# Training
Practice

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## Dive into Excel 2007

### Before you begin

During the practice, this window will stay on top of the program you are working in. When it covers an area you need to use, move and resize it as follows:

- To move this window, click the title bar of the window (as shown below) and drag it to a new location:

- To resize this window, drag the resize handle in the lower-right corner.

You'll start work on the **Home** tab, because that's where many of the most common tasks are done.

### Exercise 1: Enter text

1. The **Home** tab

at the top of the Ribbon should be highlighted (it should appear lighter than the other tabs, as shown in the picture). If it isn't, click it.
2. In cell A1, type **Product Name**, and then press ENTER. The text is too long for the cell; it spills over into cell B1. Next you'll wrap the text so that it fits into cell A1.
3. Click in cell A1.
4. On the **Home** tab, in the **Alignment** group, click the **Wrap Text** button .

   A single click wraps the text.

   Do you recall the steps to wrap text in earlier versions of Excel? You would have opened the **Format Cells** dialog box by clicking **Cells** on the **Format** menu. Then you would have clicked the **Alignment** tab. Then you would have selected the **Wrap text** check box, and then you would have clicked **OK**.

5. In the **Alignment** group, click the **Dialog Box Launcher** arrow in the lower-right corner. The **Format Cells** dialog box opens. Any time you see this arrow , you can open a dialog box or a task pane to see more options.

   For now, click **Cancel** to close the dialog box.

### Exercise 2: Change document view

In this exercise you'll change views and change magnification.

1. At the lower right of the screen, locate the **View** toolbar .
2. Click the middle button on the toolbar, **Page Layout View**, to change to Page Layout view. Or click the **View** tab on the Ribbon, and then click **Page Layout View** in the **Workbook Views** group.

   Now the column and row headings are above the worksheet grid.

3. Now you'll zoom in and out of the worksheet. To do this, click the minus sign (-) or the plus sign (+) to the right of the toolbar.

   If you click the minus sign several times, you can see several worksheets at once in Page Layout view. The indicator to the left of the minus sign shows you the percentage of the magnification. Click the plus sign until you get back to 100%.

## Exercise 3: Adjust column width in Page Layout view

In this exercise you'll adjust column width in the new view.

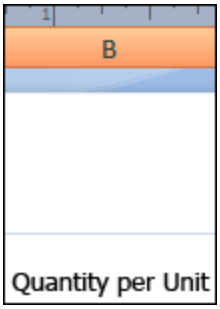
1. In cell B1, type text that will be too long to fit into the cell: **Quantity per Unit**. Press ENTER, and then click in cell B1 again.

2. Instead of wrapping the text so that it will fit, you'll make the column wider to fit the text.

3. On the **Home** tab, in the **Cells** group, click the arrow next to **Format**, and then under **Cell Size**, click **AutoFit Column Width**.

   The column width automatically changes to fit the text in the cell.

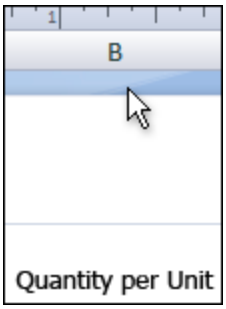
   To use the double-click method to change the column width, point at the right edge of the column heading until you see a cross with a double-headed arrow in it, and then double-click. Remember, in Page Layout view, the column headings (A, B, C, and so on) do not sit on the worksheet as they do in Normal view. Instead, they are up above the white space, beneath the ruler.

## Exercise 4: Show or hide white space in Page Layout view

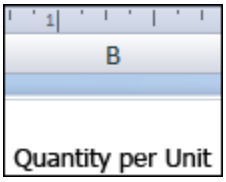
In this exercise you'll see how to work with less white space in Page Layout view.

1. Move the pointer into the space between the top of the page and the column headings (A, B, C, and so on).



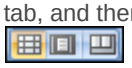

2. When the pointer turns into two arrows, click once.

   The white space is hidden.




   To show the white space again, point at the same space until you see two arrows pointing away from each other. Click once.

   **Note** You can hide or show all the white space on the page by clicking in any area, at the top, side, or bottom of a page. You can also do the same thing by pressing CTRL+SHIFT+W.

3. Change back to Normal view. Click the **View** tab, and then click **Normal** in the **Workbook Views** group. Or on the **View** toolbar, click the **Normal** button  on the left.

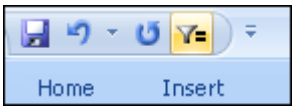
## Exercise 5: Add and delete a button on the Quick Access Toolbar

In this exercise you'll see how to add and delete buttons on the Quick Access Toolbar.

### Method 1: Right-click to add a Ribbon button

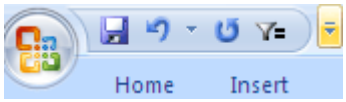
1. At the top of the Ribbon, click the **Data** tab.
2. In the **Sort & Filter** group, right-click the **Filter** button. Then click **Add to Quick Access Toolbar**.

   Now the **Filter** button is on the toolbar.




### Method 2: Add a button by customizing the toolbar

Use this method to add buttons that aren't already on the Ribbon.

1. Click the arrow 

on the right end of the Quick Access Toolbar.

You'll see a list of commonly used commands that you can add to the toolbar, such as **New** to create a new workbook, **E-mail**, and **Quick Print**. Clicking any button on the list will add it to the Quick Access Toolbar.

Now click **More Commands** near the bottom of the list.

2. Click the arrow under the **Choose commands from** box. You'll see a list of the different locations from which you can select commands to add to the Quick Access Toolbar. Select **Office Menu**.
3. In the lower box, in the list for **Office Menu**, select **Excel 97-2003 Workbook**.
4. Click **Add**. The **Excel 97-2003 Workbook** button is added to the column on the right.

   As soon as you add a button to the column on the right, the **Move Up** button becomes available. After you click the **Move Up** button, the **Move Down** button also becomes available. You can use these two buttons to change the button order on the Quick Access Toolbar.

5. Click **OK**. Now the **Quick Access Toolbar** contains the **Excel 97-2003 Workbook** button you added. The button is close at hand whenever you want to save a file in that format.
6. Click the arrow on the right side of the toolbar again. Click **Show Below the Ribbon**. The toolbar moves to its own row just below the Ribbon. You may want to move the Quick Access Toolbar below the Ribbon if you put a lot of buttons on the toolbar and the tabs on the Ribbon are squeezed for space.

   For now, click the arrow on the end of the toolbar once again, and then click **Show Above the Ribbon**.

## Delete a button

- Right-click a button you added on the Quick Access Toolbar.
- Click **Remove from Quick Access Toolbar**.

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## Get to work in Excel

### Before you begin

During the practice, this window will stay on top of the program you are working in. When it covers an area you need to use, move and resize it as follows:

- To move this window, click the title bar of the window (as shown below) and drag it to a new location:

- To resize this window, drag the resize handle in the lower-right corner.

### Exercise 1: Insert a column

In this exercise you'll insert a column, and take a look at some of the other commands that are grouped in the same area as **Insert Sheet Columns**.

**Note** When you open an Excel file created in a previous version, or when you save a file created in 2007 as a previous version, Compatibility Mode is automatically turned on. The practice file was created in Excel 2003, so it says Compatibility Mode at the very top of the window.

1. At the top of the Ribbon, the **Home** tab on the left should be highlighted. If it isn't, click it.
2. In the worksheet, click anywhere in the Supplier column. For example, click in cell D4.
3. Now, on the Ribbon, in the **Cells** group, click the arrow to the right of **Insert**, and then click **Insert Sheet Columns**.

   A column is inserted to the left of the Supplier column.

   **Note** If you click **Insert** instead of the arrow to the right of that text, the **Insert** dialog box opens instead of the list of choices.

4. At the top of the new column, in cell D1, type the column title, **Category**. Now fill in a little data. In cell D2, type **Dairy Products**. In cell D3, type **Grains/Cereals**. That will do for now.

   The text you entered is too wide for the column. If you did the practice for the first lesson, do you recall where the command is to adjust the column width?

   **Here's how** First, select the column heading for column D. Then, on the **Home** tab, look in the **Cells** group,

click the arrow on **Format**, and click **AutoFit Column Width**. If you prefer to double-click the right edge of column heading to increase column width, do that instead.

5. Notice that there are a number of commands for working with rows, columns, cells, and sheets in the **Cells** group. If you'd like to take some time to see what is located here, go ahead.

## Exercise 2: Use Sum

In this exercise you'll enter a formula by using the **Sum** button.

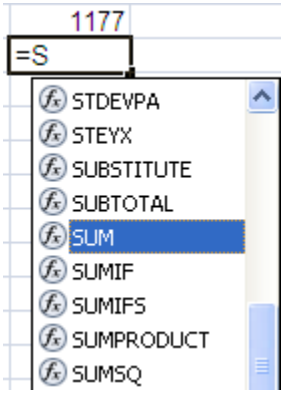
1. Place the cursor in cell C51, so that you can add up the number of products listed in the Quantity column.
2. On the **Home** tab, in the **Editing** group, click the **Sum** button. Then press ENTER.

   Excel adds up the total, using the SUM function, and enters the total, 1177.

## Exercise 3: Enter a formula using Formula AutoComplete

If you want to enter formulas on your own, but don't necessarily recall the arguments, you can get some help. In this exercise, you'll enter the same formula, but without using the button, by using a new feature called Formula AutoComplete.

1. Click in cell C52. Type an equal sign (=) to start the formula, and then type **S** for the SUM function.
2. A list appears with the functions that you might want to insert. You will have to scroll a bit in the list to see SUM.




3. Double-click SUM to enter it in the worksheet. The arguments for SUM, displayed in a function tip (number1, [number2],...), are the numbers to sum up. (If you press ENTER while SUM is highlighted in the list, instead of double-clicking it, you may see an error in the worksheet.)

   To complete this formula, type **C2:C50)** and then press ENTER.

   Now you have the same formula entered twice; once with the **Sum** button in cell C51, and once by using Formula AutoComplete in cell C52.

## Exercise 4: Add a header and a footer

In this exercise you'll create a header and footer for the worksheet in Page Layout view.

1. Change from Normal view to Page Layout view. On the **View** tab, click **Page Layout View** in the **Workbook**

**Views** group. (Or click **Page Layout View** on the **View** toolbar in the bottom right of the window.)

2. Scroll up to the top of page 1, or press CTRL+HOME. Click where it says **Click to add header**. Notice that as soon as you click there, a new tab appears on the far right side of the Ribbon, the **Design** tab, under **Header & Footer Tools**.

   **Note** If you are in Page Layout view, but you cannot see the area that says **Click to add header**, it means that white space is hidden. Either press CTRL+SHIFT+W, or click once in the space between pages to show the white space.

   Type **June Sales Report**.

3. Scroll to the bottom of the first page. Click where it says **Click to add footer**. In the **Header & Footer** group, click the arrow on **Footer**, and then click **Page 1**. "Page 1" is inserted. But if you click back in the footer area, you'll see **Page &[Page]**, which is Excel code for the page number.

   Note that an auto footer can be inserted only in the center of the worksheet. The same goes for an auto header.

4. Click the right side of the footer area. Enter one empty space. In the Ribbon, in the **Header & Footer elements** group, click **Sheet Name**. You'll see **&[Tab]** inserted in that part of the footer area. Click the worksheet, and you'll see the name of the worksheet, "Contoso Sales Data," in the footer area.

   Note that the **Design** tab and the **Header & Footer Tools** go away when you click the worksheet, because you aren't working with a header or a footer. To get the tab and tools back if you need them, just click in the header or footer area. If you don't see the commands, click the **Design** tab.

**Tip** You can also enter headers and footers by clicking the **Insert** tab. Then in the **Text** group, click **Header & Footer**. All the commands to enter headers and footers are automatically displayed.

## Exercise 5: Add a few finishing touches

In this exercise you'll add a cell style, and you'll change font format. You can stay in Page Layout view for now.

1. Scroll up to the top of page 1, or press CTRL+HOME. First, add two new rows to the top of the worksheet so that you can add a title and have an empty row separating that title from the worksheet data. Place the cursor in the first row. Do you recall where the command is to insert rows?

   **Here's how** On the **Home** tab, in the **Cells** group, click the arrow next to **Insert**, and then click **Insert Sheet Rows**. Click **Insert Sheet Rows** again to insert a second row, or press F4 instead.

2. In cell A1, type **Contoso Sales Data**.
3. Select cells A1 through E1. On the **Home** tab, in the **Styles** group, click the arrow next to **Cell Styles**, and then select any style you like for the sheet title. **Sheet Title** is in the list, or you could use **Heading 1**, **Heading 2**, **Heading 3**, or anything else you see. Quick, isn't that?

   If you point at any of the styles in the list and wait a moment, the title appears in that style, to give you a preview of how it will look if you choose it. When you see a style you want to keep, click it.

4. Merge the cells across the top, and then center the title. Select cells A1 through E1, and in the **Alignment** group, click the **Merge and Center** button .

5. Finally, select the column titles in row 3. In the **Font** group, click the **Bold** button to show all the titles in bold type.

## Exercise 6: Print options

In this exercise you'll check out some of the options on the **Page Layout** tab for preparing your worksheet for printing.

1. Your worksheet should still be in Page Layout view, with some space in between the pages.
2. At the top of the Ribbon, click the **Page Layout** tab.
3. In the **Page Setup** group, click **Margins**. Click **Narrow**. You can see the change to the worksheet on your screen. Click **Margins** again, and then click **Wide**. Again, you can see the change on your screen. Scroll to the right to see how the wider margin has moved the last column onto a page by itself. Click **Margins** again and click **Normal** to adjust the margins a final time. Now all the columns are on one page again.
4. In the **Page Setup** group, click **Orientation**. Click **Landscape**. You see the change on your screen. Notice how more columns appear on the right. Click **Orientation** again, and then click **Portrait**. The setting changes again on the screen. There are fewer columns and a grayed-out second sheet.
5. Now click **Size** in the **Page Setup** group, and then click **A5**. You see on the screen how that would look. You have two fairly narrow pages. Click **Size** again, and then click **Letter**. All the columns are one page.
6. If you want to print column and row headings, that's easy. In the **Sheet Options** group, under **Headings**, select the **Print** check box.

   Note that the option to print gridlines is just next door; under **Gridlines**, there's a check box for **Print**.

7. To see how the worksheet will look before printing, use Print Preview. Click the **Microsoft Office Button** , click the arrow next to Print, and then click **Print Preview**.
8. Close Print Preview without printing. Click **Close Print Preview** on the **Print Preview** tab.
9. To return to Normal view, on the **View** tab, click **Normal** in the **Workbook Views** group.

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