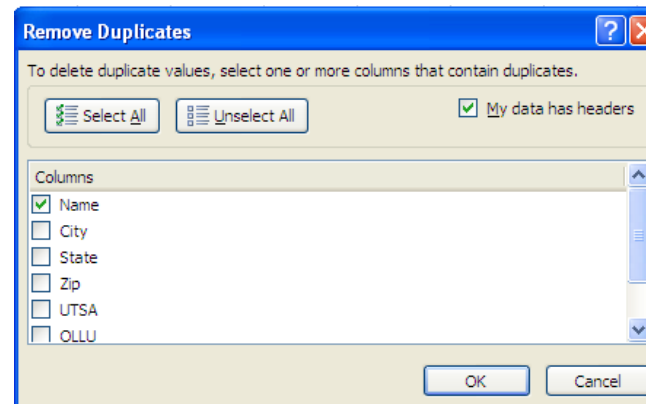
Filtering Data

Applying a filter allows you to choose the criteria to limit which records are included. You can filter by more than one column and each filter applied adds to ones already applied thus reducing the subset of data.



Remove Duplicate Values


1. After sorting the data you notice duplicate names. We'll remove it by using **Remove Duplicates** found in the **Data Tools** group.
2. Make sure a cell is selected within the table.
3. Click **Remove Duplicates**. Select **Name** to identify the column and click **Ok**.



Filtering Data

Notes

1. Select all the data in the table.
2. Click the **Filter** command in the **Sort and Filter** group.
3. A drop-down arrow is added to each column heading.



A	B
Name	City

4. To show only names from San Antonio click the drop-down arrow by **City**.
5. Make sure **San Antonio** is the only city selected. Click **Ok**.
6. Next select only the 78245 zip code. You can apply multiple filters to the same table to narrow your search criteria.
7. Click **Clear** to remove filters. Click the **Filter** command to remove the drop-down arrows and return to the original worksheet.

