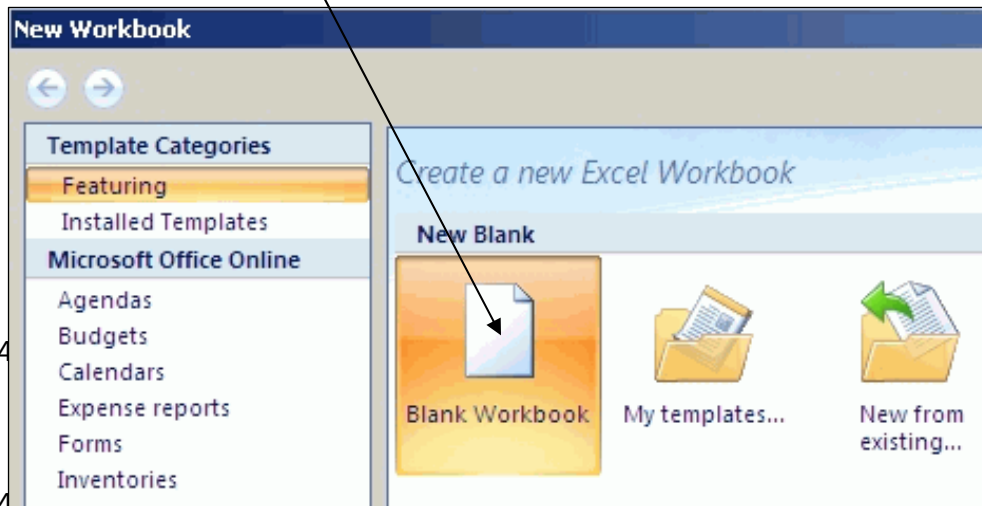
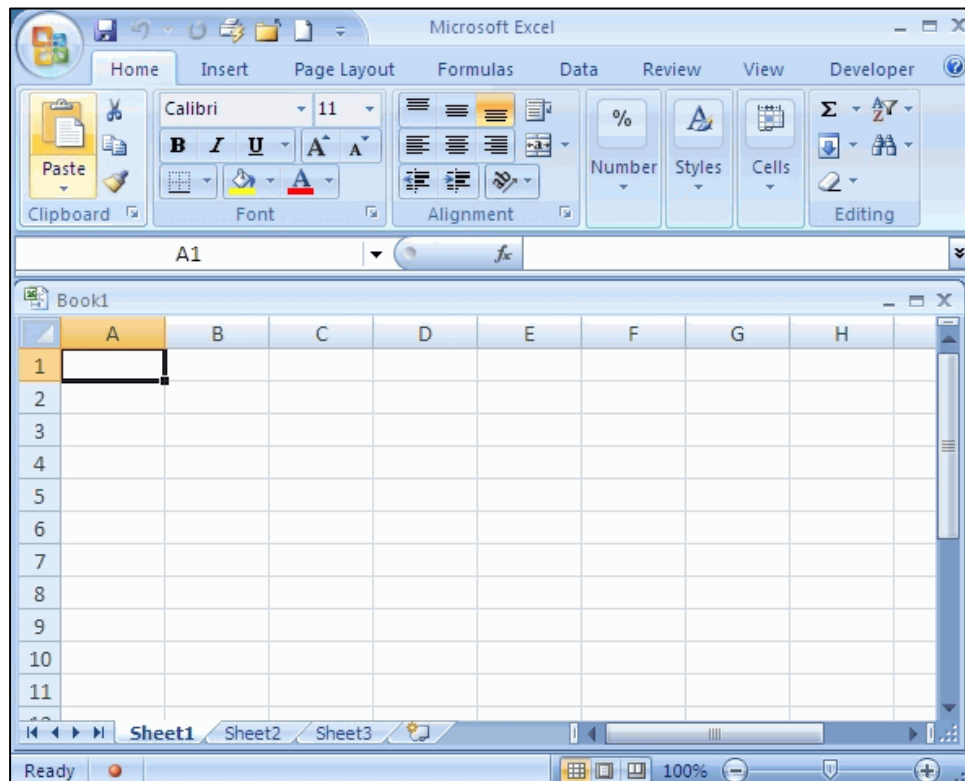


## Create a New Workbook

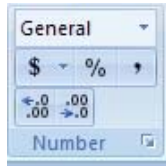
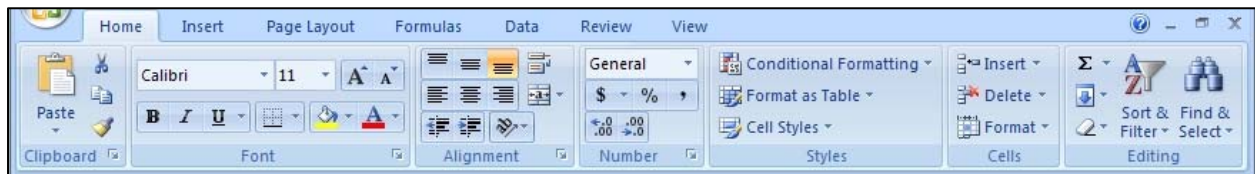
1. Go to Start→All Programs→Microsoft Office Folder→Microsoft Office Excel 2007.
2. In the top left corner of the Excel window, click **the Office Button**.
3. Select **New→ Blank Workbook**.



4. A new Excel workbook appears. The cursor automatically highlights **cell A1**.
5. **Rows** are listed by numbers and **columns** are listed by letters.
6. There are also **multiple worksheets** within one Excel workbook (bottom tabs).



## The Home Tab: Key Functions of Excel



### Number

The number section provides the options for formatting numbers. You can choose the type of number, like date, currency, percentage, fraction or general. You can also increase or decrease the number of decimal places shown.



### Styles

The styles section allows you to quickly change the formatting of a section of cells by choosing one of the predefined styles. You can choose different types of conditional formatting, table formatting or cell styles. These are used to change the visual appearance of a section to quickly show what is being displayed in an area.



### Cells

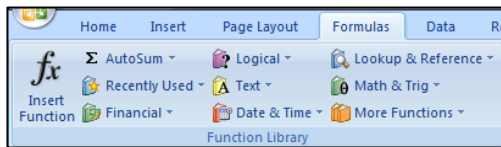
This section allows you to insert or delete cells, rows, columns, or sheets. You can also format the height or width of columns and rows, hide or unhide elements, organize or protect cells and sheets. There are a lot of features in this section under the format option.

## Moving around the Worksheet-Keybaord Tips

1. **Arrow keys** move in the direction they point.
2. **Return key** to move down one cell.
3. **Tab key** to move to the right one cell.
4. **Click the mouse** to move directly to a cell of choice.

## Entering Data into a Cell

1. Select the cell where you want to enter text. Type text into the cell.
2. To accept the text, press the **Enter** key.
3. When entering numbers, do not use dollar signs, commas, percents, etc.
4. By default, text is left aligned within the cell and numbers are aligned to the right.



## Using Formulas in Excel

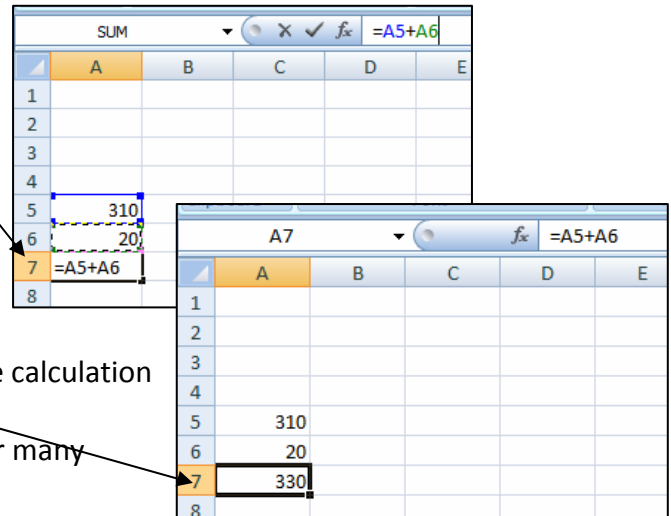
When using a formula, there are three elements which must be included for it to work properly:

- An equals sign [=] at the beginning of the formula.
- A value(s) or cell reference(s).
- A symbol that commands the action to add, subtract, or perform other actions upon the value(s) or cell reference(s).

Basic Operations	Use this Symbol	Sample data in Cell Reference
Multiplication	*	= A1 * A5
Division	/	= B4 / B8
Addition	+	= C7+ D7
Subtraction	-	= A8 – A2

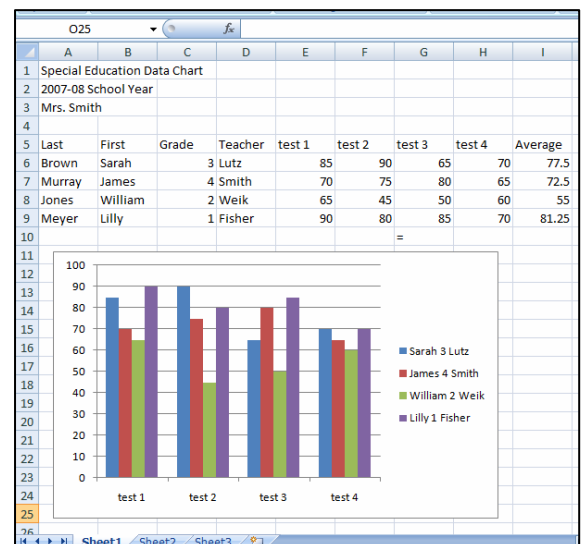
## Adding Formulas to a Worksheet

1. Select the cell where the results should be displayed. (Example here is A7).
2. To begin the function, press =
3. Click the first cell to be included (A5).
4. Type the first operator – (+).
5. Click the next cell to be included (A6). Repeat steps 4–5 as needed for the formula.
6. When finished, press the **Enter** key and the calculation is complete.
7. Refer to the **formulas** tab on the ribbon for many more choices of formulas!



## Creating a Chart

1. Enter the data you wish to display in a chart.
2. Select the data using the Ctrl + mouse click until all desired cells are included.
3. From the *Insert* tab, in the *Charts* group, click the type of chart you prefer.
4. The chart appears on the spreadsheet.



## Saving your Work

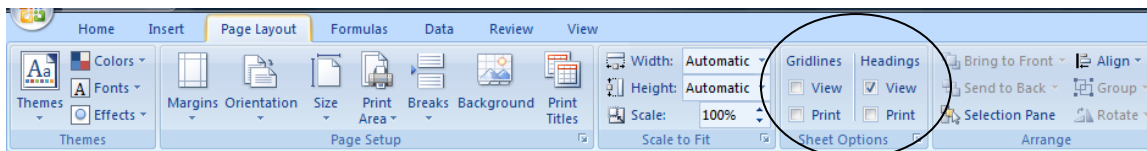
1. In the top left corner of the Excel window, click the **Office Button**.
2. Select **Save As**→ select the appropriate location
3. In the **File name** text box, type a filename.
4. OPTIONAL: To save your workbook in a format other than the 2007 Excel default (.xlsx), from the *Save as type* pull-down list, select the desired format. This is an important consideration if you want your document to be able to open in Excel 97-2003.
5. Click the **save** button when finished.



## Gridlines Page Orientation, and Page Setup

Under the **Page Layout** Tab, you will find you can adjust several options on your Excel spreadsheet.

1. For viewing and printing gridlines, select or deselect by checking the appropriate boxes within the sheet options section.



2. Many other options such as print area, orientation, and size can be found within the Page Setup section.

## Printing Basics

When printing, you can print all or part of the current workbook or worksheet.

1. In the top left corner of the Excel window, click the **office Button**→ **Print**
2. In the *Print what* section, select **Active sheet(s)**→Click **Print**.
3. To verify how the printout will look, always use the **Print Preview** option.