

Fayetteville State University  
presents:

# Microsoft<sup>®</sup> Office Excel<sup>®</sup> 2007 Training

**Create your first workbook**

# Course contents

- Overview: Where to begin?
- Lesson 1: Meet the workbook
- Lesson 2: Enter data
- Lesson 3: Edit data and revise worksheets

Each lesson includes a list of suggested tasks and a set of test questions.

# Overview: Where to begin?



You've been asked to enter data in Excel 2007, but you've never worked with Excel. Where do you begin?

Or perhaps you have worked in Excel but still wonder how to do some of the basics like entering and editing text and numbers, or adding and deleting columns and rows.

Here you'll learn the skills you need to work in Excel, quickly and with little fuss.

# Course goals

- Create a new workbook.
- Enter text and numbers.
- Edit text and numbers.
- Insert and delete columns and rows.

# Lesson 1

Meet the workbook

# Meet the workbook



When you start Excel, you're faced with a big empty grid made up of columns, rows, and cells.

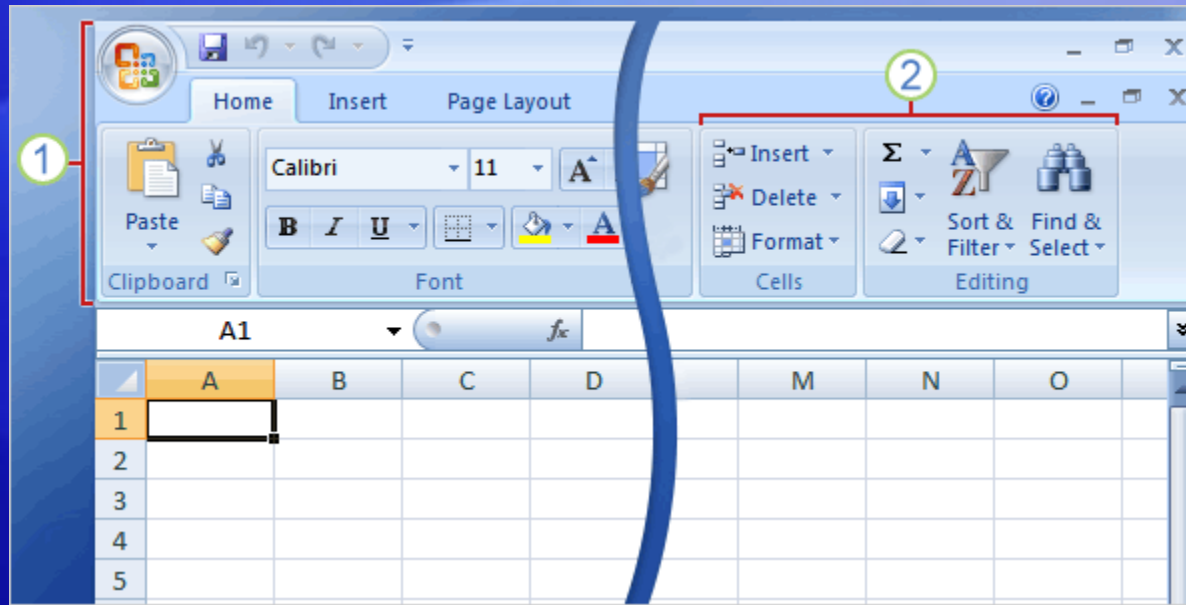
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If you're new to Excel, you may wonder what to do next.

So this course will start by helping you get comfortable with some Excel basics that will guide you when you enter data in Excel.

Create your first workbook

# The Ribbon

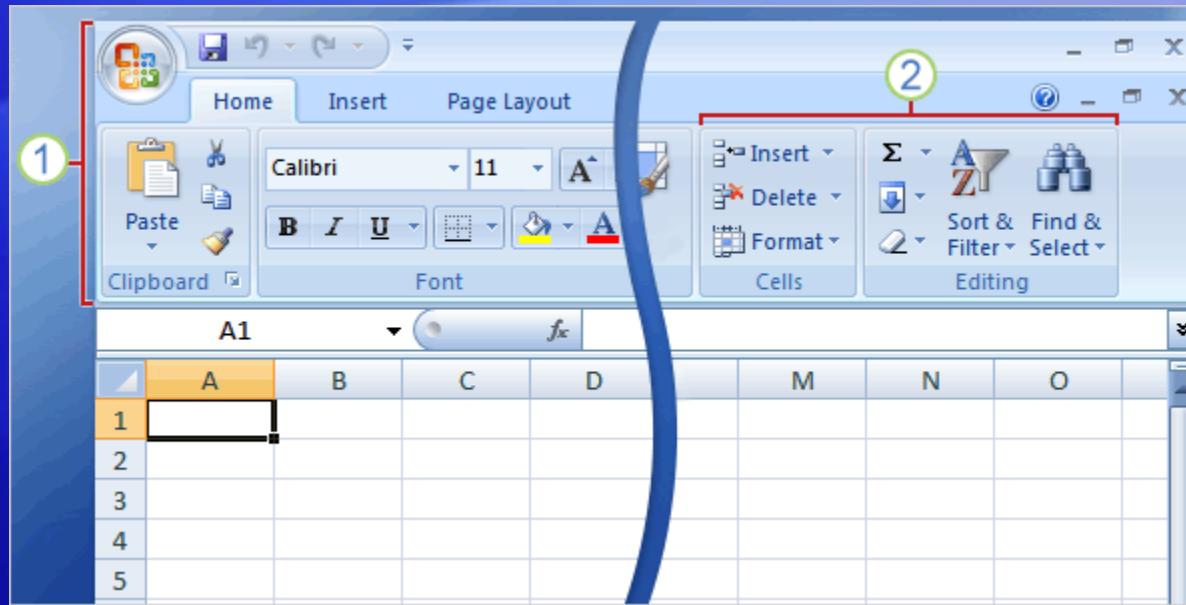


The band at the top of the Excel 2007 window is called **the Ribbon**.

The Ribbon is made up of different **tabs**, each of which 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 Ribbon

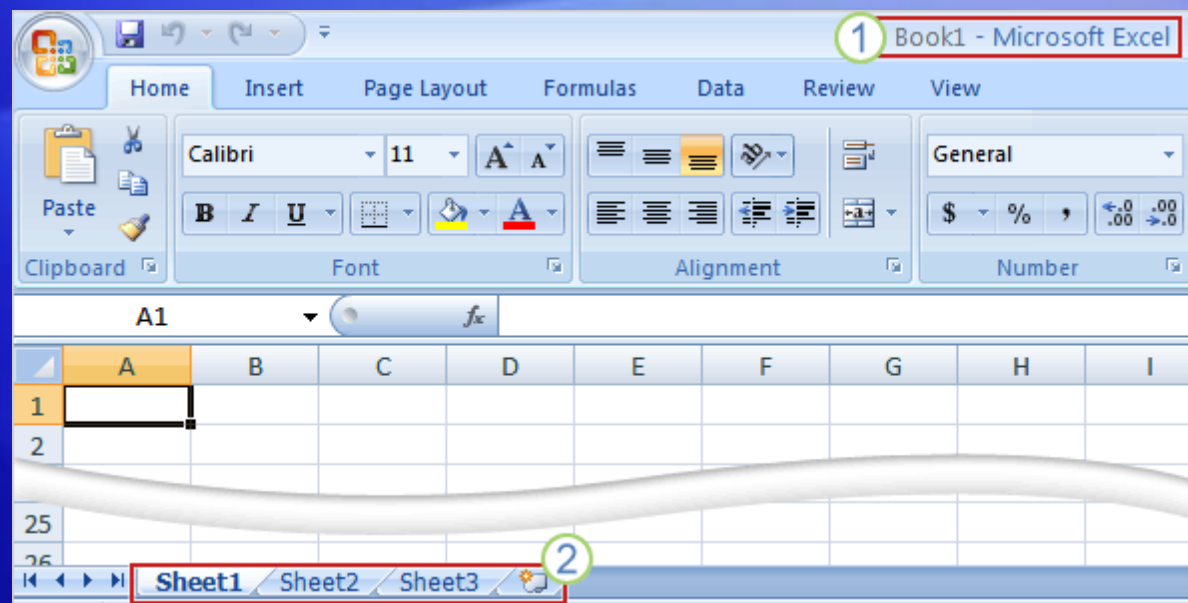


The **Home** tab, first on the left, contains the everyday commands that people use most.

The picture illustrates **Home** tab commands on the Ribbon.

- ① The Ribbon spans the top of the Excel window.
- ② Commands on the Ribbon are organized in small related **groups**. For example, commands to work with the contents of cells are grouped together in the **Editing** group, and commands to work with cells themselves are in the **Cells** group.

# Workbooks and worksheets



When you start Excel, you open a file that's called a **workbook**.

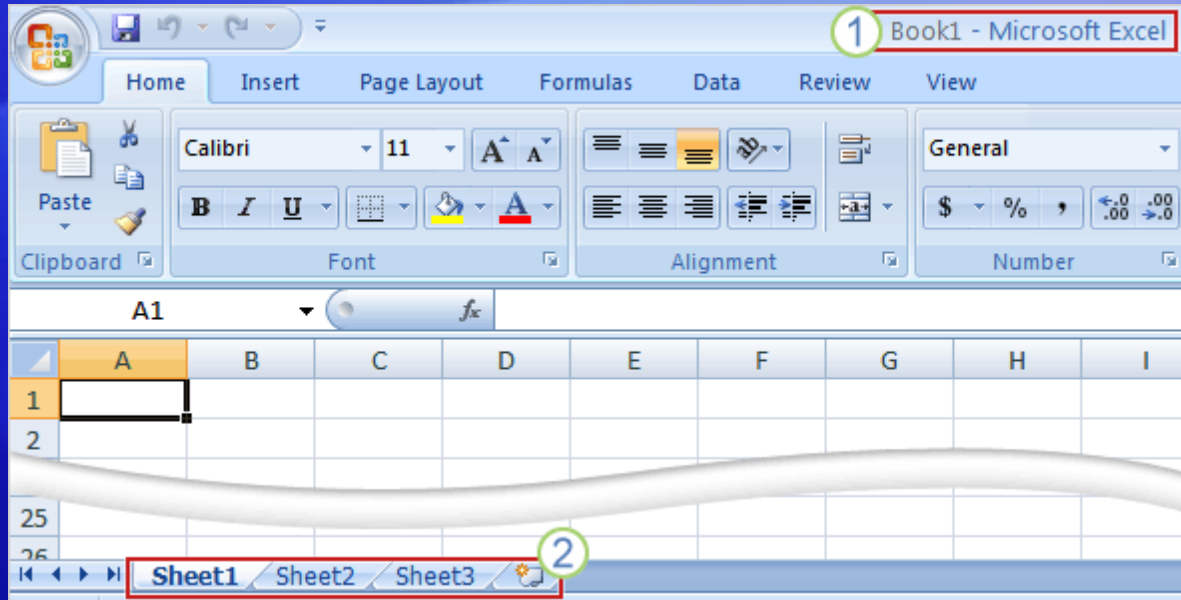
Each new workbook comes with three **worksheets** into which you enter data.

Shown here is a blank worksheet in a new workbook.

- 1 The first workbook you'll open is called Book1. This title appears in the bar at the top of the window until you save the workbook with your own title.

Create your first workbook

# Workbooks and worksheets



When you start Excel, you open a file that's called a **workbook**.

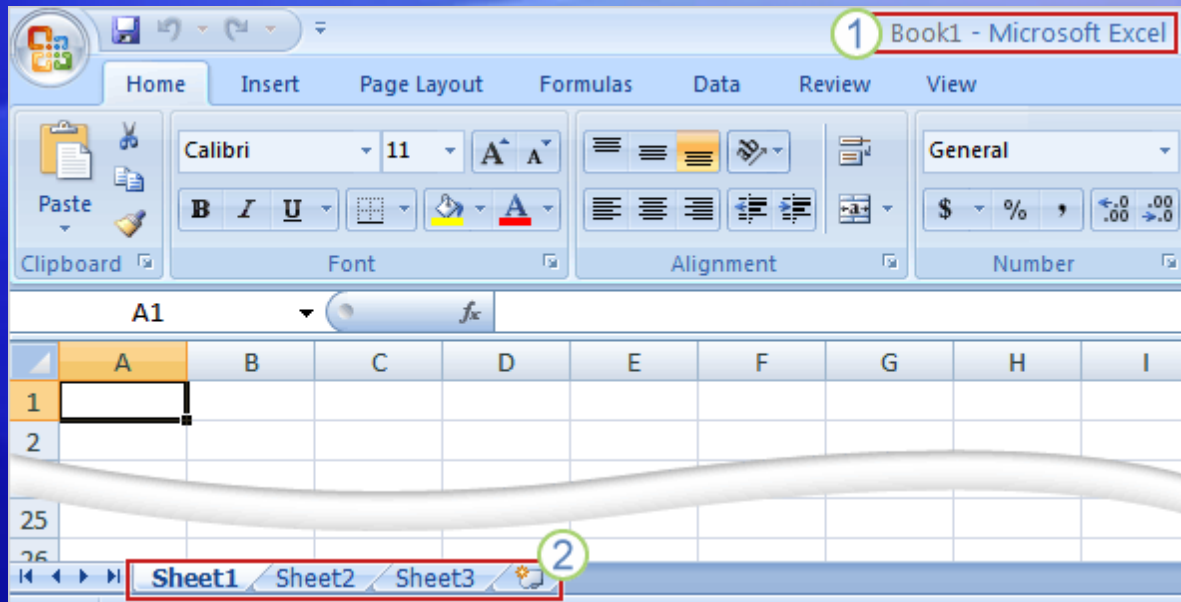
Each new workbook comes with three **worksheets** into which you enter data.

Shown here is a blank worksheet in a new workbook.

- 2 Sheet tabs appear at the bottom of the window. It's a good idea to rename the sheet tabs to make the information on each sheet easier to identify.

Create your first workbook

# Workbooks and worksheets



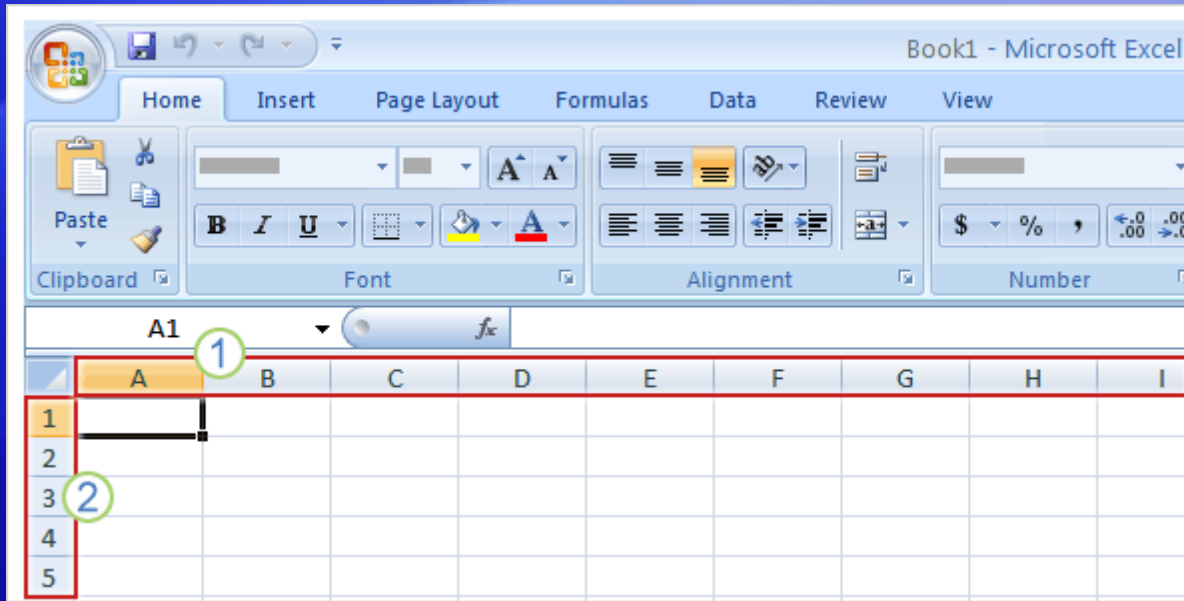
You may also be wondering how to create a new workbook.

Here's how.

1. Click the **Microsoft Office Button**  in the upper-left portion of the window.
2. Click **New**.
3. In the **New Workbook** window, click **Blank Workbook**.

Create your first workbook

# Columns, rows, and cells



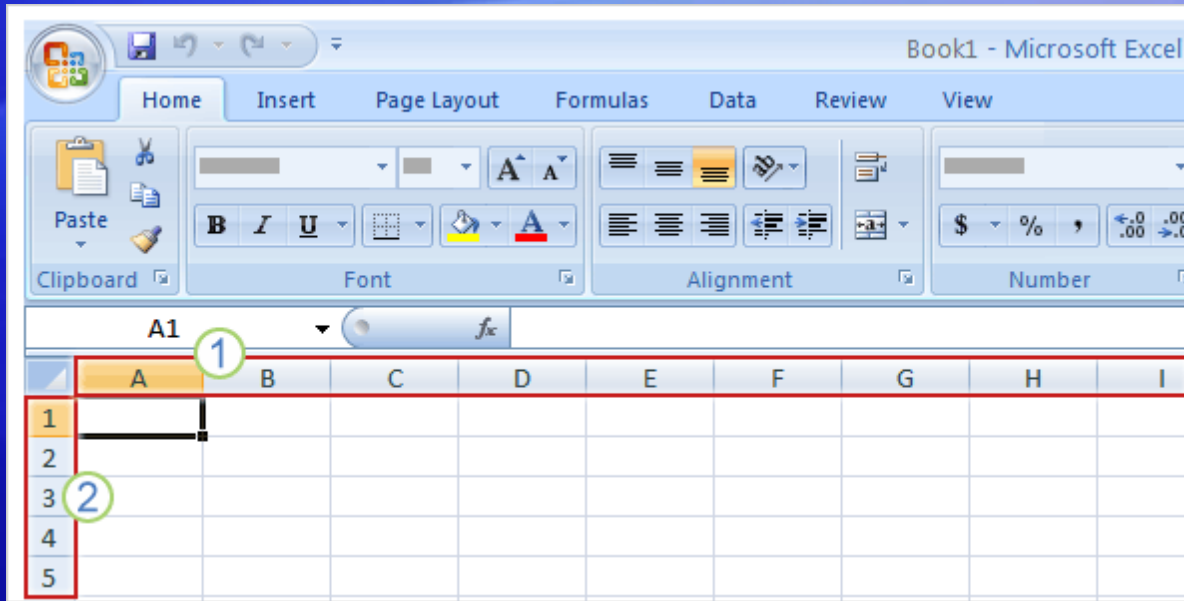
Worksheets are divided into columns, rows, and cells.

That's the grid you see when you open up a workbook.

- ① Columns go from top to bottom on the worksheet, vertically. Each column has an alphabetical heading at the top.
- ② Rows go across the worksheet, horizontally. Each row also has a heading. Row headings are numbers, from 1 through 1,048,576.

Create your first workbook

# Columns, rows, and cells



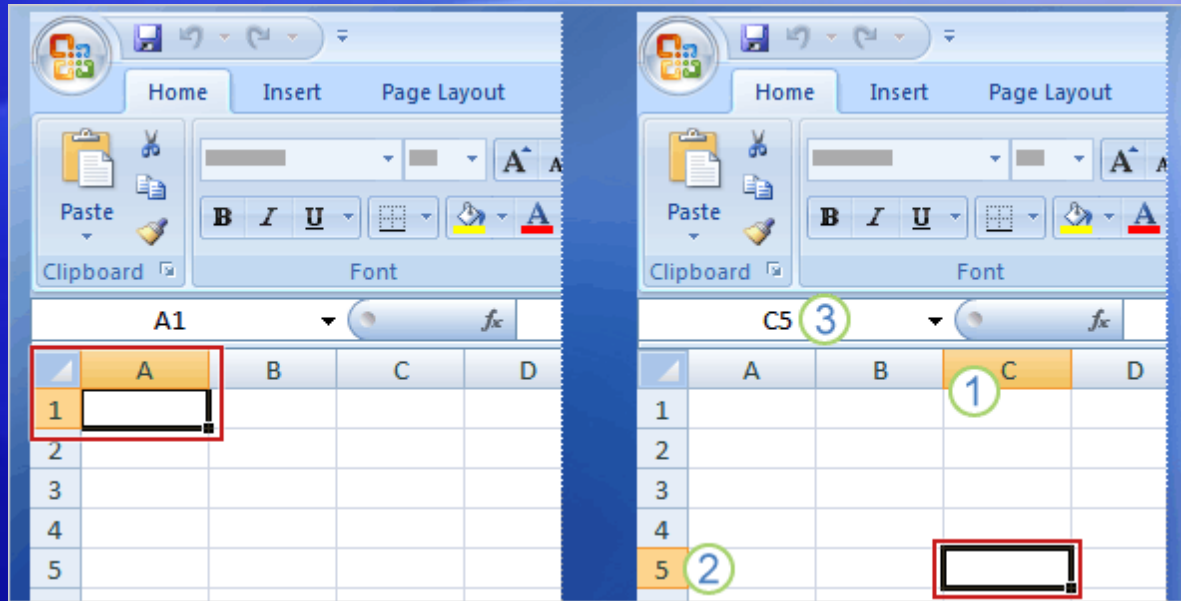
Worksheets are divided into columns, rows, and cells.

That's the grid you see when you open up a workbook.

The alphabetical headings on the columns and the numerical headings on the rows tell you where you are in a worksheet when you click a cell.

The headings combine to form the cell address. For example, the cell at the intersection of column A and row 3 is called cell A3. This is also called the **cell reference**.

# Cells are where the data goes



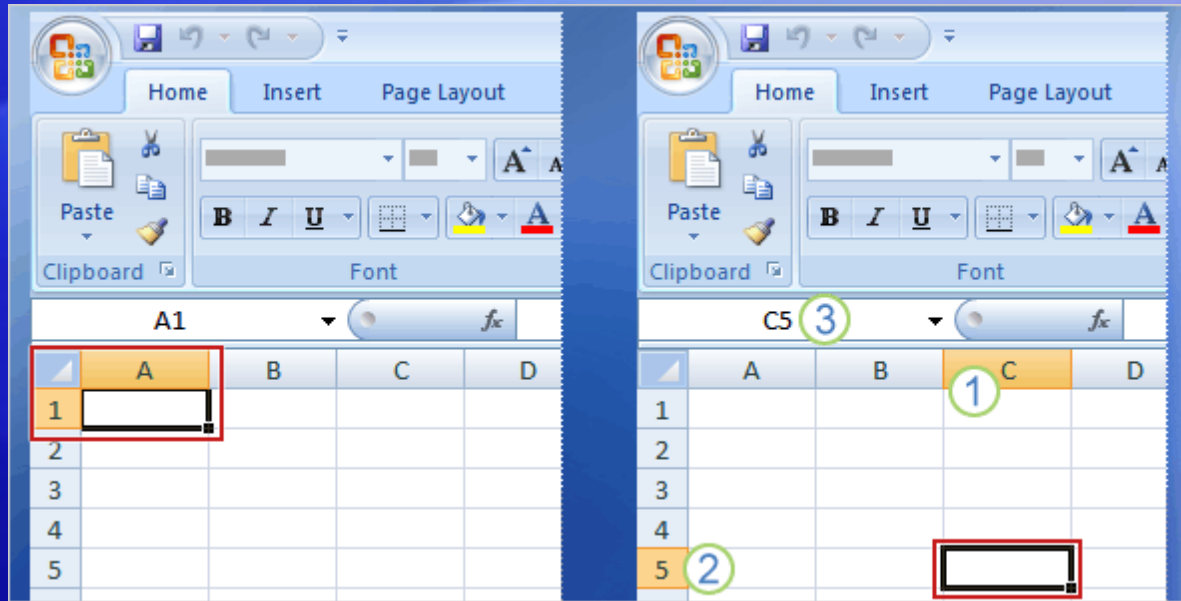
Cells are where you get down to business and enter data in a worksheet.

The picture on the left shows what you see when you open a new workbook.

The first cell in the upper-left corner of the worksheet is the **active cell**. It's outlined in black, indicating that any data you enter will go there.

Create your first workbook

# Cells are where the data goes

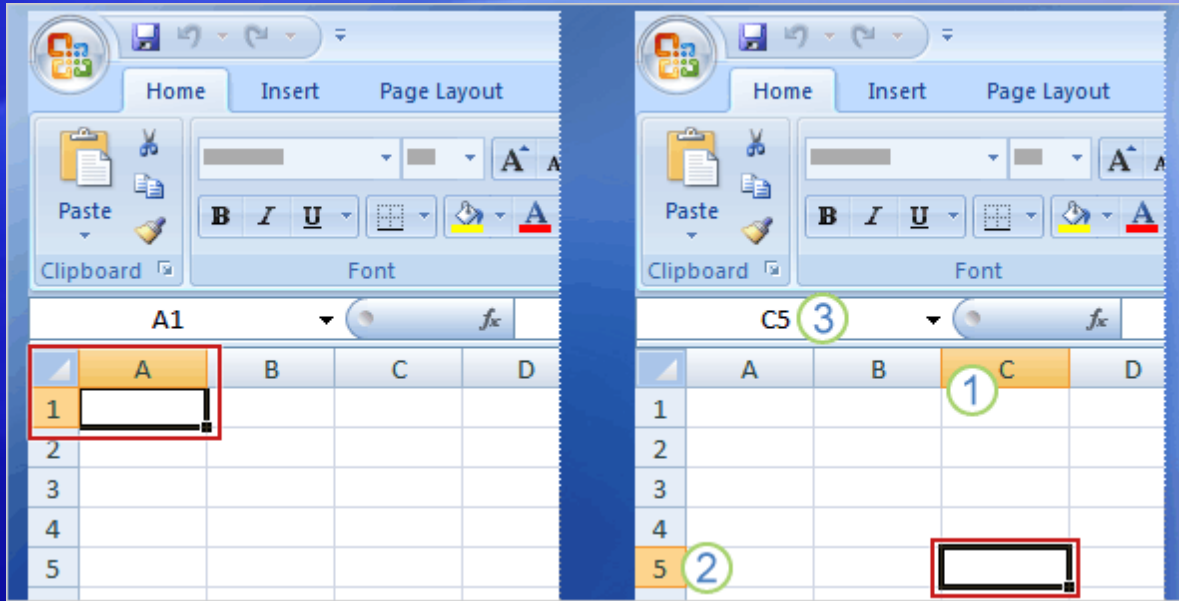


You can enter data wherever you like by clicking any cell in the worksheet to select the cell.

When you select any cell, it becomes the active cell. As described earlier, it becomes outlined in black.

The headings for the column and row in which the cell is located are also highlighted.

# Cells are where the data goes

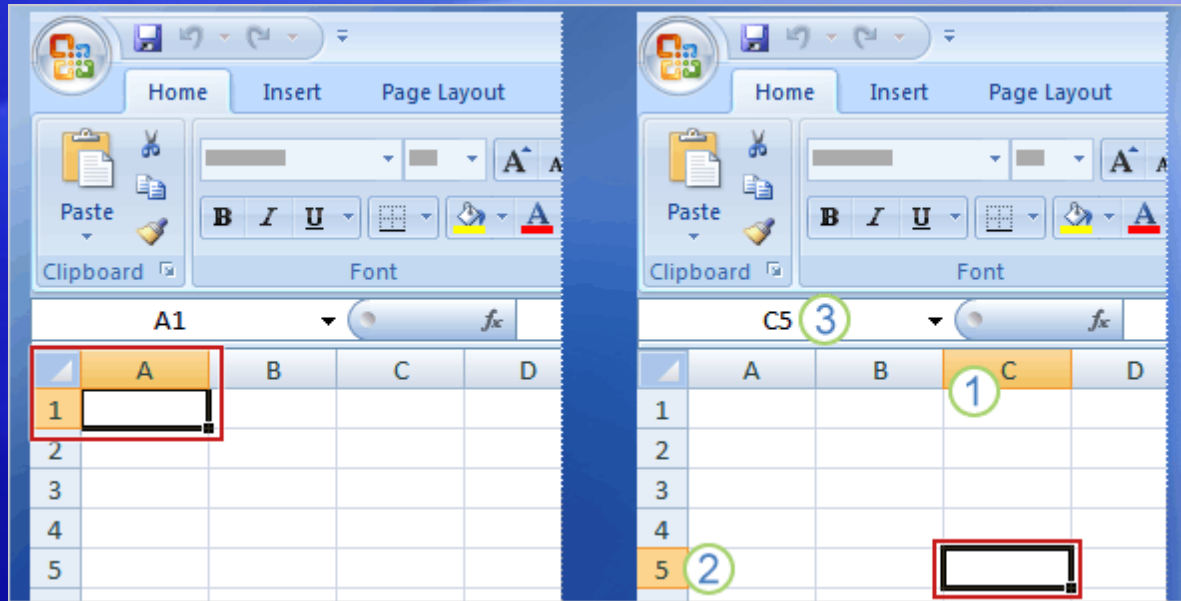


You can enter data wherever you like by clicking any cell in the worksheet to select the cell.

For example, if you select a cell in column C on row 5, as shown in the picture on the right:

- ① Column C is highlighted.
- ② Row 5 is highlighted.

# Cells are where the data goes

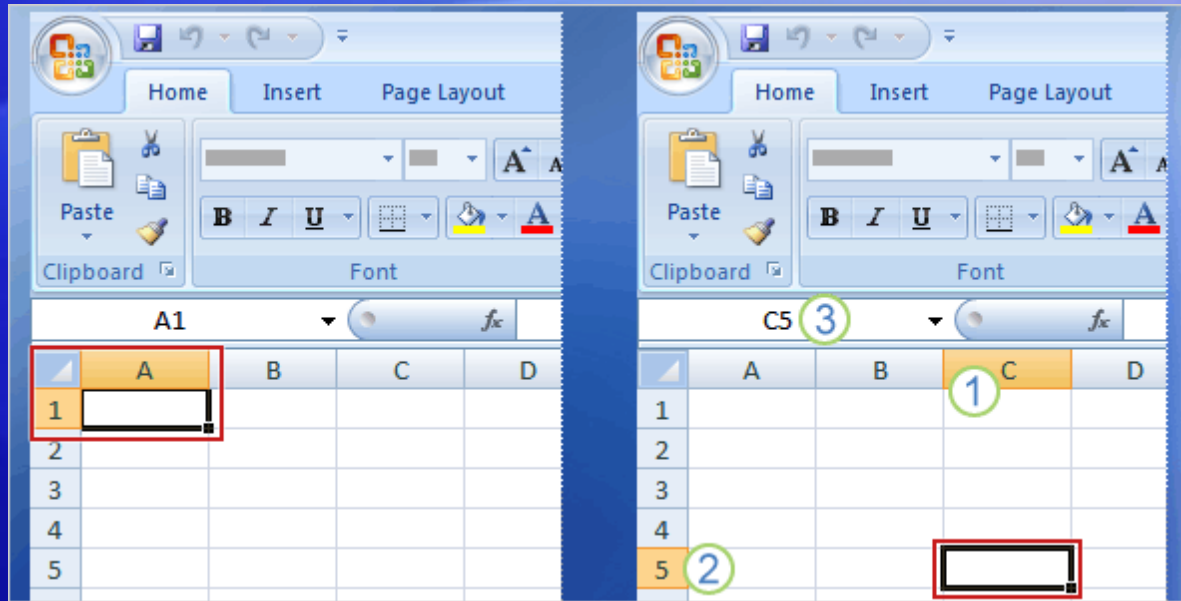


You can enter data wherever you like by clicking any cell in the worksheet to select the cell.

For example, if you select a cell in column C on row 5, as shown in the picture on the right:

- ③ The active cell, C5 in this case, is outlined. And its name—also known as the **cell reference**—is shown in the Name Box in the upper-left corner of the worksheet.

# Cells are where the data goes



The outlined cell, highlighted column and row headings, and appearance of the cell reference in the Name Box make it easy for you to see that C5 is the active cell.

These indicators aren't too important when you're right at the top of the worksheet in the very first few cells.

But when you work farther and farther down or across the worksheet, they can really help you out.

# Suggestions for practice

1. Rename a worksheet tab.
2. Move from one worksheet to another.
3. Add color to worksheet tabs.
4. Add and delete worksheets.
5. Review column headings and use the Name Box.

# Lesson 2

Enter data

# Enter data



You can use Excel to enter all sorts of data, professional or personal.

You can enter two basic kinds of data into worksheet cells: numbers and text.

So you can use Excel to create budgets, work with taxes, record student grades or attendance, or list the products you sell. You can even log daily exercise, follow your weight loss, or track the cost of your house remodel. The possibilities really are endless.

Now let's dive into data entry.

Create your first workbook

# Be kind to your readers: start with column titles

	A	B	C	D	E	F	G	H	I	J
1		January	February	March	April	May	June	July	August	September
2	Adventure Works	Yes	Yes	No	Yes	Yes	No	No	Yes	Yes
3	Baldwin Museum of Science	No		Yes	Yes	Yes	Yes	No	Yes	No
4	Contoso	Yes	No	No	Yes	Yes	Yes	Yes	No	Yes

When you enter data, it's a good idea to start by entering titles at the top of each column.

This way, anyone who shares your worksheet can understand what the data means (and you can understand it yourself, later on).

You'll often want to enter row titles too.

# Be kind to your readers: start with column titles

The screenshot shows the Microsoft Excel interface with the following data:

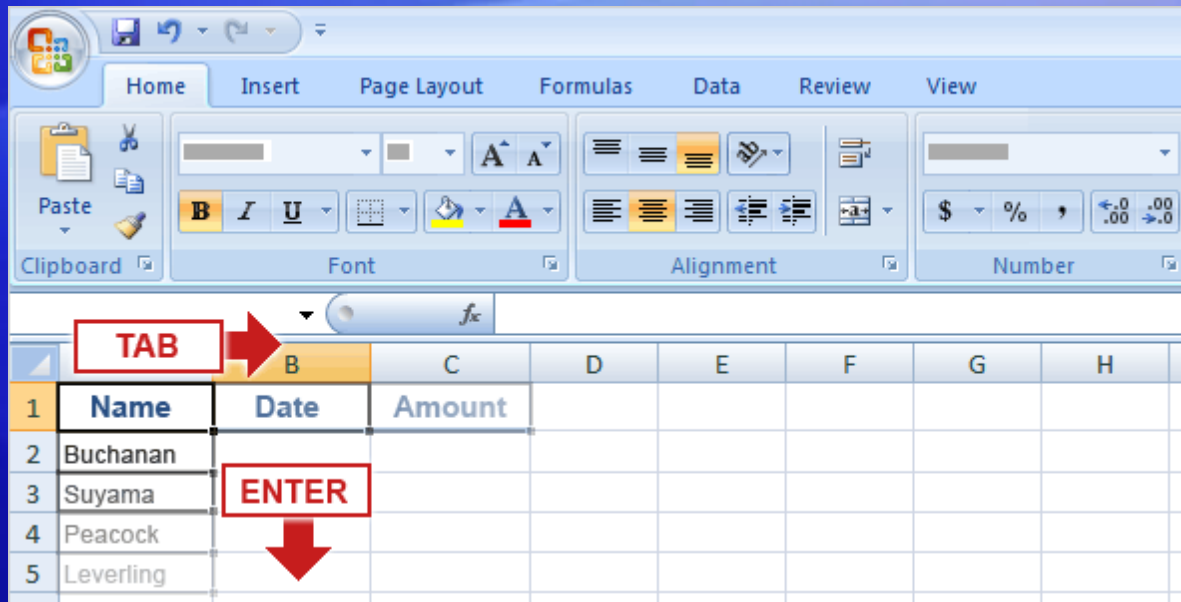
	A	B	C	D	E	F	G	H	I	J
1		January	February	March	April	May	June	July	August	September
2	Adventure Works	Yes	Yes	No	Yes	Yes	No	No	Yes	Yes
3	Baldwin Museum of Science	No		Yes	Yes	Yes	Yes	No	Yes	No
4	Contoso	Yes	No	No	Yes	Yes	Yes	Yes	No	Yes

The worksheet in the picture shows whether or not representatives from particular companies attended a series of monthly business lunches.

It uses column and row titles:

- 1 The column titles are the months of the year, across the top of the worksheet.
- 2 The row titles down the left side are company names.

# Start typing

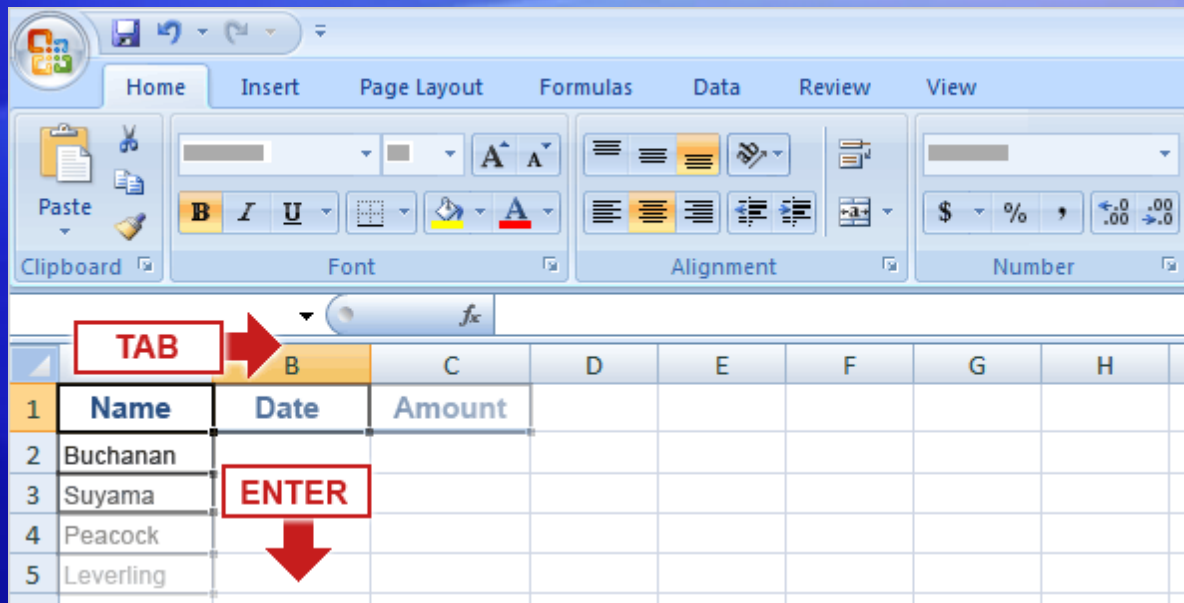


Say you're creating a list of salespeople names.

The list will also have the dates of sales, with their amounts.

So you'll need these column titles: **Name**, **Date**, and **Amount**.

# Start typing



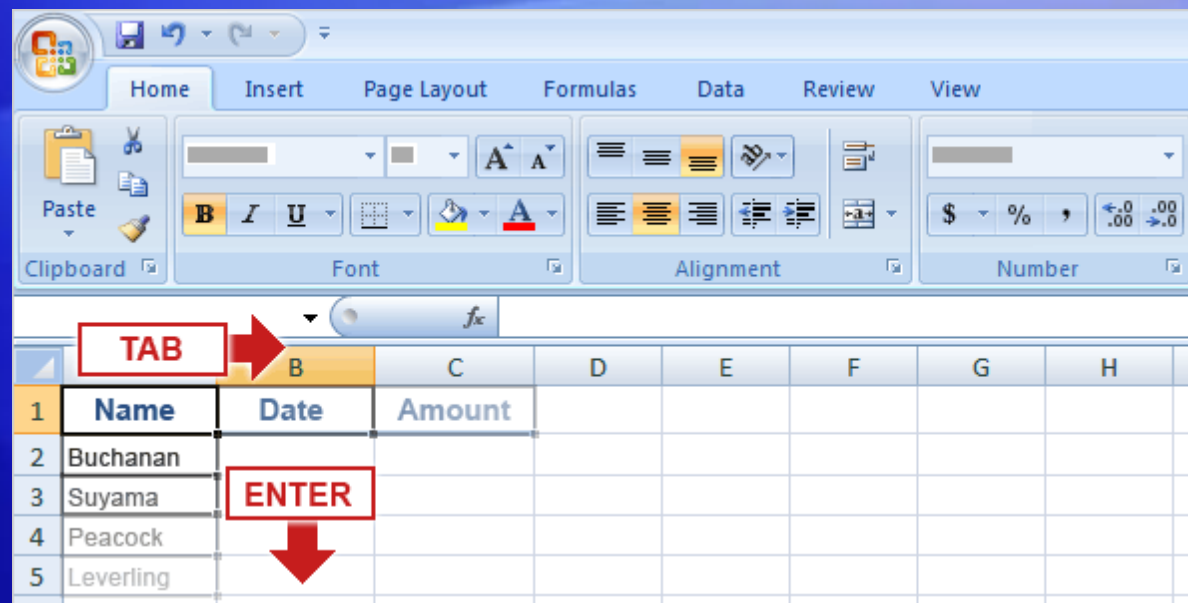
Say you're creating a list of salespeople names.

The list will also have the dates of sales, with their amounts.

The picture illustrates the process of typing the information and moving from cell to cell:

1. Type **Name** in cell A1 and press TAB. Then type **Date** in cell B1, press TAB, and type **Amount** in cell C1.

# Start typing



Say you're creating a list of salespeople names.

The list will also have the dates of sales, with their amounts.

The picture illustrates the process of typing the information and moving from cell to cell:

2. After typing the column titles, click in cell A2 to begin typing the salespeople's names. Type the first name, and then press ENTER to move the selection *down* the column by one cell to cell A3. Then type the next name, and so on.

# Enter dates and times

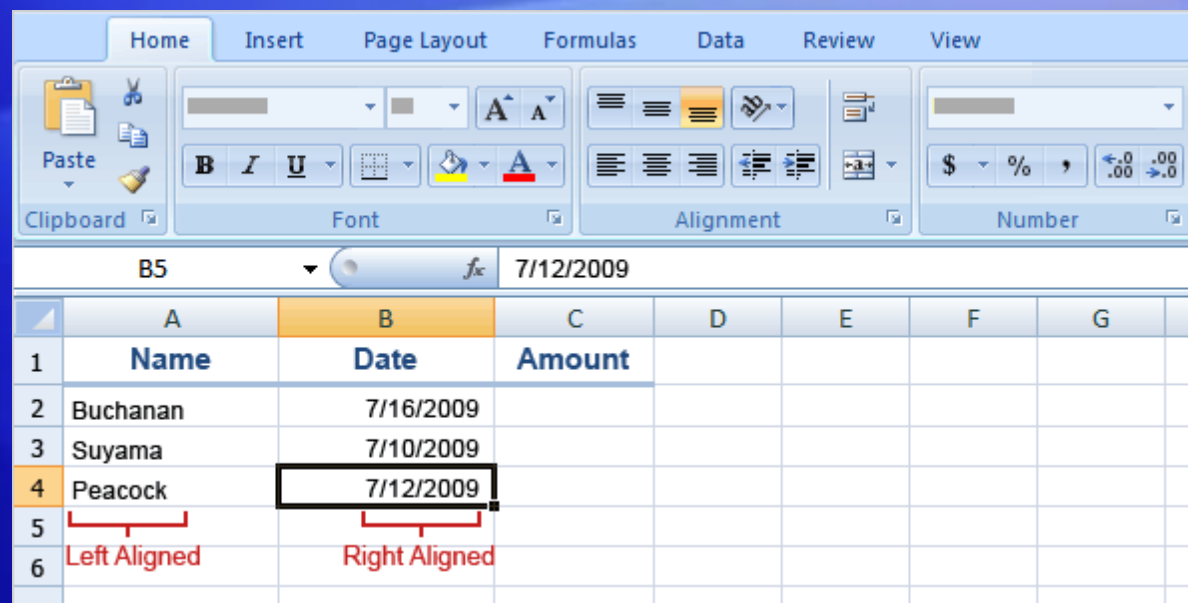
The screenshot shows the Microsoft Excel interface with the Home tab selected. The ribbon includes options for Clipboard, Font, Alignment, and Number. The active cell is B5, containing the date 7/12/2009. The spreadsheet has columns A, B, C, D, E, F, and G. Row 1 has headers: Name (A), Date (B), and Amount (C). Row 2: Buchanan (A), 7/16/2009 (B). Row 3: Suyama (A), 7/10/2009 (B). Row 4: Peacock (A), 7/12/2009 (B). Row 5: Left Aligned (A), Right Aligned (B). Row 6: Left Aligned (A), Right Aligned (B). Red brackets and labels indicate the alignment of the text in rows 5 and 6.

	A	B	C	D	E	F	G
1	Name	Date	Amount				
2	Buchanan	7/16/2009					
3	Suyama	7/10/2009					
4	Peacock	7/12/2009					
5	Left Aligned	Right Aligned					
6	Left Aligned	Right Aligned					

Excel aligns text on the left side of cells, but it aligns dates on the right side of cells.

To enter a date in column B, the **Date** column, you should use a slash or a hyphen to separate the parts: 7/16/2009 or 16-July-2009. Excel will recognize either as a date.

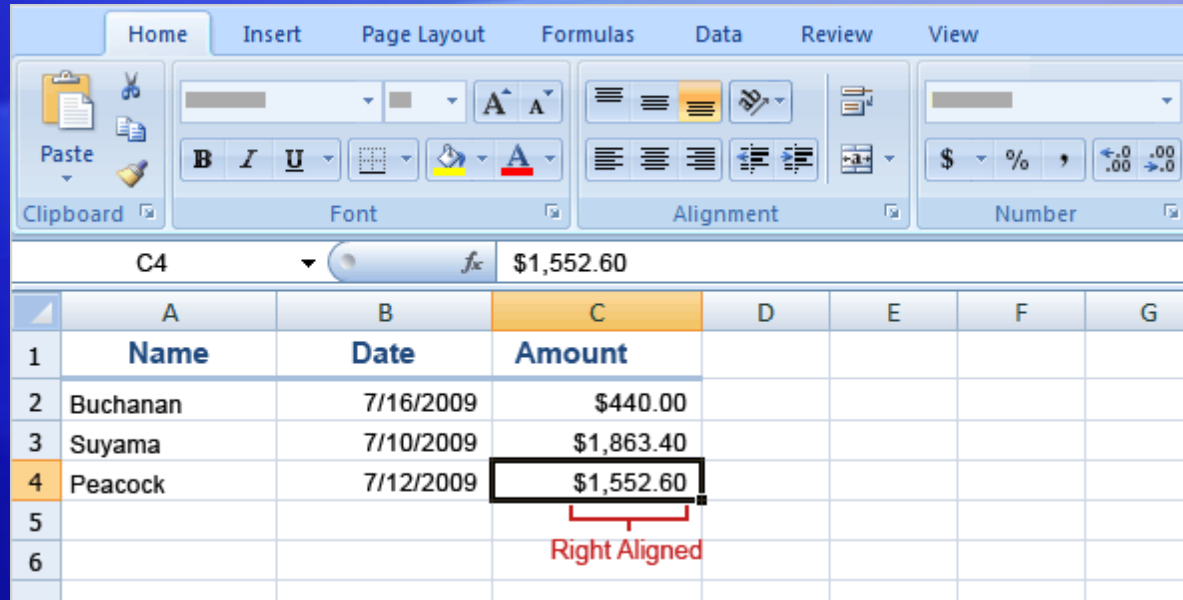
# Enter dates and times



Excel aligns text on the left side of cells, but it aligns dates on the right side of cells.

If you need to enter a time, type the numbers, a space, and then **a** or **p**—for example, **9:00 p**. If you put in just the number, Excel recognizes a time and enters it as **AM**.

# Enter numbers



The screenshot shows the Microsoft Excel interface. The ribbon is set to the 'Home' tab, with the 'Number' group selected. The active cell is C4, containing the value '\$1,552.60'. The spreadsheet has columns labeled A through G and rows 1 through 6. Column A is 'Name', B is 'Date', and C is 'Amount'. The data in row 4 is: Name: Peacock, Date: 7/12/2009, Amount: \$1,552.60. The amount cell is highlighted with a black border and a red bracket below it with the text 'Right Aligned'.

	A	B	C	D	E	F	G
1	<b>Name</b>	<b>Date</b>	<b>Amount</b>				
2	Buchanan	7/16/2009	\$440.00				
3	Suyama	7/10/2009	\$1,863.40				
4	Peacock	7/12/2009	\$1,552.60				
5							
6							

Excel aligns numbers on the right side of cells.

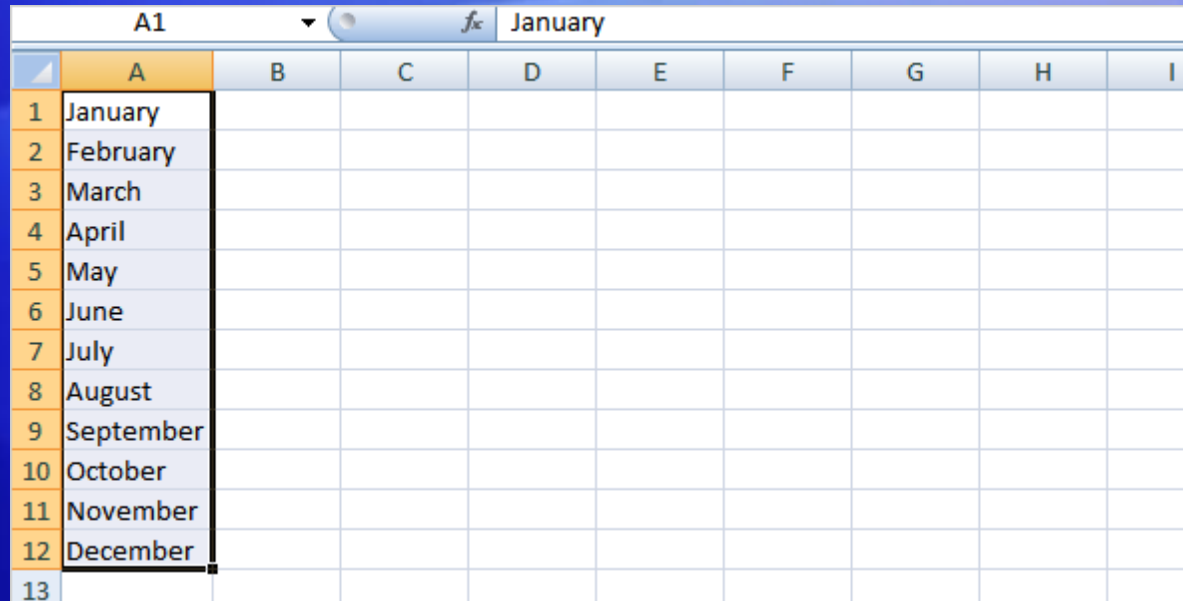
To enter the sales amounts in column C, the **Amount** column, you would type the dollar sign (\$), followed by the amount.

# Enter numbers

## Other numbers and how to enter them

- To enter fractions, leave a space between the whole number and the fraction. For example, **1 1/8**.
- To enter a fraction only, enter a zero first, for example, **0 1/4**. If you enter **1/4** without the zero, Excel will interpret the number as a date, January 4.
- If you type **(100)** to indicate a negative number by parentheses, Excel will display the number as -100.

# Quick ways to enter data



The screenshot shows an Excel spreadsheet with the following data in column A:

	A	B	C	D	E	F	G	H	I
1	January								
2	February								
3	March								
4	April								
5	May								
6	June								
7	July								
8	August								
9	September								
10	October								
11	November								
12	December								
13									

Here are two time-savers you can use to enter data in Excel: **AutoComplete** and **AutoFill**.

**AutoComplete:** Type a few letters in a cell, and Excel can fill in the remaining characters for you. Just press ENTER when you see them added.

**AutoFill:** Type one or more entries in an intended series, and then extend the series.

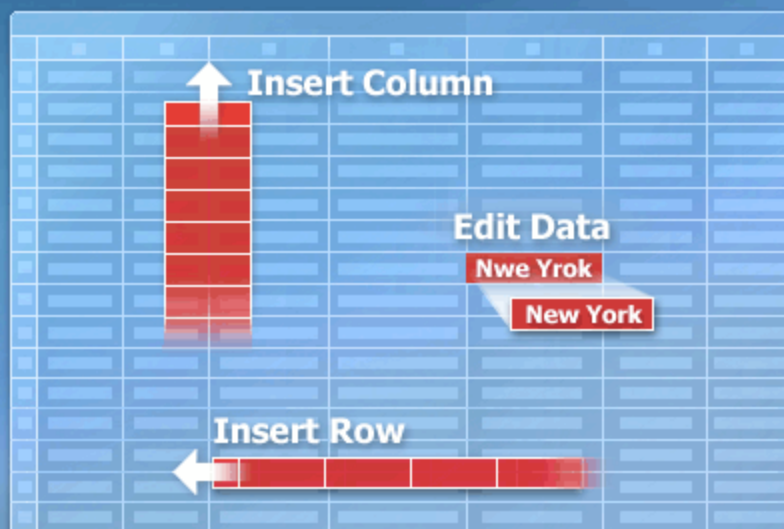
# Suggestions for practice

1. Enter data using TAB and ENTER.
2. Fix mistakes as you type.
3. Enter dates and times.
4. Enter numbers.
5. Use AutoFill.
6. Use AutoComplete.

# Lesson 3

Edit data and revise worksheets

# Edit data and revise worksheets



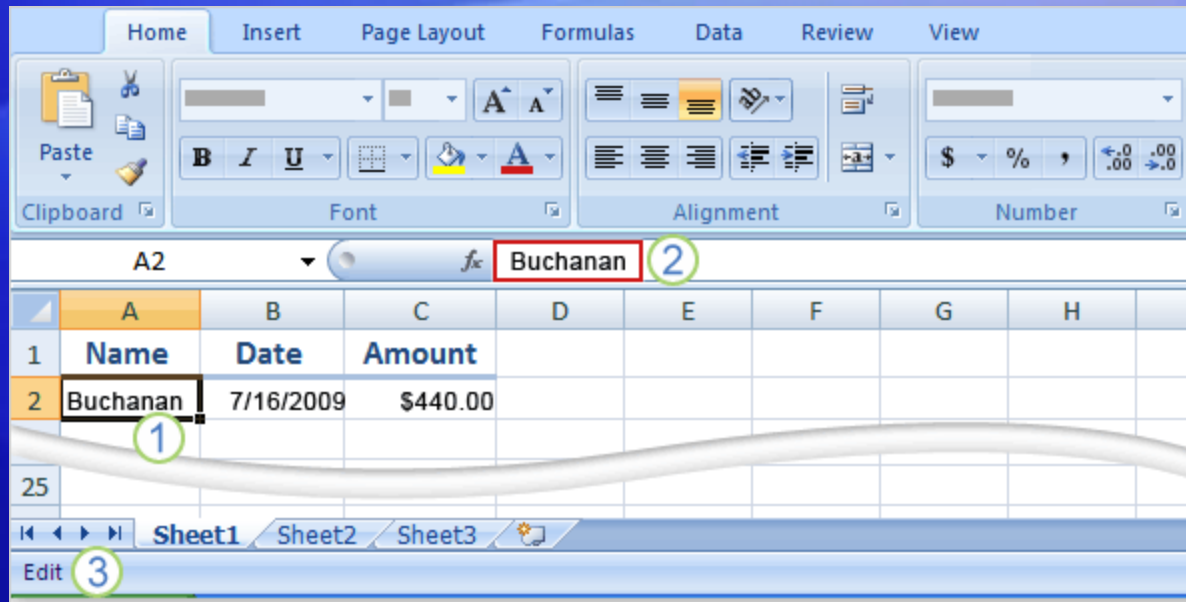
Everyone makes mistakes. Even data that you entered correctly can need updates later on.

Sometimes, the whole worksheet needs a change.

Suppose you need to add another column of data, right in the middle of your worksheet. Or suppose you list employees one per row, in alphabetical order—what do you do when you hire somebody new?

This lesson shows you how easy it is to edit data and add and delete worksheet columns and rows.

# Edit data

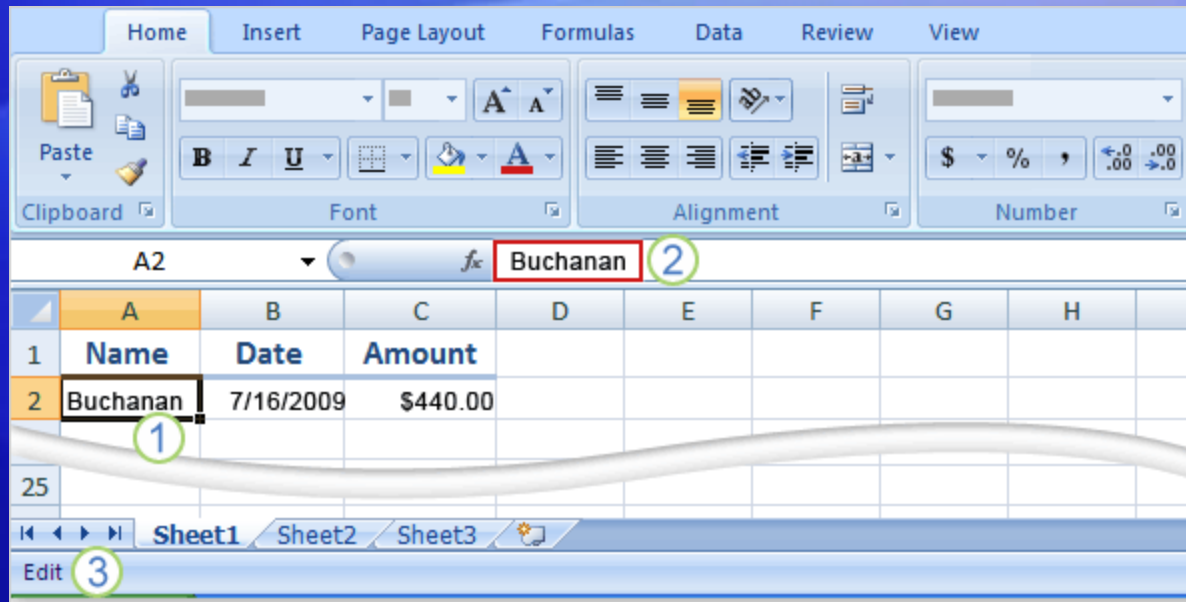


Say that you meant to enter Peacock's name in cell A2, but you entered Buchanan's name by mistake.

Once you spot the error, there are two ways to correct it.

- ① Double-click a cell to edit the data in it.
- ② Or, after clicking in the cell, edit the data in the Formula Bar.
- ③ After you select the cell by either method, the worksheet says **Edit** in the status bar in the lower-left corner.

# Edit data



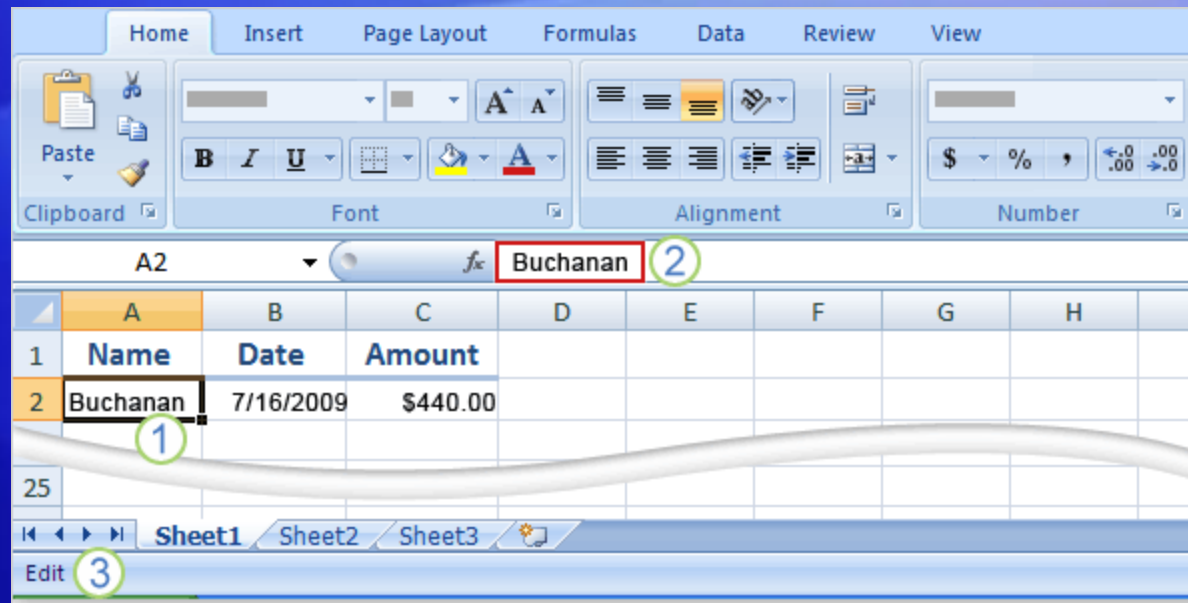
What's the difference between the two methods?

Your convenience. You may find the Formula Bar, or the cell itself, easier to work with.

Here's how you can make changes in either place:

- Delete letters or numbers by pressing BACKSPACE or by selecting them and then pressing DELETE.
- Edit letters or numbers by selecting them and then typing something different.

# Edit data



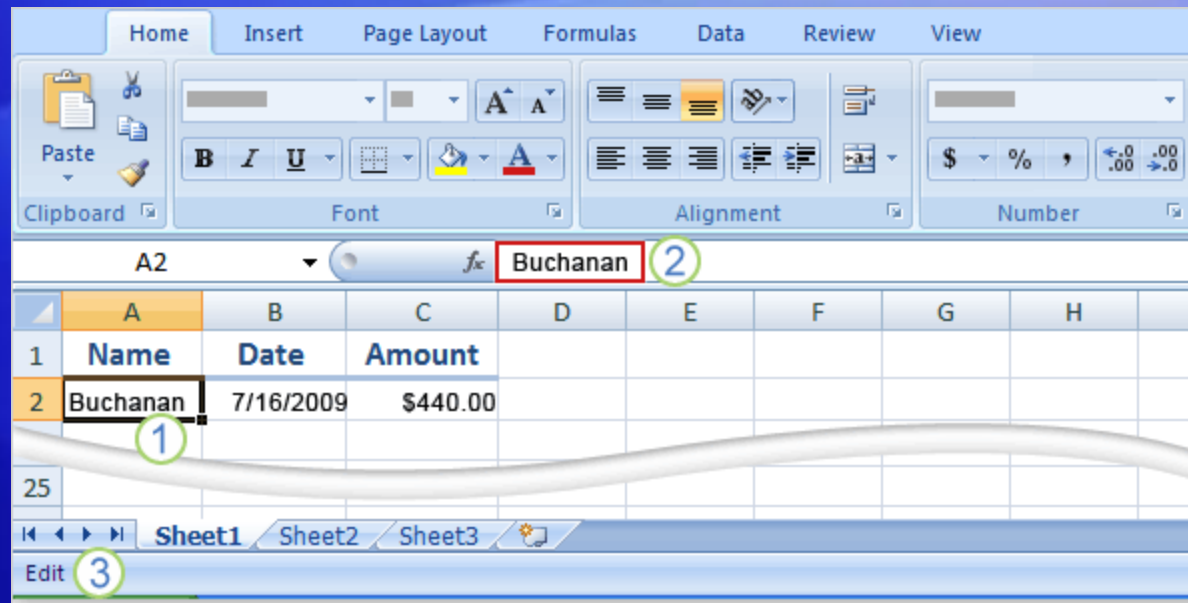
What's the difference between the two methods?

Your convenience. You may find the Formula Bar, or the cell itself, easier to work with.

Here's how you can make changes in either place:

- Insert new letters or numbers into the cell's data by positioning the cursor and typing.

# Edit data



What's the difference between the two methods?

Your convenience. You may find the Formula Bar, or the cell itself, easier to work with.

Whatever you do, when you're all through, remember to press ENTER or TAB so that your changes stay in the cell.

# Remove data formatting

1

B	C
7/16/2009	\$440.00
7/10/2009	<b>\$3,597.90</b>

2

B	C
7/16/2009	\$440.00
7/10/2009	

3

B	C
7/16/2009	\$440.00
7/10/2009	<b>\$1,443.95</b>

Home Insert Page Layout Formulas

Σ ∑ A Z

Sort & Find & Filter Select

Editing

- Clear All
- Clear Formats**
- Clear Contents
- Clear Comments

Surprise! Someone else has used your worksheet, filled in some data, and made the number in cell C6 bold and red to highlight that Peacock made the highest sale.

But Peacock's customer has changed her number, so the final sale was much smaller.

You want to remedy the situation.

# Remove data formatting

1

B	C
7/16/2009	\$440.00
7/10/2009	<b>\$3,597.90</b>

2

B	C
7/16/2009	\$440.00
7/10/2009	

3

B	C
7/16/2009	\$440.00
7/10/2009	<b>\$1,443.95</b>

Home Insert Page Layout Formulas

Σ ∑ A Z

Sort & Find & Filter Select

Editing

Clear All

**Clear Formats**

Clear Contents

Clear Comments

Surprise! Someone else has used your worksheet, filled in some data, and made the number in cell C6 bold and red to highlight that Peacock made the highest sale.

As the picture shows:

- 1 The original number was formatted bold and red.
- 2 So you delete the number.
- 3 You enter a new number. But it's still bold and red! What gives?

# Remove data formatting

1

B	C
7/16/2009	\$440.00
7/10/2009	\$3,597.90

2

B	C
7/16/2009	\$440.00
7/10/2009	

3

B	C
7/16/2009	\$440.00
7/10/2009	\$1,443.95

Home Insert Page Layout Formulas

Cells

Σ Sort & Find & Filter Select Editing

Clear All

**Clear Formats**

Clear Contents

Clear Comments

What's going on is that the cell itself is formatted, not data in the cell.

So when you delete data that has special formatting, you also need to delete the formatting from the cell.

Until you do, any data you enter in that cell will have special formatting.


# Remove data formatting

Here's how to remove formatting.

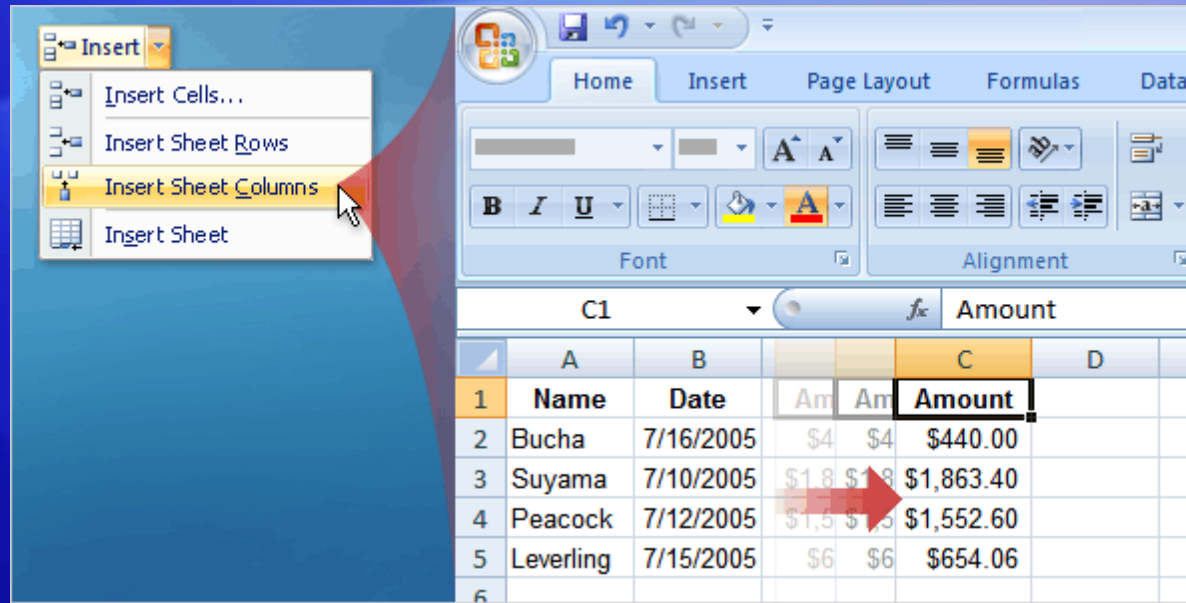
The image illustrates the steps to remove data formatting in Excel. It shows three numbered steps:

- Step 1:** A table with columns B and C. Row 1: 7/16/2009, \$440.00. Row 2: 7/10/2009, \$3,597.90. The cell containing \$3,597.90 is highlighted with a red border.
- Step 2:** The same table, but the cell containing \$3,597.90 is now empty, indicating that the formatting has been removed.
- Step 3:** The same table, but the cell containing \$3,597.90 now contains \$1,443.95, indicating that the data has been cleared.

On the right, a screenshot of the Excel ribbon shows the 'Home' tab selected. In the 'Editing' group, the 'Clear' button (represented by an eraser icon) is clicked, opening a dropdown menu. The 'Clear Formats' option is highlighted in yellow.

1. Click in the cell, and then on the **Home** tab, in the **Editing** group, click the arrow on **Clear** .
2. Click **Clear Formats**, which removes the format from the cell. Or you can click **Clear All** to remove both the data and the formatting at the same time.

# Insert a column or row



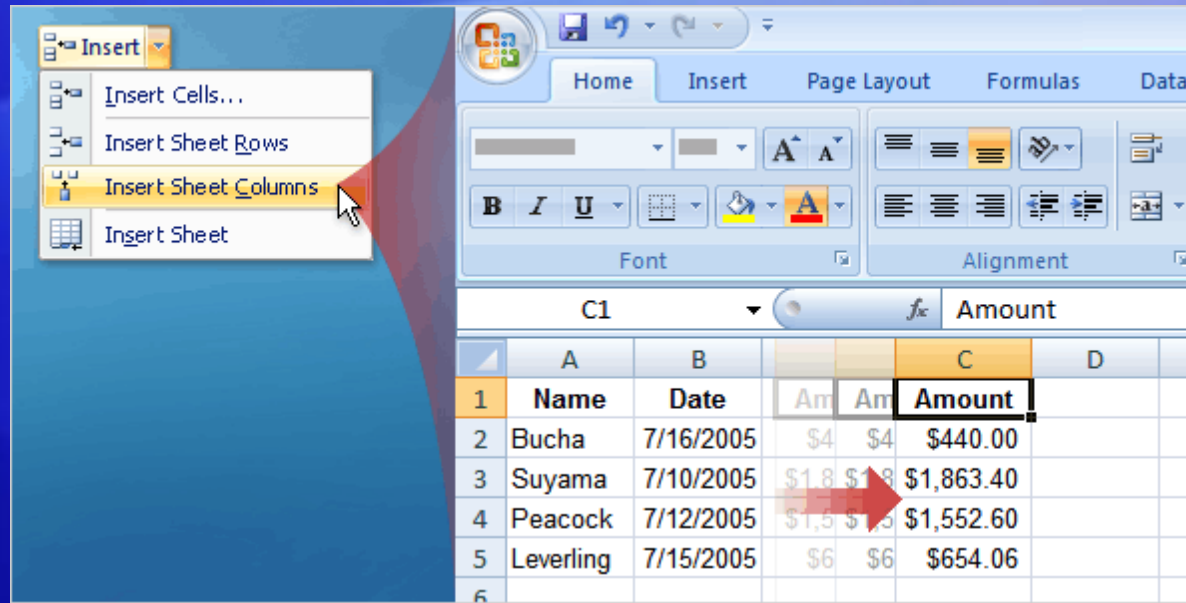
After entering data, you may find that you need to add columns or rows to hold additional information.

Do you need to start over? Of course not.

To insert a single column:

1. Click any cell in the column immediately to the right of where you want the new column to go.
2. On the **Home** tab, in the **Cells** group, click the arrow on **Insert**. On the drop-down menu, click **Insert Sheet Columns**. A new blank column is inserted.

# Insert a column or row



The screenshot shows the Microsoft Excel interface. The 'Insert' menu is open, and 'Insert Sheet Columns' is highlighted. The spreadsheet below shows a table with columns A, B, and C. Column C has been inserted, and a new column 'Amount' has been added to the right of column B. A red arrow points to the new column header 'Amount' in row 1. The data in the table is as follows:

	A	B			C	D
1	Name	Date	Am	Am	Amount	
2	Bucha	7/16/2005	\$4	\$4	\$440.00	
3	Suyama	7/10/2005	\$1,8	\$1,8	\$1,863.40	
4	Peacock	7/12/2005	\$1,5	\$1,5	\$1,552.60	
5	Leverling	7/15/2005	\$6	\$6	\$654.06	
6						

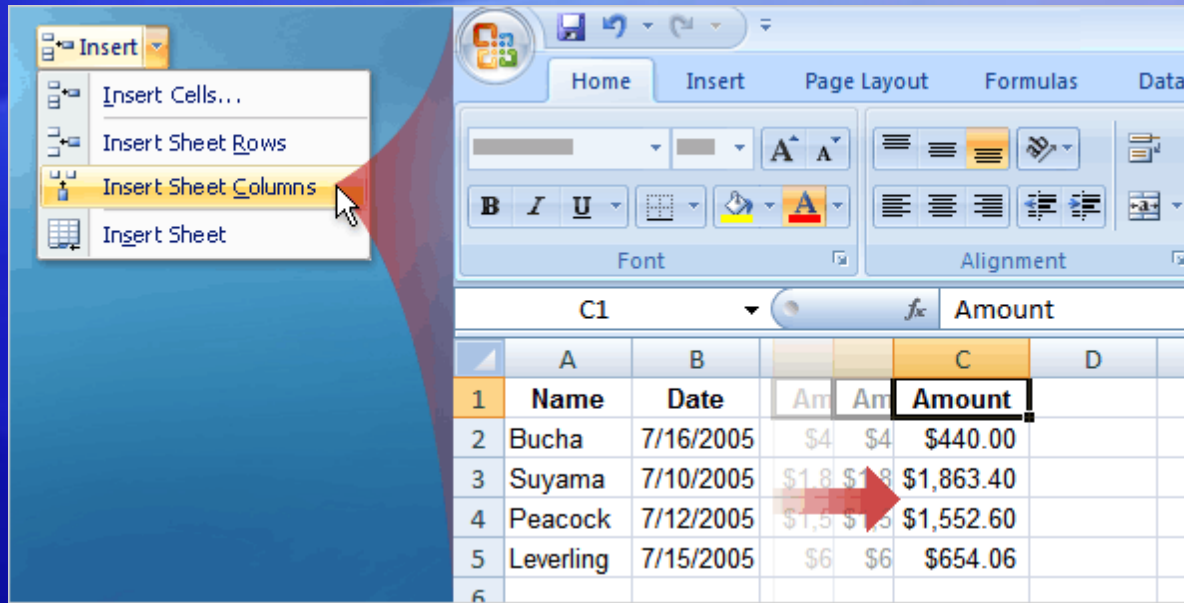
After entering data, you may find that you need to add columns or rows to hold additional information.

Do you need to start over? Of course not.

To insert a single row:

1. Click any cell in the row immediately below where you want the new row.
2. In the **Cells** group, click the arrow on **Insert**. On the drop-down menu, click **Insert Sheet Rows**. A new blank row is inserted.

# Insert a column or row



The screenshot shows the Microsoft Excel interface. The 'Insert' menu is open, and 'Insert Sheet Columns' is selected. The spreadsheet below shows a table with columns A, B, and C. Column C is highlighted, and a red arrow points to the right, indicating the insertion of a new column.

	A	B			C	D
1	Name	Date	Am	Am	Amount	
2	Bucha	7/16/2005	\$4	\$4	\$440.00	
3	Suyama	7/10/2005	\$18	\$18	\$1,863.40	
4	Peacock	7/12/2005	\$15	\$15	\$1,552.60	
5	Leverling	7/15/2005	\$6	\$6	\$654.06	
6						

After entering data, you may find that you need to add columns or rows to hold additional information.

Do you need to start over? Of course not.

Excel gives a new column or row the heading its place requires, and changes the headings of later columns and rows.

# Suggestions for practice

1. Edit data.
2. Delete formatting from a cell.
3. Work in Edit mode.
4. Insert and delete columns and rows.