

## SECTION 1: Getting Started

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### In this section you will learn:

- What Microsoft Excel 2007 is
- How to open Microsoft Excel
- How to interact with Excel
- How to close Excel
- How to create a new workbook
- How to open a workbook
- How to save a workbook
- How to close a workbook
- About Excel file types
- How to switch worksheets
- About the active cell
- How to select cells
- How to explore a worksheet
- How to use the zoom feature
- How to use the Help screen
- How to use Online Help
- How to use Offline Help

## Lesson 1.1: Starting Out

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Microsoft Excel is one of the most powerful and widely used spreadsheet applications available today. Excel's functionality and popularity have made it an essential component on computers in countless organizations, businesses, and other institutions throughout the world.

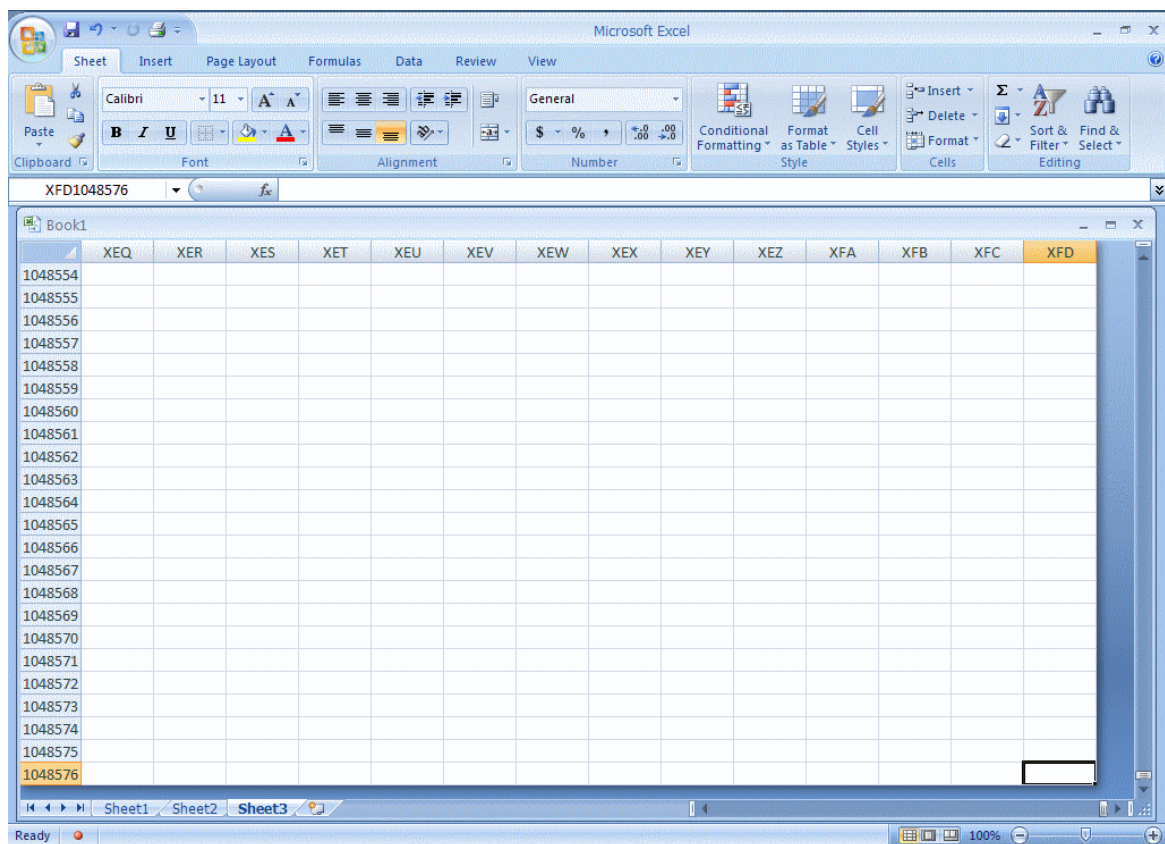
If you are new to Excel, the extensive array of features and capabilities that it provides may seem daunting at first, but don't worry. The keys to becoming proficient with Excel are patience, practice, and a solid foundation built on the basics.

## Step-By-Step

1. Open Microsoft Office Excel 2007. First look for the Excel icon on your desktop. If it is not available, try the Start menu or the Run dialogue box.



2. When the Excel 2007 screen opens, use your arrow keys to maneuver the heavy black border from cell to cell. Use the Ctrl + Arrow key combinations to move the black border to the cell at the start or end of a row, and the top or bottom of a column. Try to get to the very last cell in the lower right of the spread sheet by using the Ctrl + Arrow key combinations.

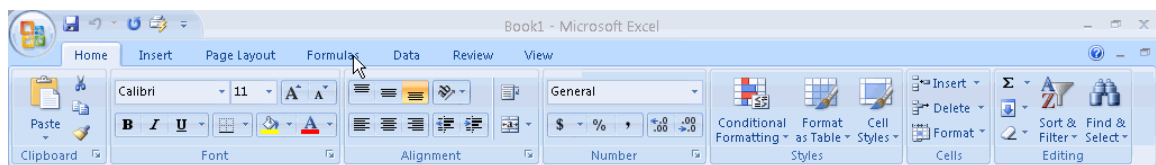


Take note of the name (column letters and row number) of the bottom right cell. (It should be XFD1048576.)

3. Move the heavy black border to any cell that has a few empty cells below it. Type the number 100 into the cell and press the Enter key. The heavy black border will move to the cell immediately below the one you were just at. Type 200 into this cell, press Enter, and then enter 300 into the cell immediately beneath. Your black border should be surrounding the cell beneath your column of numbers as shown below.

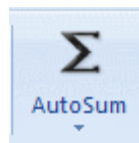
		100
		200
		300

4. Now, click the word Formulas in the row of tab labels above the Ribbon area.

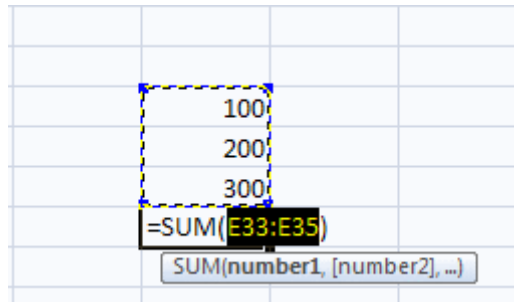


This will display a Ribbon with a selection of buttons and controls related to formulas and functions.

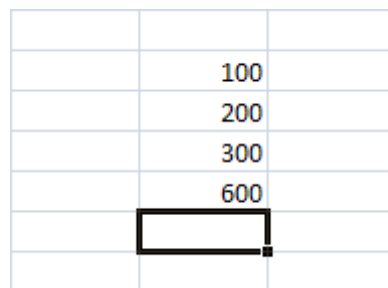
5. Click the AutoSum button.



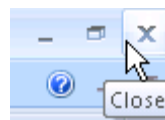
You should see flashing animated border around your column of numbers. In the cell with the heavy border, you should see some text (=SUM), and some cell names corresponding to the cells that you entered your numbers into.



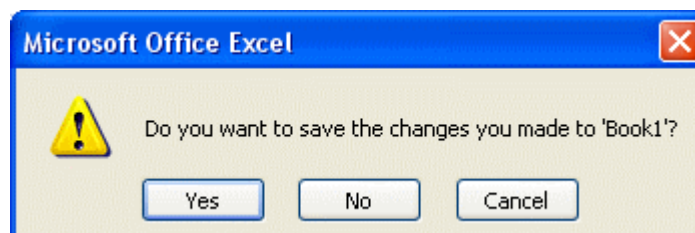
6. If you press the Enter key, the sum of your column of numbers will appear in the cell immediately beneath the numbers. The heavy black border will surround the cell immediately below the sum.



7. Next, close Excel 2007 by clicking the X in the upper right of the Excel screen.



8. When you see the following alert box appear, click the No button.

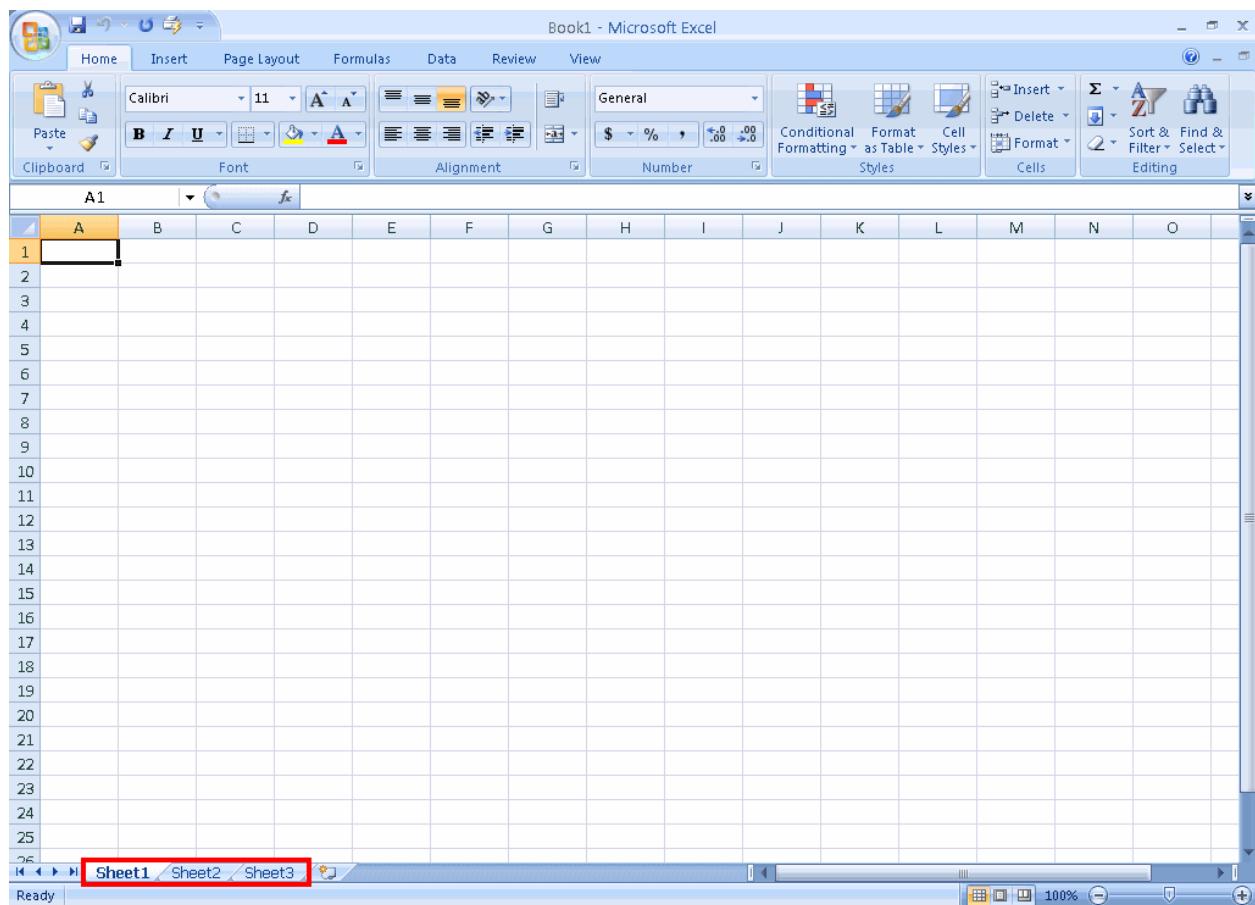


This will close Excel without saving the spreadsheet changes that you made.

## Lesson 1.2: About Workbooks

In the previous lesson, you learned how to open Excel 2007 and how to close it. You also received a brief introduction to Excel spreadsheets, cells, and the new Excel 2007 user interface. All of these concepts and more will be dealt with in greater detail as this manual proceeds.

For now, the next topic of discussion is Excel workbooks. As you already know, a spreadsheet (sometimes called a worksheet) consists mainly of a large grid-like array of cells that contain data or information. Essentially, a workbook is just a collection of individual spreadsheets. As a matter of fact, when you open Excel 2007, you are not opening a single spreadsheet, but rather a workbook that contains three spreadsheets. Take a look at the three spreadsheet tabs at the bottom of the newly opened Excel screen.

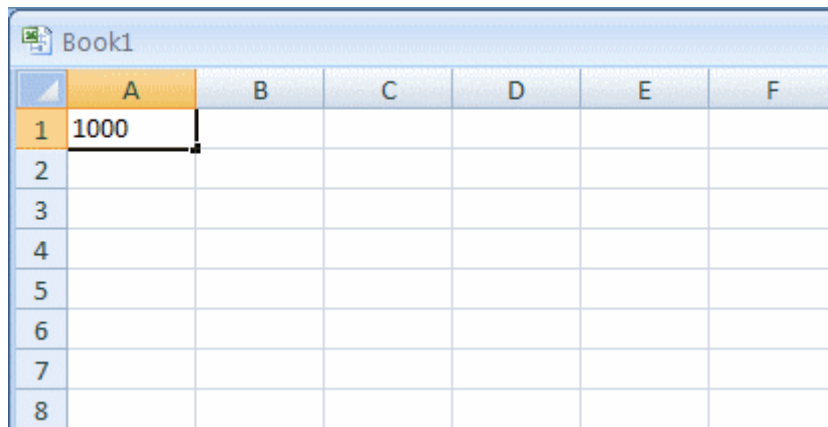


## Step-By-Step

1. Begin by opening Excel 2007. First, look for the Excel icon on your desk top. If it is not available, try the Start menu or the Run dialogue box.



2. Once Excel 2007 is open, type the number 1000 into the upper left cell (cell A1).

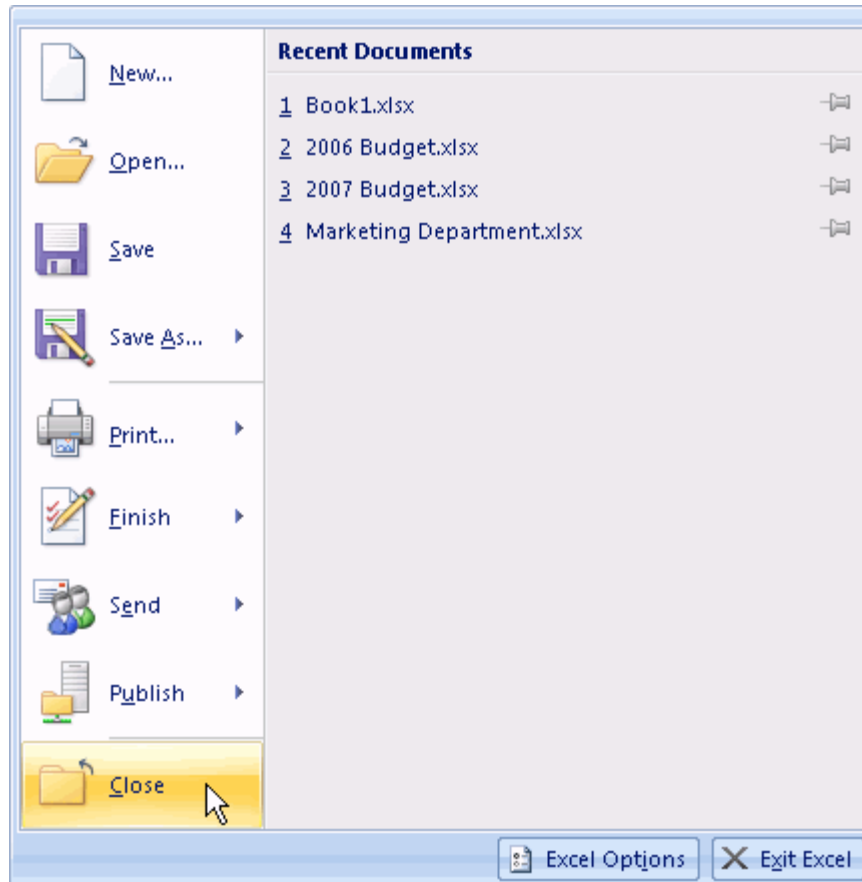
A screenshot of the Microsoft Excel 2007 interface. The window title is 'Book1'. The spreadsheet grid shows columns A through F and rows 1 through 8. Cell A1 is selected and contains the number '1000'. The rest of the cells are empty.

	A	B	C	D	E	F
1	1000					
2						
3						
4						
5						
6						
7						
8						

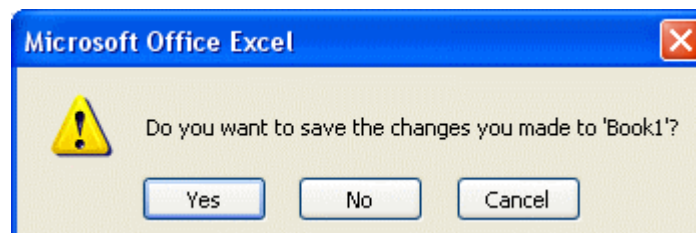
3. Next, display the Office menu by clicking the Office button.



When the Office menu appears, click the Close option to close the current workbook.

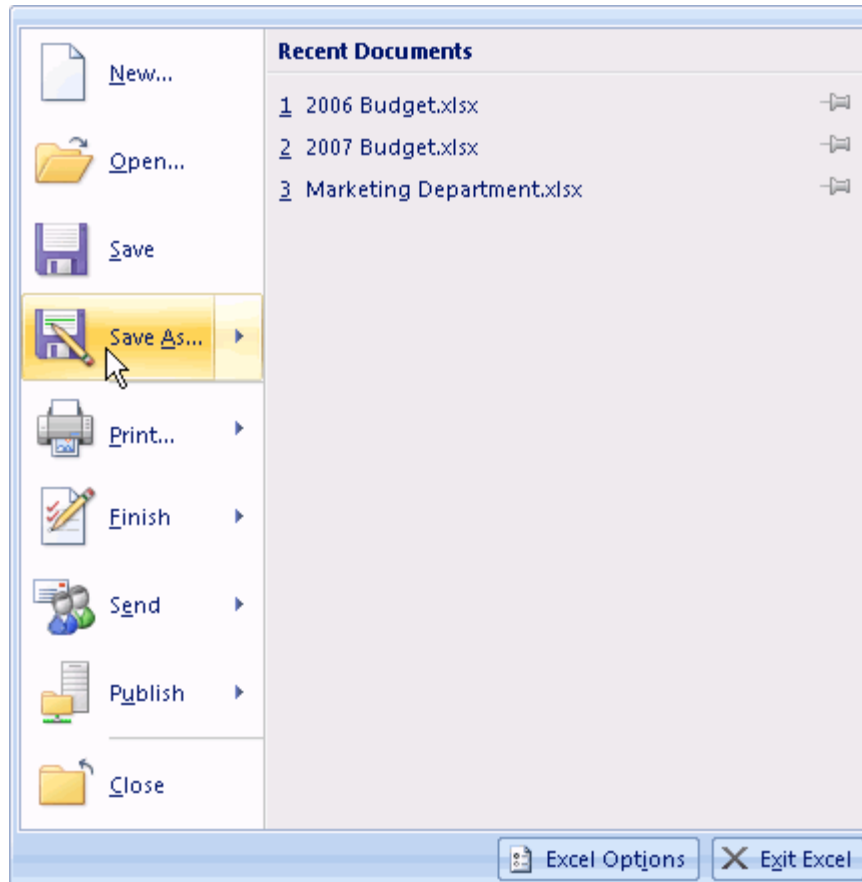


4. When you attempt to close the current workbook, you should see the following alert box.

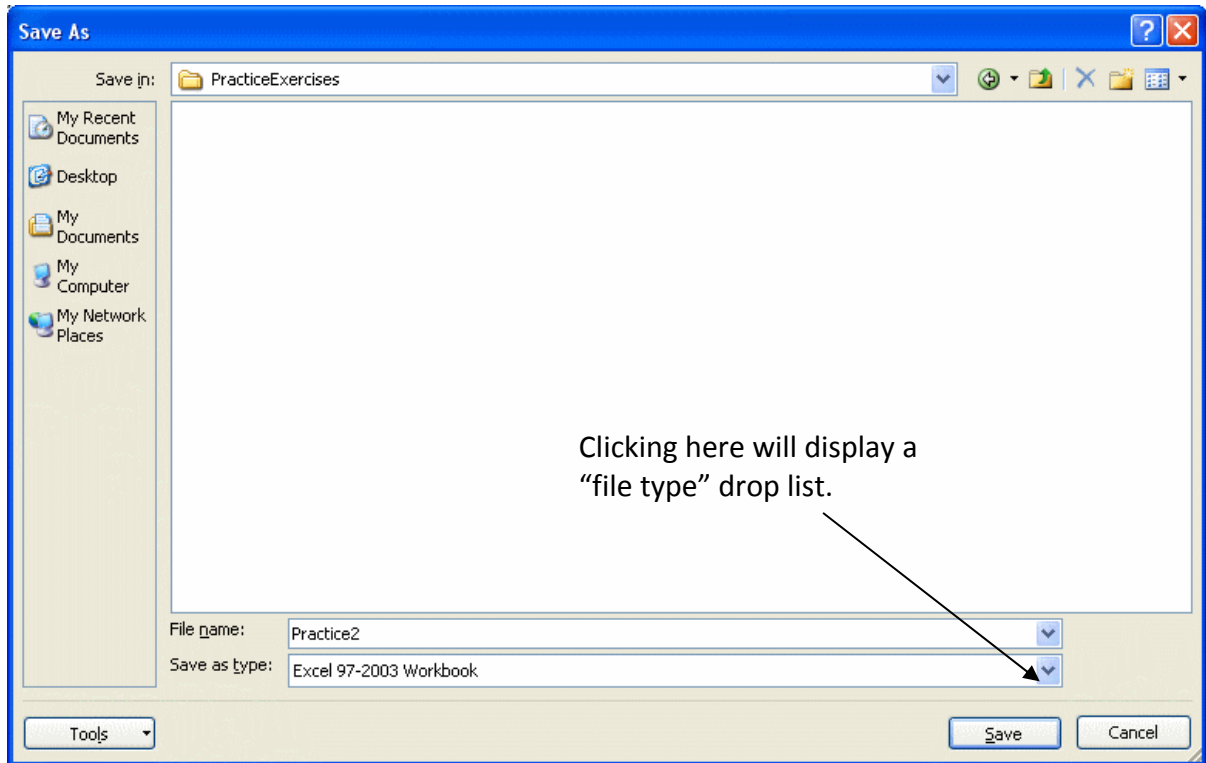


Click the Cancel button to abort the closing action.

5. Next, display the Office menu and click the Save As option.



6. When you see the Save As dialogue box, use the side panel of location icons and the Save In drop list to navigate to your Practice Exercises folder.



Name the file Practice2 in the File name text area, and choose Excel 97-2007 as the file type by selecting from the file type options available in the Save as Type drop list.

When you are ready, click the Save button to save your file.

(If you cannot find your Practice Exercises folder, ask your instructor for help).

7. When you have saved your Workbook, close Excel 2007 by clicking the X in the upper right of the Excel screen.



## **Skill Sharpener**

### **Objective**

Understand how to open an existing workbook, change its name, and save it in the same folder as the original.

### **Briefing**

Your supervisor has asked you to create a copy of a workbook that will be saved in the same folder that contains the original workbook.

### **Task**

You should end up with two versions of the same workbook, saved in the same folder, that are identical except for their names.

### **Hints**

Try using the Save As dialogue box.

## Lesson 1.3: Exploring your Workbook

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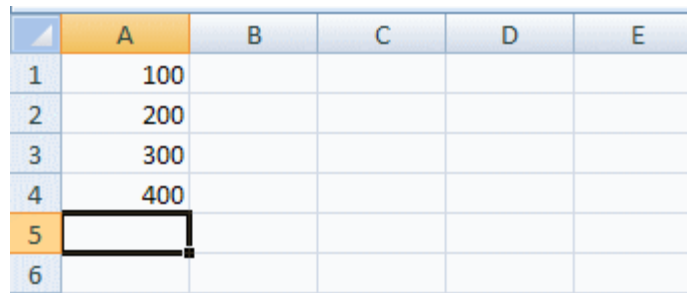
Now that you are familiar with the basic concepts of spreadsheets, cells, and workbooks, it is time to learn how to explore and navigate your workbooks in greater detail.

In this lesson, you will learn how to switch between worksheets in a workbook, how to select cells in a worksheet, how to move around in a worksheet, how to use the active cell, and how to use Excel's zoom feature.

## Step-By-Step

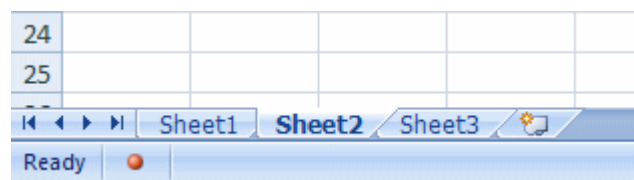
In this Exercise you will open Excel 2007, enter data on different worksheets, make a selection, and use the zoom feature.

1. To begin, open Excel 2007 by using the Excel icon on your desktop. If you cannot find it, try opening Excel from the Start menu.
2. When the Excel screen opens, type the number 100 in the first cell (Cell A1). Press the Enter key, and then type the number 200 in the second cell. Use the same method to enter 300, and 400, in the next two cells in the column. When you are finished, your spreadsheet should look like this.



	A	B	C	D	E
1	100				
2	200				
3	300				
4	400				
5					
6					

3. Next, click the tab for Sheet2 at the bottom of the Excel screen.

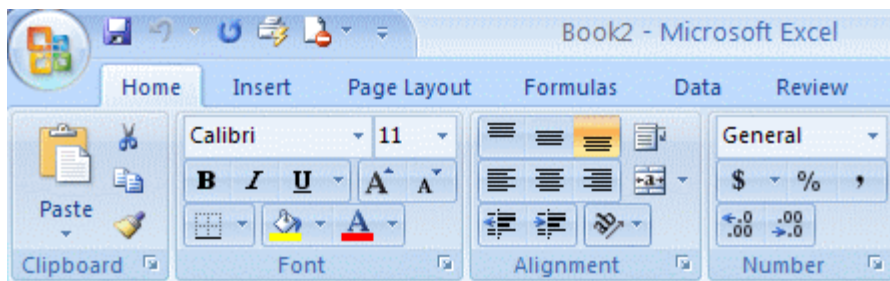


This will make Sheet2 the active sheet and the grid area for Sheet2 will be displayed on the Excel 2007 screen.

4. In sheet2, enter the numbers 400, 500, 600, and 700, in a column of cells starting at cell A1 (very much like the column of numbers on Sheet1).

	A	B	C	D
1	400			
2	500			
3	600			
4	700			
5				
6				
7				
8				

- Next, make sure the Home tab at the top of the Excel screen has been activated.



- The next step is to select the column of numbers that you entered. You can do this by making cell A1 the active cell and dragging with your mouse down the column of numbers from cell A1 to A4. Your selection should look like the one shown in the following image.

	A	B	C	D
1	400			
2	500			
3	600			
4	700			
5				

- Next, click the Bold button on the Home Ribbon mentioned in step 5. This should make all of the values in your selection boldface.

**B**

8. Next, use the zoom slider switch to increase the magnification of your spreadsheet.



You can increase the magnification by dragging the switch toward the plus sign (+) with your mouse.

	A	B	C
1	400		
2	500		
3	600		
4	700		
5			

This is the column of selected numbers zoomed to 184%.

9. Close Excel 2007 without saving the workbook.

## **Skill Sharpener**

<b>Objective</b>	To understand how to navigate within an Excel 2007 workbook.
<b>Briefing</b>	You must show a co-worker how to navigate in Excel 2007.
<b>Task</b>	Use arrow keys, sheet tabs, and Ribbon tabs to explore the Excel 2007 user interface and worksheets.
<b>Hints</b>	Don't forget about the shortcut keys for moving through a spreadsheet.

