Microsoft
Excel
2007

Microsoft Excel 2007

Document Basics

This brief document will guide you through the basics of creating, saving, opening, printing, and closing out of documents in Excel 2007.

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Microsoft Excel 2007

Opening Excel

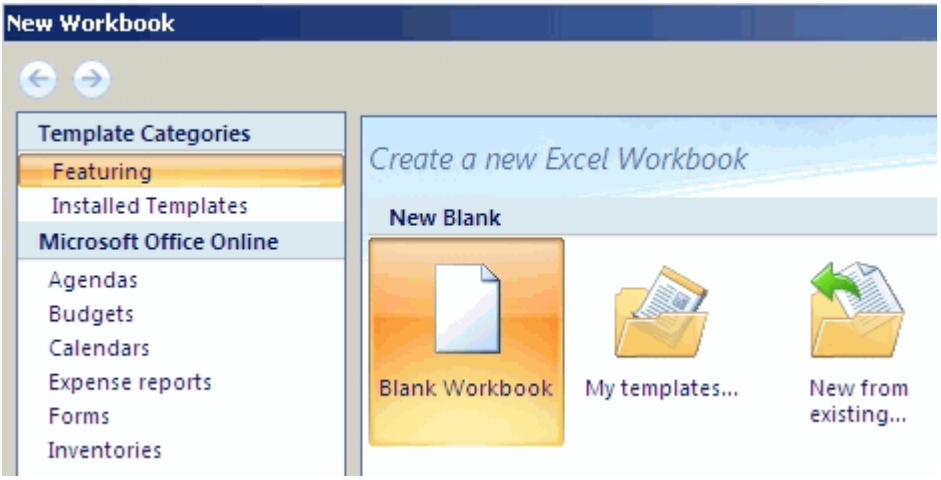
1. To open Excel 2007, from the ***Start*** menu, select *All Programs » Microsoft Office »* ***Microsoft Office Excel 2007***

Creating a Workbook

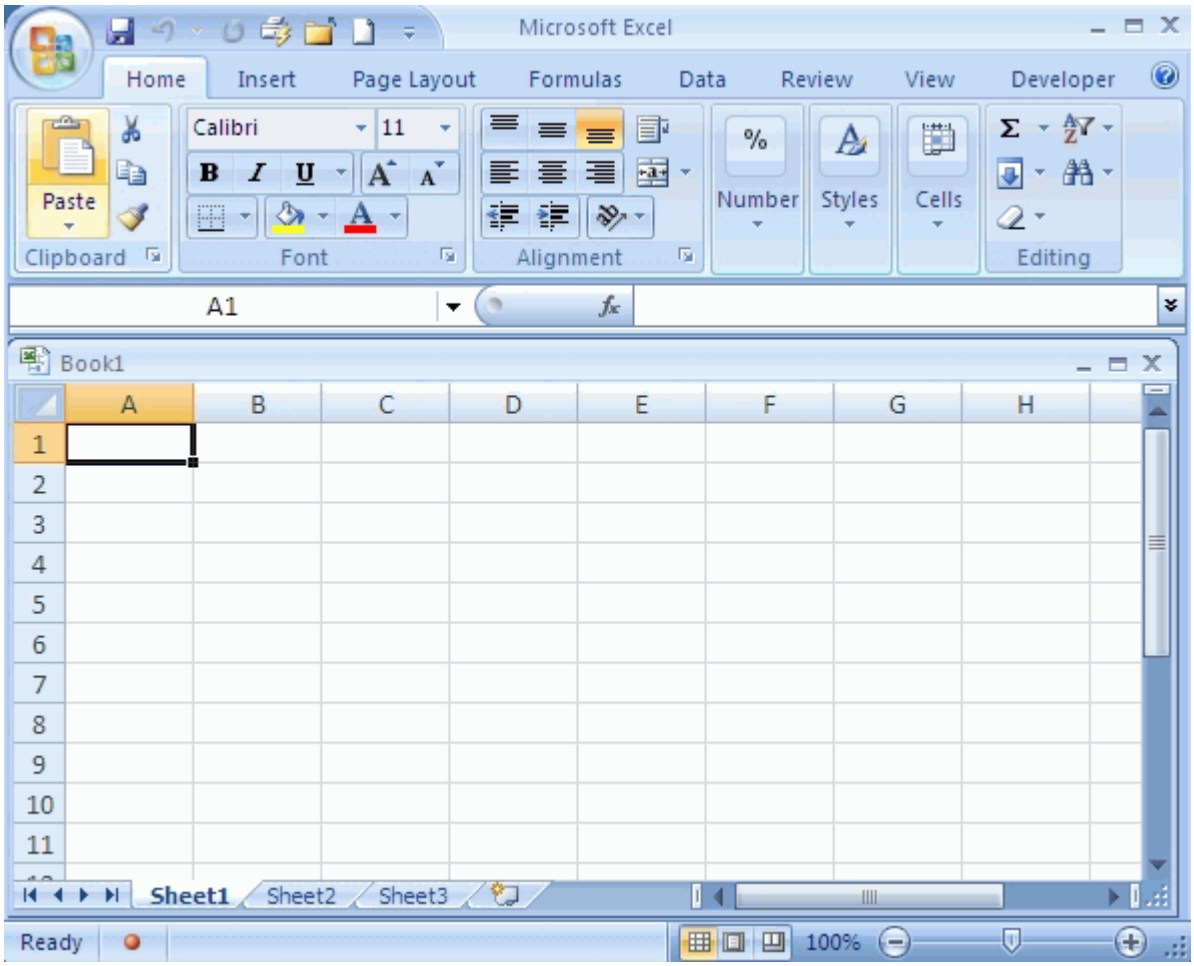
An Excel file is called a workbook. By default, workbooks open with three blank worksheets, although you can add or delete worksheets at any time. The advantage of having multiple worksheets, or ***layers***, is that a variety of data can be compiled, analyzed, and integrated in a single file. Worksheets can contain data, charts, or both.

1. In the top left corner of the Excel window, click **FILE**
   The ***File*** menu appears

2. From the ***File*** menu, select *New…*
   The ***New Workbook*** dialog box appears.



3. Under ***New Blank***, double click **BLANK WORKBOOK**
   A new workbook appears.



Entering Text

Excel allows you to enter text into cells.

1. Select the cell where you want to enter text
2. Type text into the cell
3. To accept the text, press [**Enter**] or an [**Arrow**]
   To force text to wrap at a specific point in a cell, press [**Alt**] + [**Enter**]

Entering Numbers

Numeric cells can be used for calculations and functions. A numeric cell may contain numbers, a decimal point (.), plus (+) or minus (-) signs, and currency ($).

1. Select the cell where you want to enter numbers

2. Type the numeric information that should be in the cell
   HINT: To enter a fraction, type **0** and press [**Space**] before the fraction; otherwise, Excel will interpret the fraction as a date.
3. To accept the information, press [**Enter**] or an [**Arrow**]
   NOTES:
   Excel automatically right-aligns numerical values and left-aligns text.
   Do not include spaces or alphabetical characters in a calculation cell.

Entering Numbers Formatted as Text

When cells are formatted for text, all cell contents—letters, numerals, or alpha-numeric combinations—are treated as text. Information is displayed exactly as it is entered. There are two ways to enter numbers as text.

Entering Numbers Formatted as Text: Apostrophe Character

1. Select the cell you want to enter information into
2. Press ['], then type numeric information
3. To accept the information, press [**Enter**] or an [**Arrow**]

Entering Numbers Formatted as Text: Dialog Box

NOTE: This method is especially useful when formatting multiple cells to display text.

1. From the ***Ribbon***, select the ***Home*** command tab
2. In the ***Number*** group, click **FORMAT CELLS**
   The ***Format Cells*** dialog box appears.
3. Select the ***Number*** tab
4. From the ***Category*** scroll list, select ***Text***
5. Click **OK**
6. Type the desired numbers and/or text in the cell
7. To accept the text, press [**Enter**] or an [**Arrow**]
   To force text to wrap at a specific point in a cell, press [**Alt**] + [**Enter**]

Entering Dates and Times

Entering a Date and Time Manually

1. Select the cell where you want to enter the date or time
2. To enter a date, type the date in one of the following formats: 8/14/2006, 8-14-2006, or August 14, 2006
3. To enter a time

   a. Type the time
   b. Press [**Space**]
   c. To indicate AM or PM, press [**Shift**] + [**A**] or [**P**], respectively
4. To accept the information, press [**Enter**]

Entering the Current Date and Time Automatically

For information on having Excel automatically insert dates and times, refer to Inserting Dates and Times.

Saving Your Work

Saving for the First Time

The following steps should be used when you are saving a worksheet for the first time, when you want to save it to a new location (e.g., as a backup), or when you want to save a copy with a different name.

1. In the top left corner of the Excel window, click **FILE**
   The ***File*** menu appears
2. From the ***File*** menu, select *Save As...*
   OR
   Press [**Ctrl**] + [**S**]
   The ***Save As*** dialog box appears.
3. From the ***Save in*** pull-down list, select the appropriate save location
4. In the ***File name*** text box, type a *filename*
5. OPTIONAL: To save your workbook in a format other than the default (.xlsx), from the ***Save as type*** pull-down list, select the desired format
   NOTE: This is an important consideration if you want your document to be able to open in Excel 97-2003.
6. Click **SAVE**
   The file is saved.

Saving Subsequent Times

1. In the top left corner of the Excel window, click **FILE**
   The ***File*** menu appears
2. From the ***File*** menu, select *Save*
   OR
   Press [**Ctrl**] + [**S**]

OR

From the ***Quick Access*** toolbar, click **SAVE**

The file is saved.