

Microsoft Office 2007

Excel Chapter 1

Creating a Worksheet and an Embedded Chart



Objectives

- Start and quit Excel
- Describe the Excel worksheet
- Enter text and numbers
- Use the Sum button to sum a range of cells
- Copy the contents of a cell to a range of cells using the fill handle

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Objectives

- Save a workbook
- Format cells in a worksheet
- Create a 3-D Clustered Column chart
- Change document properties
- Save a workbook a second time using the same file name

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Objectives

- Print a worksheet
- Open a workbook
- Use the AutoCalculate area to determine statistics
- Correct errors on a worksheet
- Use Excel Help to answer questions

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Plan Ahead

- Select titles and subtitles for the worksheet
- Determine the contents for rows and columns
- Determine the calculations that are needed
- Determine where to save the workbook
- Identify how to format various elements of the worksheet
- Decide on the type of chart needed
- Establish where to position and how to format the chart

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Starting Excel

- Click the Start button on the Windows taskbar to display the Start menu
- Click All Programs on the Start menu to display the All Programs submenu
- Click Microsoft Office in the All Programs submenu to display the Microsoft Office submenu
- Click Microsoft Office Excel 2007 to start Excel and display a new blank workbook titled Book1 in the Excel window
- If the Excel window is not maximized, click the Maximize button next to the Close button on its title bar to maximize the window
- If the worksheet window in Excel is not maximized, click the Maximize button next to the Close button on its title bar to maximize the worksheet window within Excel

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Starting Excel



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Entering the Worksheet Titles

- Click cell A1 to make cell A1 the active cell
- Type `Walk and Rock Music` in cell A1, and then point to the Enter box in the formula bar
- Click the Enter box to complete the entry and enter the worksheet title in cell A1
- Click cell A2 to select it
- Type `First Quarter Rock-It MP3 Sales` as the cell entry
- Click the Enter box to complete the entry and enter the worksheet subtitle in cell A2

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Entering the Worksheet Titles



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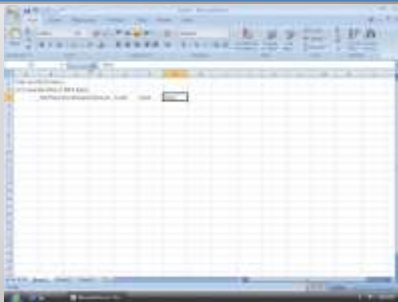
Entering Column Titles

- Click cell B3 to make cell B3 the active cell
- Type `Northeast` in cell B3
- Press the RIGHT ARROW key to enter the column title, `Northeast`, in cell B3 and make cell C3 the active cell
- Repeat Steps 2 and 3 to enter the remaining column titles in row 3; that is, enter `Southeast` in cell C3, `Midwest` in cell D3, `South` in cell E3, `West` in cell F3, and `Total` in cell G3 (complete the last entry in cell G3 by clicking the Enter box in the formula bar)

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Entering Column Titles



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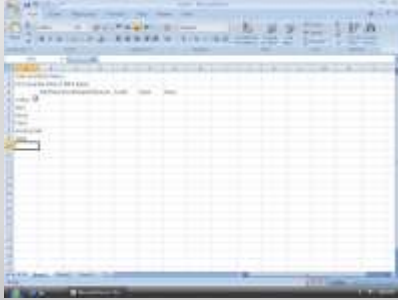
Entering Row Titles

- Click cell A4 to select it
- Type `Video` and then press the DOWN ARROW key to enter the row title and make cell A5 the active cell
- Repeat Step 1 to enter the remaining row titles in column A; that is, enter `Mini` in cell A5, `Micro` in cell A6, `Flash` in cell A7, `Accessories` in cell A8, and `Total` in cell A9

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Entering Row Titles



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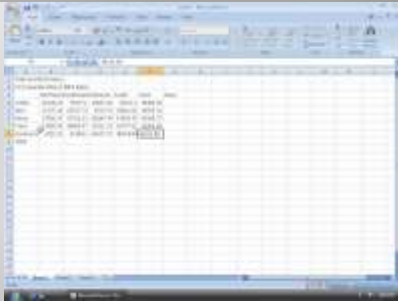
Entering Numbers

- Click cell B4
- Type 66145.15 and then press the RIGHT ARROW key to enter the data in cell B4 and make cell C4 the active cell
- Enter 79677.1 in cell C4, 34657.66 in cell D4, 52517.2 in cell E4, and 99455.49 in cell F4
- Click cell B5
- Enter the remaining first quarter sales numbers provided in Table 1–1 on page EX 23 for each of the four remaining offerings in rows 5, 6, 7, and 8 to display the quarterly sales in the worksheet

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Entering Numbers



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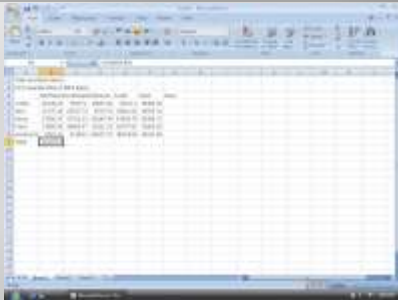
Summing a Column of Numbers

- Click cell B9 to make it the active cell and then point to the SUM button on the Ribbon
- Click the Sum button on the Ribbon to display =SUM(B4:B8) in the formula bar and in the active cell B9
- Click the Enter box in the formula bar to enter the sum of the first quarter sales for the five product types for the Northeast region in cell B9. Select cell B9 to display the SUM function assigned to cell B9 in the formula bar

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Summing a Column of Numbers



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Copying a Cell to Adjacent Cells in a Row

- With cell B9 active, point to the fill handle
- Drag the fill handle to select the destination area, range C9:F9, to display a shaded border around the destination area, range C9:F9, and the source area, cell B9. Do not release the mouse button
- Release the mouse button to copy the SUM function in cell B9 to the range C9:F9 and calculate the sums in cells C9, D9, E9, and F9

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Copying a Cell to Adjacent Cells in a Row



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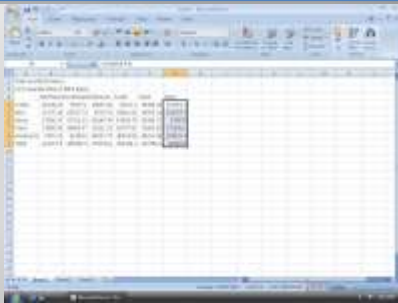
Determining Multiple Totals at the Same Time

- Click cell G4 to make it the active cell
- With the mouse pointer in cell G4 and in the shape of a block plus sign, drag the mouse pointer down to cell G9 to highlight the range G4:G9 with a transparent view
- Click the Sum button on the Ribbon to calculate and display the sums of the corresponding rows of sales in cells G4, G5, G6, G7, G8, and G9
- Select cell A10 to deselect the range G4:G9

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Determining Multiple Totals at the Same Time



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Saving a Workbook

- With a USB flash drive connected to one of the computer's USB ports, click the Save button on the Quick Access Toolbar to display the Save As dialog box
- If the Navigation pane is not displayed in the Save As dialog box, click the Browse Folders button to expand the dialog box.
- If a Folders list is displayed below the Folders button, click the Folders button to remove the Folders list.
- Type Walk and Rock Music 1st Quarter Sales in the File name text box to change the file name. Do not press the ENTER key after typing the file name
- If Computer is not displayed in the Favorite Links section, drag the top or bottom edge of the Save As dialog box until Computer is displayed
- Click Computer in the Favorite Links section to display a list of available drives

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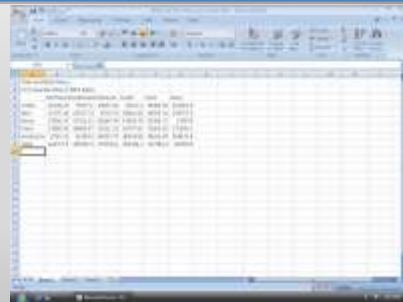
Saving a Workbook

- If necessary, scroll until UDISK 2.0 (E :) appears in the list of available drives
- Double-click UDISK 2.0 (E:) in the Save in list to select the USB flash drive, Drive E in this case, as the new save location
- Click the Save button in the Save As dialog box to save the workbook on the USB flash drive with the file name, Walk and Rock Music 1st Quarter Sales

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Saving a Workbook



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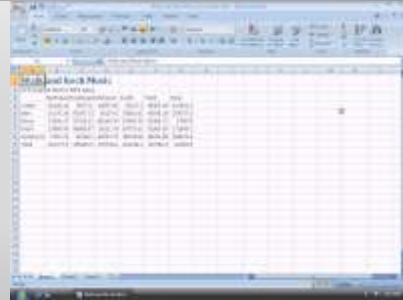
Changing a Cell Style

- Click cell A1 to make cell A1 the active cell
- Click the Cell Styles button on the Ribbon to display the Cell Styles gallery
- Point to the Title cell style in the Titles and Headings area of the Cell Styles gallery to see a live preview of the cell style in cell A1
- Click the Title cell style to apply the cell style to cell A1

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Changing a Cell Style



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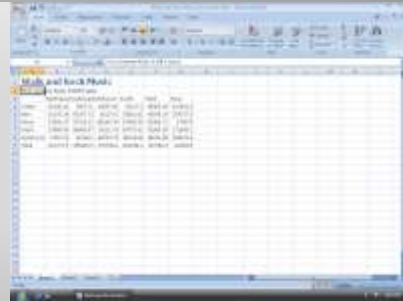
Changing the Font Type

- Click cell A2 to make cell A2 the active cell
- Click the Font box arrow on the Ribbon to display the Font gallery
- Point to Cambria in the Theme Fonts area of the Font gallery to see a live preview of the Cambria font in cell A2
- Click Cambria in the Theme Fonts area to change the font type of the worksheet subtitle in cell A2 from Calibri to Cambria

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Changing the Font Type



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Bolding a Cell

- With cell A2 active, click the Bold button on the Ribbon to change the font style of the worksheet subtitle to bold



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Increasing the Font Size of a Cell Entry

- With cell A2 selected, click the Font Size box arrow on the Ribbon to display the Font Size list
- Point to 14 in the Font Size list to see a live preview of cell A2 with a font size of 14
- Click 14 in the Font Size list to change the font in cell A2 from 11 point to 14 point

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Increasing the Font Size of a Cell Entry



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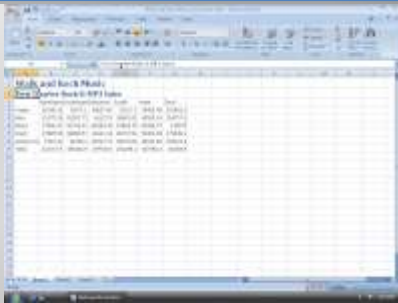
Changing the Font Color of a Cell Entry

- With cell A2 selected, click the Font Color button arrow on the Ribbon to display the Font Color palette
- Point to Dark Blue, Text 2 (dark blue color in column 4, row 1) in the Theme Colors area of the Font Color palette to see a live preview of the font color in cell A2
- Click Dark Blue, Text 2 (column 4, row 1) on the Font Color palette to change the font of the worksheet subtitle in cell A2 from black to dark blue

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Changing the Font Color of a Cell Entry



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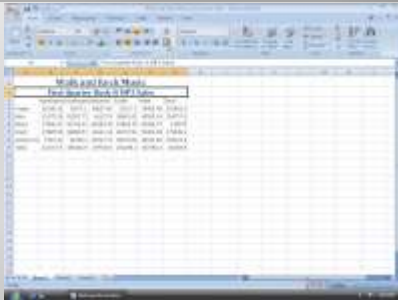
Centering Cell Entries across Columns by Merging Cells

- Select cell A1 and then drag to cell G1 to highlight the range A1:G1
- Click the Merge and Center button on the Ribbon to merge cells A1 through G1 and center the contents of cell A1 across columns A through G
- Repeat the first two steps to merge and center the worksheet subtitle across cells A2 through G2

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Centering Cell Entries across Columns by Merging Cells



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Formatting Column Titles and the Total Row

- Click cell A3 and then drag the mouse pointer to cell G3 to select the range A3:G3
- Point to the Cell Styles button on the Ribbon
- Click the Cell Styles button to display the Cell Styles gallery
- Point to the Heading 3 cell style in the Titles and Headings area of the Cell Styles gallery to see a live preview of the cell style in the range A3:G3
- Click the Heading 3 cell style to apply the cell style to the range A3:G3

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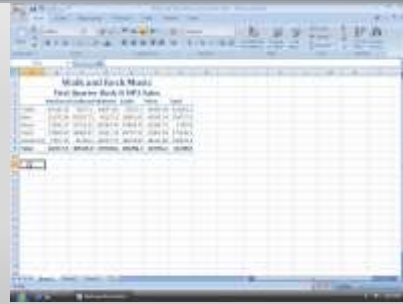
Formatting Column Titles and the Total Row

- Click cell A9 and then drag the mouse pointer to cell G9 to select the range A9:G9
- Point to the Cell Styles button on the Ribbon
- Click the Cell Styles button on the Ribbon to display the Cell Styles gallery and then click the Total cell style in the Titles and Headings area to apply the Total cell style to the cells in the range A9:G9
- Click cell A11 to select the cell

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Formatting Column Titles and the Total Row



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Formatting Numbers in the Worksheet

- Select cell B4 and drag the mouse pointer to cell G4 to select the range B4:G4
- Point to the Accounting Number Format button on the Ribbon to display the Enhanced ScreenTip
- Click the Accounting Number Format button on the Ribbon to apply the Accounting Number Format to the cells in the range B4:G4
- Select the range B5:G8

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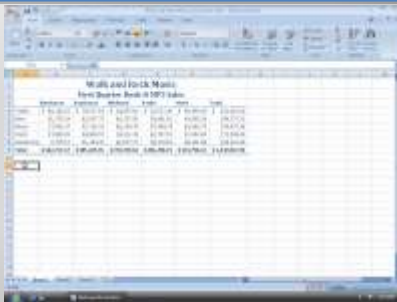
Formatting Numbers in the Worksheet

- Click the Comma Style button on the Ribbon to apply the Comma Style to the range B5:G8
- Select the range B9:G9
- Click the Accounting Number Format button on the Ribbon to apply the Accounting Number Format to the cells in the range B9:G9
- Select cell A11

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Formatting Numbers in the Worksheet



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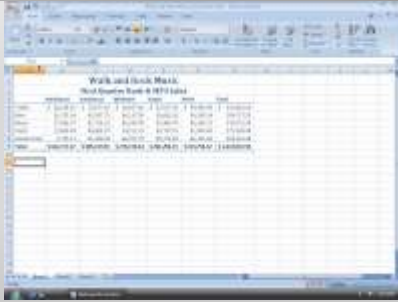
Adjusting Column Width

- Point to the boundary on the right side of the column A heading above row 1 to change the mouse pointer to a split double arrow
- Double-click on the boundary to adjust the width of column A to the width of the largest item in the column

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Adjusting Column Width



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Using the Name Box to Select a Cell

- Click the Name box in the formula bar and then type a3 as the cell to select
- Press the ENTER key to change the active cell from A11 to cell A3



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Adding a 3-D Clustered Column Chart to the Worksheet

- Click cell A3 and then drag the mouse pointer to the cell F8 to select the range A3:F8
- Click the Insert tab to make the Insert tab the active tab
- Click the Column button on the Ribbon to display the Column gallery
- Point to the 3-D Clustered Column chart type in the 3-D Column area of the Column gallery
- Click the 3-D Clustered Column chart type in the 3-D Column area of the Column gallery to add a 3-D Clustered Column chart to the middle of the worksheet in a selection rectangle

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Adding a 3-D Clustered Column Chart to the Worksheet

- Click the top-right edge of the selection rectangle but do not release the mouse to grab the chart and change the mouse pointer to a cross hair with four arrowheads
- Continue holding down the left mouse button while dragging the chart down and to the left to position the upper-left corner of the dotted line rectangle over the upper-left corner of cell A11. Release the mouse button to complete the move of the chart
- Click the middle sizing handle on the right edge of the chart and do not release the mouse button
- While continuing to hold down the mouse button, press the ALT key and drag the right edge of the chart to the right edge of column G and then release the mouse button to resize the chart
- Point to the middle sizing handle on the bottom edge of the selection rectangle and do not release the mouse button

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Adding a 3-D Clustered Column Chart to the Worksheet

- While continuing to hold down the mouse button, press the ALT key and drag the bottom edge of the chart up to the bottom edge of row 22 and then release the mouse button to resize the chart
- Click the More button in the Chart Styles gallery to expand the gallery and point to Style 2 in the gallery (column 2, row 1)
- Click Style 2 in the Chart Styles gallery to apply the chart style Style 2 to the chart
- Click cell I9 to deselect the chart and complete the worksheet

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Adding a 3-D Clustered Column Chart to the Worksheet



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Changing Document Properties

- Click the Office Button to display the Office Button menu
- Point to Prepare on the Office Button menu to display the Prepare submenu
- Click Properties on the Prepare submenu to display the Document Information Panel
- Click the Author text box and then type your name as the Author property. If a name already is displayed in the Author text box, delete it before typing your name
- Click the Subject text box, if necessary delete any existing text, and then type your course and section as the Subject property
- Click the Keywords text box, if necessary delete any existing text, and then type *First Quarter Rock-It MP3 Sales*
- Click the Close the Document Information Panel button so that the Document Information Panel no longer is displayed

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Changing Document Properties



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Saving an Existing Workbook with the Same File Name

- With your USB flash drive connected to one of the computer's USB ports, click the Save button on the Quick Access Toolbar to overwrite the previous Walk and Rock Music 1st Quarter Sales file on the USB flash drive



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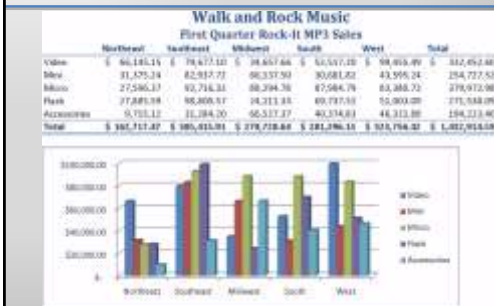
Printing a Worksheet

- Click the Office Button to display the Office button menu
- Point to Print on the Office Button menu to display the Print submenu
- Click Quick Print on the Print submenu to print the document

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Printing a Worksheet



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Quitting Excel

- Point to the Close button on the right side of the Excel title bar
- Click the Close button to quit Excel



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Starting Excel

- Click the Start button on the Windows Vista taskbar to display the Start menu
- Click All Programs at the bottom of the left pane on the Start menu to display the All Programs list and then click Microsoft Office in the All Programs list to display the Microsoft Office list.
- Click Microsoft Office Excel 2007 on the Microsoft Office submenu to start Excel and display a new blank worksheet in the Excel window
- If the Excel window is not maximized, click the Maximize button on its title bar to maximize the window

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Opening a Workbook from Excel

- With your USB flash drive connected to one of the computer's USB ports, click the Office Button to display the Office Button menu
- Click Open on the Office Button menu to display the Open dialog box
- If the Folders list is displayed below the Folders button, click the Folders button to remove the Folders list
- If necessary, click the Look in box arrow and then click UDISK 2.0 (E:) to select the USB flash drive, Drive E in this case, in the Look in list as the new open location
- Double-click UDISK 2.0 (E:) to select the USB flash drive, Drive E in this case, as the new open location
- Click Walk and Rock Music 1st Quarter Sales to select the file name
- Click the Open button to open the selected file and display the worksheet in the Excel window

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Opening a Workbook from Excel



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Using the AutoCalculate Area to Determine a Maximum

- Select the range B6:F6 and then right-click the AutoCalculate area on the status bar to display the Status Bar Configuration shortcut menu
- Click Maximum on the shortcut menu to display the Maximum value in the range B6:F6 in the AutoCalculate area of the status bar
- Click anywhere on the worksheet to cause the shortcut menu to disappear
- Right-click the AutoCalculate area and then click Maximum on the shortcut menu to cause the Maximum value to no longer appear in the AutoCalculate area

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Using the AutoCalculate Area to Determine a Maximum



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Searching for Excel Help

- Click the Microsoft Office Excel Help button near the upper-right corner of the Excel window to open the Excel Help window
- Type format a chart in the Type words to search for text box at the top of the Excel Help window
- Press the ENTER key to display the search results
- Click the Maximize button on the Excel Help window title bar to maximize the Help window
- Click the Format chart elements link to display information regarding formatting chart elements
- Click the Close button on the Excel Help window title bar to close the Excel Help window and make Excel active

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Searching for Excel Help



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Quitting Excel

- Click the Close button on the right side of the title bar to quit Excel
- If necessary, click the No button in the Microsoft Office Excel dialog box so that any changes you have made are not saved

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Summary

- Start and quit Excel
- Describe the Excel worksheet
- Enter text and numbers
- Use the Sum button to sum a range of cells
- Copy the contents of a cell to a range of cells using the fill handle

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Summary

- Save a workbook
- Format cells in a worksheet
- Create a 3-D Clustered Column chart
- Change document properties
- Save a workbook a second time using the same file name

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Summary

- Print a worksheet
- Open a workbook
- Use the AutoCalculate area to determine statistics
- Correct errors on a worksheet
- Use Excel Help to answer questions

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Microsoft Office 2007

Excel Chapter 1 Complete

