

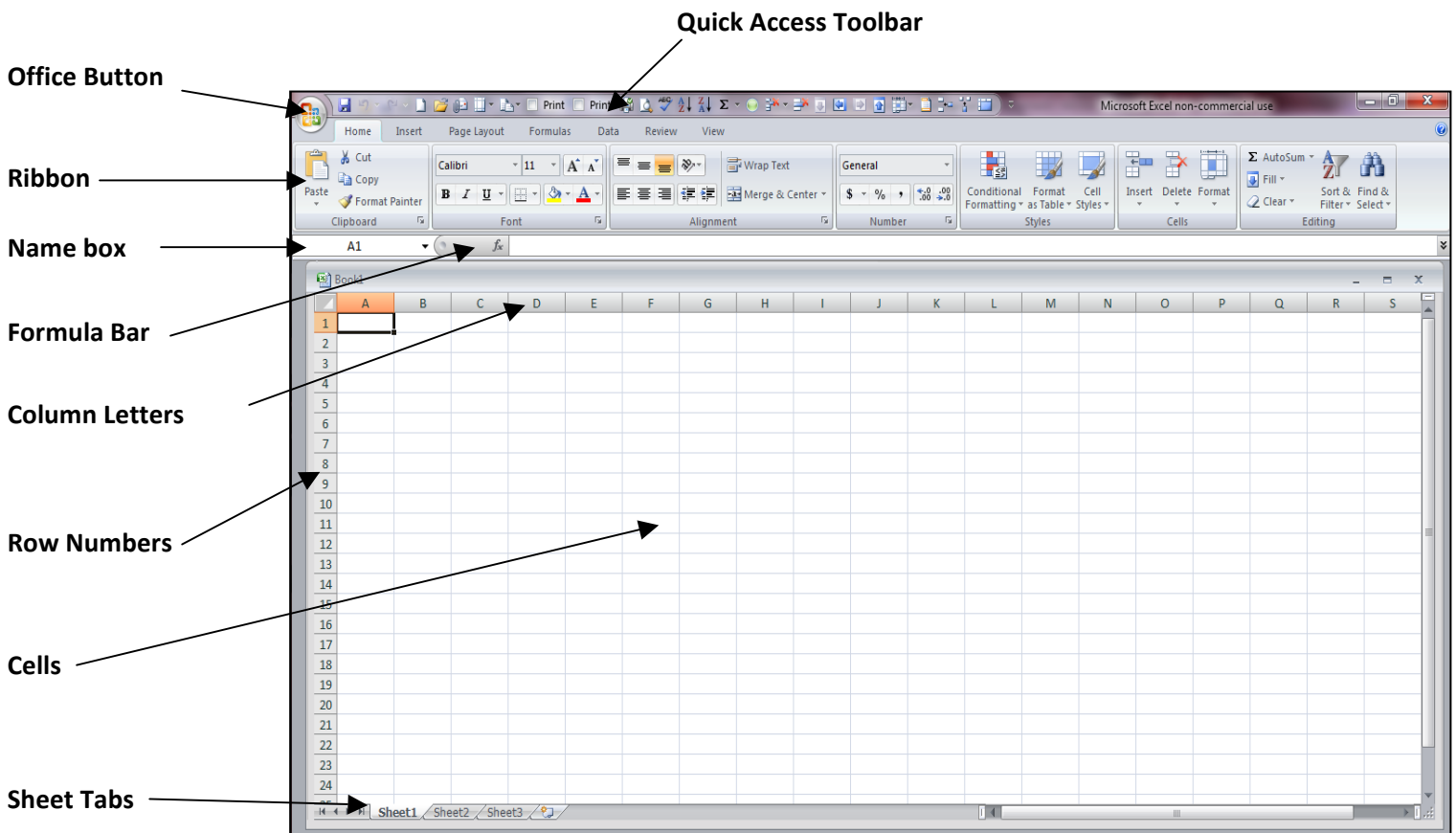
# MLK Day 2010 Staff Development --- MPS Nurses

Presenter: Laurie Brodeur

## Excel 2007

Microsoft Excel is an electronic spreadsheet. You can use it to organize your data into rows and columns. You can also use it to perform mathematical calculations quickly.

### The Workbook Environment



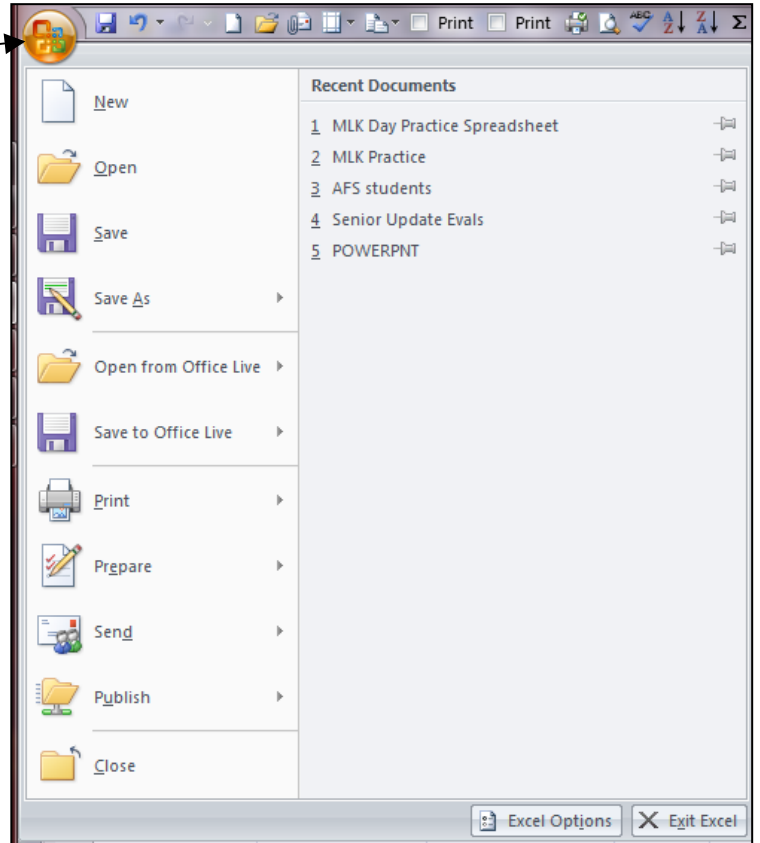
## The Microsoft Office Button

In the upper-left corner of the Excel 2007 window is the **Microsoft Office button**.

When you click the button, a menu appears.

You can use the menu to

- Create a **new** file
- **Open** an existing file
- **Save** a file
- **Print** a file
- and perform many other tasks.



## The Quick Access Toolbar



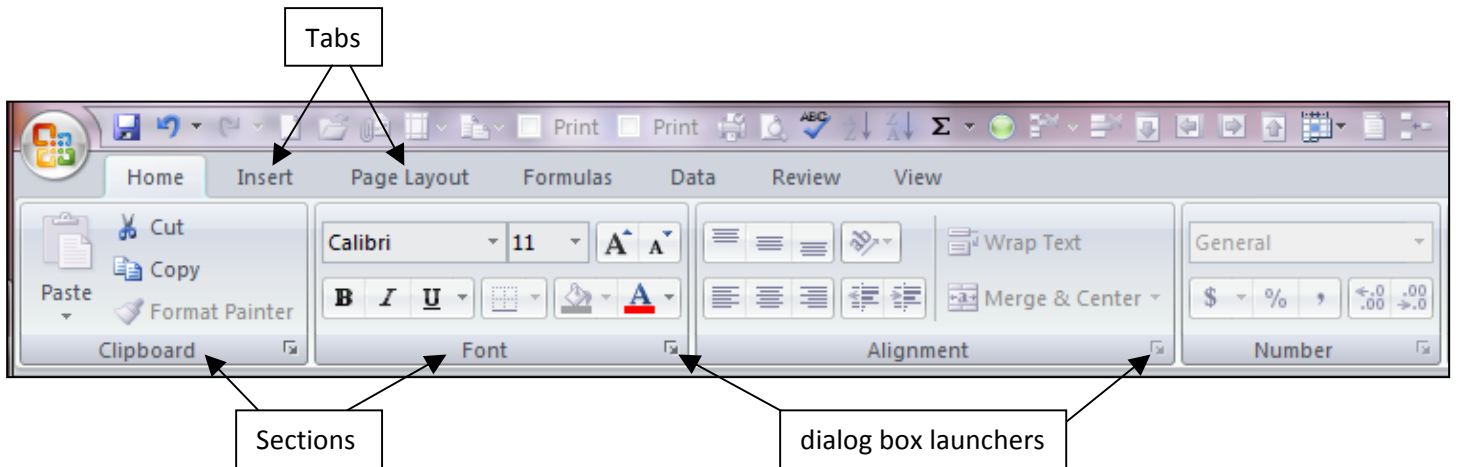
Next to the Microsoft Office button is the Quick Access [toolbar](#). The Quick Access toolbar gives you handy access to commands you use frequently.

Default actions (Save, Undo, and Redo) appear on the Quick Access toolbar. The buttons on the Quick Access toolbar do the same actions as the buttons in the Ribbon.

It's easy to add other actions to this toolbar. Read how to do this at:

<http://www.learning4u2.com/Office%202007/Adding%20Commands%20to%20the%20Quick%20Access%20Toolbar.pdf>

## The Ribbon



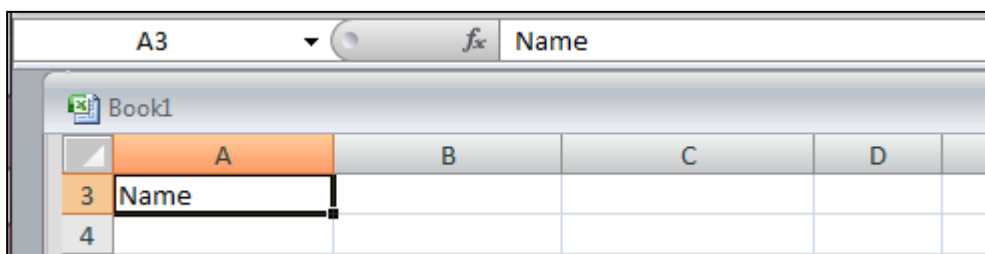
In Microsoft Excel 2007, the **Ribbon** is used to give commands for formatting the document. The **Ribbon** is located near the top of the **Excel** window, below the **Quick Access** toolbar.

At the top of the **Ribbon** are several tabs. The picture above is part of the **Home** tab in the **Excel Ribbon**. Other tabs are labeled **Insert**, **Page Layout**, **Formulas**, **Data**, **Review** and **View**. Each has its own command buttons and choices which are displayed when you click the tab name.

Within each ribbon there are sections where related actions. In the above example the sections are **Clipboard**, **Font**, **Alignment** and **Number**.

Notice that some sections have a small arrow in the lower right corner. Clicking on this arrow (called a **dialog box launcher**) will call up a dialog box with additional commands.

## The Name Box and Formula Bar

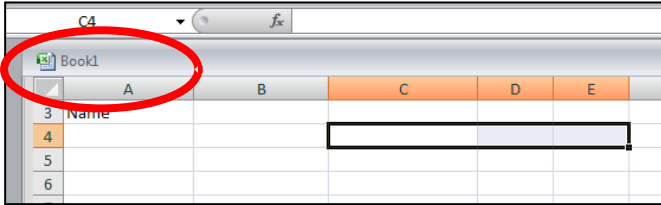


The **Name Box** is on the left side of the **Formula Bar**. The Name Box shows the current cell address. In this example, the cell is A3.

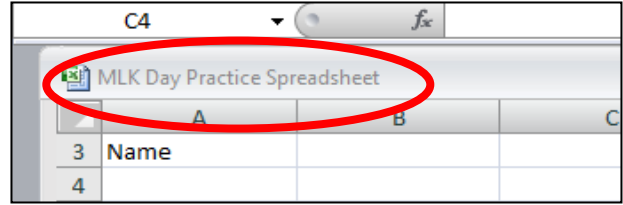
The Name box can also be used to go to a specific cell location. Just type in the Column and Row coordinates, such as B3, and then press Enter.

The **Formula Bar** shows the text, numeric or calculation for the active cell. In this example, the text “Name” is in the cell and shown in the **Formula Bar**.

## The Title Bar



Example A

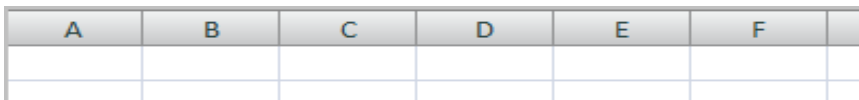


Example B

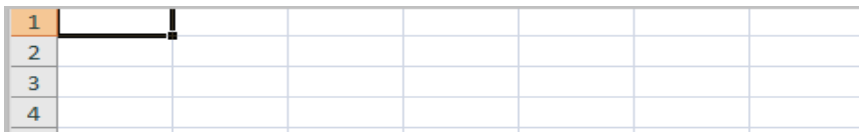
At the top of the worksheet you can see the title of the “book” in which you are working. In this Example A, the title is Book1. Once you have saved your document, the name of your document will appear here. See Example B.

## The Grid: Columns, Rows and Cells

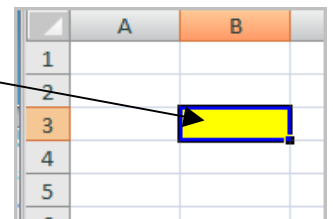
**Columns** are the **vertical** spaces that go up and down the window. **Letters** are used to designate each column’s location.



**Rows** are the **horizontal** spaces that go from left to right, across the window. **Numbers** are used to designate each row’s location.



**Cells** are the spaces where specific columns and specific rows intersect. **Cells** are named by the column and row that intersect. For example, Column B intersects with Row 3 at cell **B3**.



## Data

In a spreadsheet there are three basic types of data that can be entered.

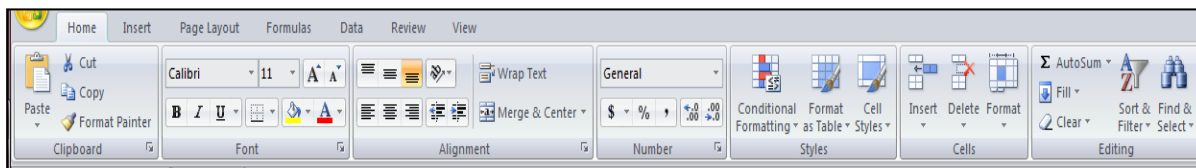
- **Labels** - text with no numerical value
- **Constants** - just a number -- constant value
- **Formulas** - a mathematical equation used to calculate

## Entering Data

- Click in the cell in which you want to enter the data.
- **Text** will automatically align to the **left**; **numbers** align automatically to the **right**.
- To **delete** data, use the **Backspace** key to erase one character at a time.

## Formatting Cell Entries

The **Home tab** on the **Ribbon** allows many formatting choices such as **font style, size, color, bold, underline, etc.** Cells can be formatted singly or as a group of cells. Before cells can be formatted they must be selected.



## Selecting Cells

If you want to perform a function on a group of cells, those cells must first be highlighted, or selected. The chart below gives actions that will allow selection of various groups of cells.

A range of cells	Click the first cell of the range, and then drag to the last cell.
All cells on a worksheet	Click the <b>Select All</b> button.
Nonadjacent cells or cell ranges	Select the first cell or range of cells, and then hold down CTRL and select the other cells or ranges.
A large range of cells	Click the first cell in the range, and then hold down SHIFT and click the last cell in the range. You can scroll to make the last cell visible.
An entire row	Click the row heading.
An entire column	Click the column heading.
Adjacent rows or columns	Drag across the row or column headings. Or select the first row or column; then hold down SHIFT and select the last row or column.
Nonadjacent rows or columns	Select the first row or column, and then hold down CTRL and select the other rows or columns.
More or fewer cells than the active selection	Hold down SHIFT and click the last cell you want to include in the new selection. The rectangular range between the active cell and the cell you click becomes the new selection.

## Editing Data / Changing an Entry

- Easiest way:
  - Double-click in the cell that needs to be edited
  - Make changes as needed
- Using the **F2 key**:
  - Click in the cell that needs editing.
  - Press the F2 key (The function keys are above the number keys on your keyboard.)
  - Make changes as needed
- Using the **Formula Bar**:
  - Click in the cell that needs editing
  - Then click the mouse cursor at the right end of the data displayed in the Formula Bar
  - Use the **Backspace** key to remove characters one at a time

**OR**

  - Click in the cell that needs editing
  - Move the mouse cursor to the Formula Bar and highlight all the data, then retype the correctly.

## Deleting an Entry

- Click on the cell to highlight it.
- Press the Delete key.

## Moving around in an Excel Worksheet

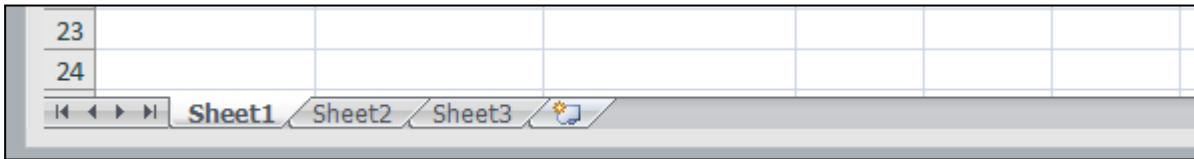
By using the arrow keys on your keyboard and other special keys, you can move around the spreadsheet. This chart shows some of the frequently used keys and key combinations for moving around.

Press	To
Arrow keys	Move one cell up, down, left, or right
Home	Move to the beginning of the row
Ctrl + home	Move to the beginning of the worksheet
Ctrl +end	Move to the last cell on the worksheet, which is the cell at the intersection of the rightmost used column and the bottom-most used row (in the lower-right corner), or the cell opposite the home cell, which is typically A1
Page down	Move down one screen
Page up	Move up one screen
Alt + page down	Move one screen to the right
Alt + page up	Move one screen to the left
Ctrl + page down	Move to the next sheet in the workbook

Ctrl + page up

Move to the previous sheet in the workbook

## Using Multiple Worksheets in a Book



- An Excel book can have multiple sheets. Each can contain its own data and be formatted differently from the others. The tabs at the bottom of the page show each sheet.
- Move between sheets by clicking on the desired tab.
- Name a tab to reflect the contents of a worksheet:
  - Right-click on the tab
  - Choose Rename
  - Type the desired name.

## Setting Print Options

Print options can be set using the **Page Layout** tab. Among other things, you can set your margins, set your page orientation, and select your paper size.

**Margins** define the amount of white space that appears on the top, bottom, left, and right edges of your document. The **Margin** option on the **Page Layout** tab provides several standard margin sizes from which you can choose.

There are two **page orientations**: portrait and landscape.

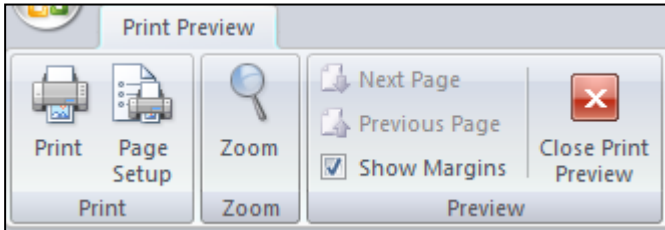
- **Portrait**, the shortest edge of the paper becomes the top of the page. Portrait is the default option.
- **Landscape**, the longest edge of the paper becomes the top of the page.

## Printing

- Easiest way to Print:
  - Click the **Office button** and choose **Print** on the menu. Then....
  - Choose either **Quick Print** – your file goes directly to your default printer & makes 1 copy **OR**
  - Choose **Print**. This will bring up a dialog box where you can choose the number of copies you want and a specific printer **OR**

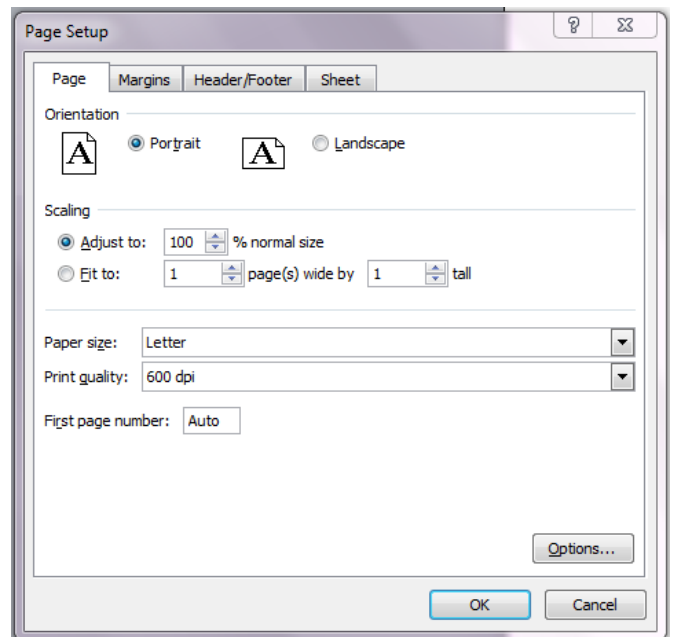
- Choose **Print Preview** -- which give you a view of what your document will look like. This is a good chance to see if any formatting changes are needed. If changes are needed, click the **Close Print Preview** button. If no changes are needed, click the Print button at the top of the screen.

## Another Printing Option – Print Preview



As stated previously, **Print Preview** gives you a look at what your document will look like when it's printed and to see if any formatting changes are needed.

- If changes are needed, click the **Close Print Preview** button and make the necessary changes.
- If no changes are needed, click the **Print** button at the top of the screen.
- Adjust **Page Setup** specifications →
- Checking the box by Show Margins will you to see margin lines on your document. You can click and drag the margin markers to increase or decrease the size of your margins to make changes to better center your document on the page, or align it to one side of the page or another
- Use the **Next Page** and **Previous Page** buttons to move forward and backward through your document.
- To return to your document, click the Close



## Saving a File

- Click the **Office button**. A menu will drop down.
- Click **Save As**. Another menu will appear to the right...see diagram
- Slide your mouse to the right and choose the format you want/need. (See below for suggestions on which format to choose.)
- Type a name for your file. The name should be meaningful to you, but brief.



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