

# Lesson | 1

## Getting Started with Excel 2007

### Exercise 1

- Start Excel
- The Excel Window
- Excel Interface
- Navigate the Worksheet
- Change Between Worksheets
- Worksheet Views
- Exit Excel

### Exercise 2

- Create a New (Blank) Workbook
- Create a Workbook from a Template or Another Workbook
- Enter Labels
- Make Simple Corrections
- Undo and Redo
- Delete (Clear) Cell Contents
- Save a Workbook
- Close a Workbook

### Exercise 3

- Open Workbooks
- Change from Workbook to Workbook
- Compare Workbooks

- AutoComplete
- Pick From List
- AutoCorrect
- Spell Check

### Exercise 4

- Enter Numeric Labels and Values
- Enter Dates
- Create a Series
- Change Data Alignment
- Change Column Width

### Exercise 5

- Enter a Formula

### END OF LESSON PROJECTS

### Exercise 6

- Critical Thinking

### Exercise 7

- Curriculum Integration

# Exercise | 1

## Skills Covered

- Start Excel
- The Excel Window
- Excel Interface
- Navigate the Worksheet
- Change Between Worksheets
- Worksheet Views
- Exit Excel

**Software Skills** When you want to analyze business, personal, or financial data and create reports in a table format consisting of rows and columns, use the Microsoft Office Excel spreadsheet application in the Microsoft Office suite.

**Application Skills** You've recently been hired as a marketing specialist for Voyager Travel Adventures, and you've enrolled yourself in a class to learn to use Excel. In this exercise, you will start Excel, familiarize yourself with the Excel window, change your view of the worksheet, and practice moving around the worksheet using the mouse and the keyboard.

### TERMS

**Workbook** An Excel file with one or more worksheet.

**Worksheet** The work area for entering and calculating data made up of columns and rows separated by gridlines (light gray lines). Also called a spreadsheet.

**Cell** The intersection of a column and a row on a worksheet. You enter data into cells to create a worksheet.

**Active cell** The active cell contains the cell pointer. There is a dark outline around the active cell.

**Formula bar** As you enter data into a cell, it simultaneously appears in the Formula bar, which is located above the worksheet.

**Cell reference** The location of a cell in a worksheet as identified by its column letter and row number. Also known as the cell's address.

**Scroll** A way to view locations on the worksheet without changing the active cell.

**Sheet tabs** Tabs that appear at the bottom of the workbook window, which display the name of each worksheet.

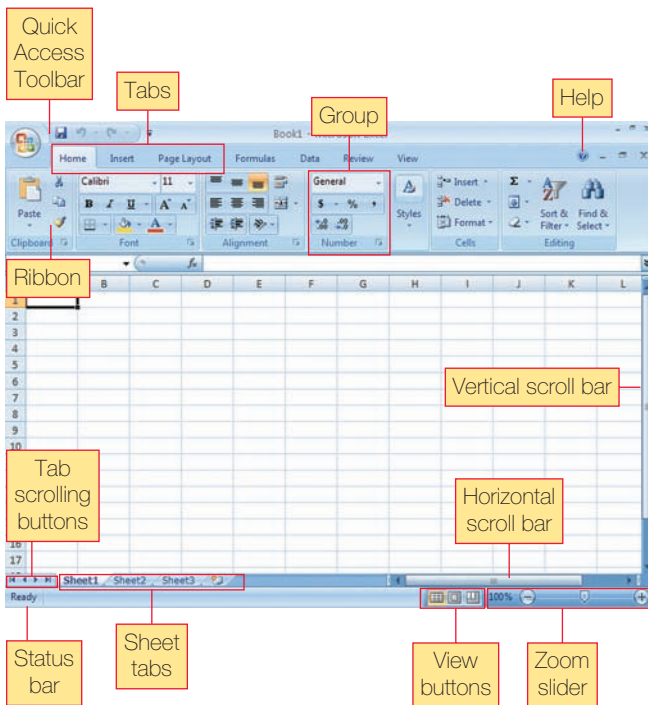
**Tab scrolling buttons** Buttons that appear just to the left of the sheet tabs, which allow you to scroll hidden tabs into view.

# NOTES

## Start Excel

- Start Excel using the Start menu.
- When Excel starts, it displays an empty **workbook** with three **worksheets**.
  - A worksheet contains rows and columns that intersect to form **cells**.
  - Gridlines mark the boundaries of each cell.

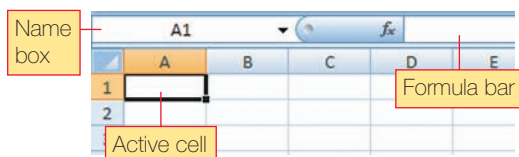
### The Excel Window



## The Excel Window



- In the worksheet, a black border appears around the **active cell**.
  - You can change the active cell using the mouse or the keyboard.
  - Data is entered into the active cell.
- The Name box, located on the left side of the **Formula bar**, displays the **cell reference** of the active cell (its column letter and row number).

### Name box



- Each cell is identified by its cell reference (address).
- To help you identify the cell reference for the active cell, Excel highlights its column label (above the worksheet) and row number (to the left of the worksheet).
  - ✓ Notice, for example, that the active cell shown in the Name box figure is surrounded by a dark outline. The active cell's address or cell reference, A1, appears in the Name box just to the left of the Formula bar. Notice also that the column label A and the row label 1 are highlighted in order to make it easier for you to identify the address of the current cell.

## Excel Interface

- In the Basics section, you learned that you can access common program commands such as Save and Undo through the buttons on the Quick Access Toolbar.
  - Through the Office Button , you can access commands such as New, Open, Save, and Print.
- The Ribbon, located at the top of the window, contains buttons for every command you might want to perform.
  - The Ribbon is divided into tabs, and the buttons on the tabs are arranged in groups.
  - To access Help, click the Help button .

## Navigate the Worksheet

- There are 16,384 columns and 1,048,576 rows available in a worksheet, but you don't need to fill the entire worksheet in order to use it—just type data into the cells you need.
- Since the workbook window displays only a part of a worksheet, you **scroll** through the worksheet to view another location.
  - With the mouse, you can scroll using the horizontal or vertical scroll bars.
    - ✓ Using the mouse to scroll does not change the active cell.
  - With the keyboard, you can scroll by pressing specific keys or key combinations.
    - ✓ Scrolling with the keyboard changes the active cell.
- You can move to a specific cell using Go To or the Name box.
  - ✓ You can also use the Name box to go directly to a named cell or range. See Exercise 15.

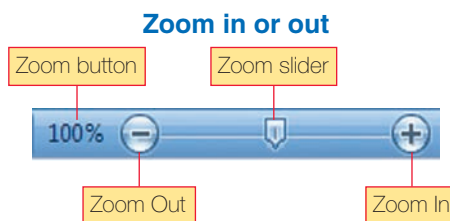
## Change Between Worksheets

- By default, each workbook comes with three worksheets. You can add or delete worksheets as needed.
  - ✓ You'll learn how to add and remove worksheets in Exercise 12.
- You enter related data on different worksheets within the same workbook.
  - ✓ For example, you can enter January, February, and March sales data on different worksheets within the same workbook.
- Change between worksheets using the **sheet tabs** located at the bottom of the Excel window.
  - ✓ If a particular worksheet tab is not visible, use the **tab scrolling buttons** to display it.

## Worksheet Views

- To view or hide the Formula bar, Ruler, column and row headings, or gridlines, select or deselect them from the Show/Hide group on the View tab.
  - You might hide window elements to view more worksheet data.
  - To hide the Ribbon as well, double-click the active tab.
  - To quickly hide all screen elements, use Full Screen view.
    - ✓ Row and column headings and the rulers can appear in Full Screen view.
  - Exit Full Screen view to restore the Ribbon and other screen elements.

- Besides Full Screen view, Excel offers other screen views:
  - Normal view is the default working view.
  - Page Layout view is used to view data as it will look when printed, and make adjustments.
  - Page Break Preview is used just before printing, to adjust where pages break.
    - ✓ You'll learn more about Page Layout view in Exercise 23 and Page Break Preview in Exercise 24.
  - You can use the View buttons on the status bar to change to the most common views.
  - You can also use the buttons in the Workbook Views group of the View tab to change views.
- Use Zoom to magnify cells in a worksheet by any amount.
  - Change the zoom using the Zoom slider or the Zoom button **100%** on the status bar.



- You can also change the zoom using the mouse, or the buttons in the Zoom group on the View tab.

## Exit Excel

- When your worksheet is complete and you want to close the Excel application, use the Exit Excel command on the Microsoft Office menu.

## Curriculum Connection: Mathematics

### Exchange Rate


When traveling abroad or conducting business internationally, it is important to know the exchange rate for converting American dollars to other currency. In some countries, the dollar will be worth more, in others it will be less. Exchange rates change daily, but usually not by much.

### Conversion Table

Look up the exchange rate of American dollars to Australian dollars. Create a worksheet that lists the price of at least 5 items that you use on a regular basis and then use the conversion formula to list the equivalent cost of the same item in Australian dollars. Expand the worksheet to include other foreign currency, such as the Euro, or the Japanese Yen.

# PROCEDURES

## Start Excel

1. Click **Start**  ..... (Ctrl) + (Esc)  
 ✓ If your keyboard has a Windows key (a key with the Windows logo on it) you can press that key at any time to display the Start menu.
2. Point to **All Programs** ..... (P), (Enter)
3. Point to **Microsoft Office** ..... (Down Arrow), (Enter)
4. Click **Microsoft Office Excel 2007** ..... (Down Arrow), (Enter)


## Change Active Cell Using Keyboard

- One cell left or right ..... (Left Arrow) or (Right Arrow)
  - One cell up or down ..... (Up Arrow) or (Down Arrow)
  - One screen up or down ..... (PgUp) or (PgDn)
  - One screen left ..... (Alt) + (PgUp)
  - One screen right ..... (Alt) + (PgDn)
- ✓ Press Scroll Lock to lock the active cell, and not move it when pressing the key combinations above, such as (Left Arrow) or (PgDn).
- First cell in current row ..... (Home)
  - Last cell in current row ..... (End)
  - Start and end of a range ..... (Ctrl) + (Left Arrow), (Right Arrow), (Up Arrow), (Down Arrow)
- ✓ A range is a group of adjacent cells with data.
- First cell in worksheet ..... (Ctrl) + (Home)
  - Last used cell in worksheet ..... (Ctrl) + (End)

## Change Active Cell Using Mouse

- Click desired cell.

## Change Active Cell Using Go To (Ctrl+G)

1. Press **F5** ..... (F5)  
**OR**  
 a. Click **Home** tab ..... (Alt), (H)  
**Editing Group**  
 b. Click **Find and Select** button  ..... (F), (D)  
 c. Click **Go To** ..... (G)  
 ✓ Go To list box displays last four references that you accessed. Click one to use it again.
2. Type cell reference in **Reference** text box.
3. Click **OK** ..... (Enter)

## Change Active Cell Using Name Box

1. Click in **Name** box.
2. Type cell reference.
3. Press **Enter** ..... (Enter)

## Scroll Using Mouse

### To scroll one row up or down:

- Click up or down scroll arrows on the vertical scroll bar.
- ✓ You can also roll the mouse wheel up or down.

### To scroll one column left or right:

- Click left or right scroll arrows on the horizontal scroll bar.
- ✓ Pan by holding the mouse wheel down and dragging.

### To scroll one screen right or left:

- Click horizontal scroll bar to right or left of scroll box.

### To scroll one screen up or down:

- Click vertical scroll bar above or below scroll box.

### To scroll to beginning rows:

- Drag vertical scroll box to top of scroll bar.

### To scroll to beginning columns:

- Drag horizontal scroll box to extreme left of scroll bar.

### To scroll to last row containing data:

- Press Ctrl and drag vertical scroll box to bottom of scroll bar.

## Change to a Different Worksheet

- Click the tab of the worksheet you want to display.
- ✓ If the worksheet tab you need is not displayed, click the appropriate tab scrolling button. The first or last buttons display the first or last worksheet tab. The middle tab scrolling buttons move the sheet tabs one sheet in the direction of the arrow.

## Display or Hide Screen Elements

1. Click **View** tab ..... (Alt), (W)

### Show/Hide Group

2. Select elements to turn them on or off:

- Click **Ruler** ..... (R)
- Click **Gridlines** ..... (V), (G)
- Click **Message Bar** ..... (D)
- Click **Formula Bar** ..... (V), (F)
- Click **Headings** ..... (V), (H)

✓ *The Ruler is only available in Page Layout view. The Message Bar is only shown when sending a workbook in an email.*

## Change the View

1. Click **View** tab ..... (Alt), (W)

### Workbook Views Group




2. Select the desired view:

- Click **Normal** ..... (L)
- Click **Page Layout View** ..... (P)
- Click **Page Break Preview** ..... (I)
- Click **Full Screen** ..... (E)

✓ *To return to the current view from Full Screen View, press Esc.*

## OR

Click the appropriate View button on the Status bar:

- Click **Normal** 
- Click **Page Layout View** 
- Click **Page Break Preview** 

## Set Zoom Percentage

1. Click **View** ..... (Alt), (W)

### Zoom Group

2. Click **Zoom**  ..... (Q)

✓ *You can also click the Zoom button on the status bar to display the Zoom dialog box.*




3. Set percentage:

- **200%** ..... (0)
- **100%** ..... (1)
- **75%** ..... (7)
- **50%** ..... (5)
- **25%** ..... (2)
- **Fit selection** ..... (F)
- **Custom** (C), *zoom percentage*

4. Click **OK** ..... ↵Enter

## Set Zoom with Zoom Slider

✓ *The Zoom slider is located on the status bar.*

- To zoom out the nearest 10%, click **Zoom Out** button .
- To zoom in the nearest 10%, click **Zoom In** button .
- To zoom by a variable amount, drag the **Zoom** slider .

## Zoom with the Mouse

- To zoom out, press (Ctrl) and roll mouse wheel down.
- To zoom in, press (Ctrl) and roll mouse wheel up.

## Exit Excel

1. Click **Office Button**  ..... (Alt), (F)

2. Click **Exit Excel** ..... (X)

## OR

Click **Excel Close** button .

## EXERCISE DIRECTIONS

- Follow these steps to start Excel from the taskbar:
  - Click Start.
  - Select All Programs, Microsoft Office, and then Microsoft Office Excel 2007.
- Move the active cell pointer using the keyboard:
  - Press the right arrow key four times until cell E1 is highlighted.
  - Press the down arrow key four times until cell E5 is highlighted.

✓ View the cell references in the name box.
- Click cell H9 to make it the active cell.

✓ View the cell reference in the name box.
- Press F5 to activate the Go To command.
- In the Reference text box, type **T98**.
- Click OK.

✓ The active cell changes to T98.
- Click in the name box to change the active cell to the following, pressing Enter after each new cell address:
  - B1492 (Row 1492, column B)
  - XFD1048576 (Bottom right of worksheet)
- Press Ctrl+Home to move to cell A1.
- Click the tab for Sheet2 to display it.
- Click cell D4.

✓ The worksheet moves right by one column but the active cell does not change.
- Point to the horizontal scroll bar and click to the left of the scroll box.

✓ The worksheet moves left by one screen but the active cell does not change.
- Point to the horizontal scroll bar, and then drag the scroll box all the way to the right.

✓ The view of the worksheet has changed again but the active cell does not change.
- Click the down scroll arrow on the vertical scroll bar three times.

✓ The worksheet moves down three rows but the active cell does not change.
- Click the tab for Sheet1 to redisplay it.


✓ The active cell for Sheet1 remains the same (A1). It did not change even as you changed the active cell on Sheet2.
- Hide the Formula bar by deselecting that option in the Show/Hide group of the View tab.
- Change to the Page Layout View by clicking its button on the status bar.

✓ Notice that the Rulers have appeared just above the column headings and to the left of the row headings.
- Change to Full Screen view by clicking the Full Screen button in the Workbook Views group on the View tab.

✓ The Rulers are still there because you changed to Full Screen view from Page Layout view where they are normally shown. Other screen elements are removed, however.
- Return to Page Layout view by pressing Esc.
- Change to Normal view by clicking the button on the Ribbon.
- Restore the Formula bar by selecting that option in the Show/Hide group.
- Click the Zoom button in the Zoom group to display the Zoom dialog box.
- Click in the Custom box and type **150** then click OK.

✓ The Zoom changes to 150%, so cells appear much larger.
- Click the Zoom Out button on the status bar twice.

✓ The Zoom changes to 130%.
- Drag the Zoom slider to the left until the zoom is set to 90%.

✓ The current zoom percentage shows on the Zoom button as you drag. You may have trouble setting the zoom to an exact percentage using the slider. If so, drag the slider to roughly 90%, then click the Zoom Out or Zoom In button as needed to jump to exactly 90%.
- Click the Close button  to exit Excel. If asked to save the workbook, click No.