

MS Excel 2007 Class

1. Prepare
 - Download –Pictures and File
 - Prepare handouts
2. Introduction
 - Name
 - Department
 - Other info
3. Take Roll
4. What is new –
 - New user interface – Ribbon and tool bars
 - Live Preview of formatting changes
 - Save as PDF

Only covering some of these in this beginning class

Starting Excel 2007

Open Office and **open a blank page -CNTL- N**

The new layout –

- a. Office Button - New – Open – save – save as – Print – Print preview
 - b. Options → Advanced → Display → increase number
 - b. Quick Access Toolbar - Office > options > customize
2. Auto Correct
 - a. Office > options > proofing > auto correct options
 - b.. Replace > with SLA becomes Service Level Agreement
 3. Title Bar
 4. Close button
 5. Scroll Bar
 6. Document window
 7. Zoom slider
 8. View Shortcuts – Print layout, full screen reading, web layout, outline and draft view (bottom)
 11. Ribbon
 - a. Tabs
 - b. Groups
 - c. Buttons

12. Cool things

Small dialog box – Type 2 lines of text using Small Dialog box change the font and size of one line.

Format painter – highlight the correct text - Home > **format painter** > put over

- Show live Preview with Font and Size changes as you go up and down
- Quick tool bar -Show Desktop
- Open 2 documents > CNTL N two times >View side by side (synchronize scrolling)
- PDF go to <http://Microsoft.com> search for PDF Plugin, install the plugin.

Spread sheets we are going to use

1. Weather – Formatting, Auto-fill, Auto Sum, Borders, Conditional Formatting, layouts, centering, grid lines
 - a. Weather Charting – Copy to new worksheet, rename worksheet, charting, changing colors, Switching Axis,
2. Student New Hires – Auto Fit, convert to number, Split names, change cell format, Orientation, fit to page, header/footer, sorting, duplicate records
3. Bonus – New column, split names, function (today), nested If statement, calculations, angle headings, add color
4. Loan Options – change formats, decimal point, Payment Function, auto fill, Absolute/Relative values, calculations
5. Budget – summing

Instructions for Weather Spreadsheet

Merge and center title (Average Annual Weather Statistics) A-H
Increase font to 20 and bold (Explain the on demand view)
Add Thick bottom border on the title line

Delete row below the title

Increase "Cities" font to 14 and bold
Add double bottom border
Adjust width of each column Home→Format →AutoFit Column Width (or double click line)

Increase remaining fonts to 12
Bold the row titles

For the Avg Temperature line, Insert degree mark with F for Fahrenheit (Use Insert→ Symbol
→Latin – 1 Supplement)

Change Altitude and Temperature cells to Number format with 0 decimals using "More
Formats"
Change Rain, Snow, and Avg cells to Number format with 1 decimal using "Number dialog box
launcher"

Use auto-fill to finish the Average temperature formulas
Ignore the error for adjacent cells

Use AutoSum to total the Rain and Snow rows

Set up an outside border

Use Conditional formatting as follows

- 1- If the temperature is above 70 change the cell color to light red and temperature text to dark red
- 2- If the temperature is below 50 change the cell color to light green and the temperature text to dark green
- 3- If the rain or snow totals are greater than 40 change the text to blue

Use Page Layout → Margins → Custom → to center on page → horizontally and vertically and on sheet options → select to show gridlines

Use Print Preview to ensure the finished document looks as expected

Rename the Worksheet to "Complete"

Instructions for Charting the Weather

Copy the Completed Weather Spreadsheet to the end (on new sheet)

Right mouse click on the spreadsheet tab

Select “move or copy”, check the copy box and copy to the end

Rename the new tab “Charts”

Right mouse click on the tab and select rename or double click on the tab

Type in the new name “Charts”

Highlight the Cities and the temperatures, rain, and snow – Do not include the altitude

Select Insert Chart, Column, and select the first 2D chart (select left first then cities, include blank cell A1)

Copy the Chart and Paste a second copy

Drag to arrange the charts as shown in the example

Double Click on first chart → Design and click on “Switch Row/Column” under the Chart Tools Design tab on the first chart

Change the Chart Style of the first Chart

Change the color of each bar in the bar chart using right mouse click on each bar

Select Format Data Series

Choose Fill → Solid → and change High Temperature to Red

Repeat for Low Temperature to Light Blue, Rain to bright blue and Snow to light purple

Add Chart Title to each Chart under Chart Tools/Layout

One should be above and one should be overlay

Go to the Page Layout tab

Change Margins to narrow

Change the scaling to “Fit to 1 page by 1 page”

Go to Print Preview and check box for “Show margins”

Adjust the top and bottom margins to .5

Adjust the side margins to .18

Formatting New Student Hires

Auto-fit all columns Highlight all columns → put cursor on right Border → double click

Change all rows to a row height of 20 (Highlight cells) Home → Cells → Format → height → 20

Change the vertical alignment for the cells to the bottom → Highlight → right click → format cells → alignment. Or Home → alignment → select button

Change the department codes to all numbers with no decimals

Use "Convert to Number"

Enter a 1 in an empty cell and copy (ctrl C)

From Bottom to top Highlight the data in Dept Code and select Paste Special (right mouse click) and then select the bubble for multiply → ok →

Center Dept Title and Department Names Column Home → Alignment → Center

Insert new column between the Student Name and Job Begin Date Highlight Job begin Date → right click → insert

Split the First and Last Name into 2 columns using Data → Data Tools → Text to Columns

Delimited → comma → general

Add Last Name and First Name Headings

Change the Date Format of the Job Begin Date - Home → More Number Formats → Date → March 14, 2001

Bold and Increase Font size to 12 of **Title Row** and add double bottom border

Re-adjust the column width again if necessary

Change the Page Layout

1. Orientation to Landscape → Page Layout → page setup → orientation → Landscape
2. Change the Scale Page Layout → page setup → page → scaling → to 1 page wide and 4 pages tall
3. Add a Header, centered and font size 14 "Student New Hires" Insert → Text → Header & Footer
4. Adjust the top margin to allow for a Header
5. Add the Page number to the footer insert → Header & Footer → Custom Footer → center section → second Icon
6. Sheet → grid lines
7. and adjust the bottom margin

Copy this spreadsheet right after the first page

On the first sheet, sort by ID # -- click on → My data has headers

On the second sheet (the copy) sort by the Dept followed by Last name then First name

Print Preview to check everything

Copy the second sheet to a third sheet

Check the number of records (112)

On the third sheet remove duplicates by ID data → remove documents

Open a new window of sheet 3 and switch first window to sheet 2....

Do a side by side comparison

Freeze top row → View → freeze Panes → freeze top row.

Bonus Exercise

Split name

1. Insert an new column between A & B → highlight column b → right click insert
2. Split name into 2 cells → highlight column A → Data → Text to Columns → Delimited → comma → yes to replace → finish

Conditional Formatting

1. Highlight data under Sales → Home → Styles → conditional Formatting → new rule → format only cells that contain → Cell Value → Less than → 100,000 → format → fill → choose a color → ok → ok

Bonus amount = Nested IF

1. =If(E2>8,1000,if(e2>6,500,0))
2. Drag down to auto fill all employees

Summary Calculations

1. Total → =sum(A2:A10)
2. Average → =Ave(A2:A10)
3. Minimum →
4. Maximum
5. Number of Employees → =CountA(A2:A10)

Formatting → insert a new line at the top of page

3. In cell "F1" and today's date using function
4. Merge and center row 1 A-D → type in your name

5. Highlight the headings → A2-F2 → right click → format cells → drag orientation up to the first blue square → ok → ok
6. Click on the Employee cell → rename Last name →
7. Change colors → home → Font → select the bucket and choose color
8. Click on cell B2 → rename First Name
9. Change colors → home → Font → select the bucket and choose color
10. Change other colors
11. Insert row above the colored headings → Merge & Center → Type in “ Bonus Pay Summary” → highlight the text → Home → Font → click on the Colored A and select white. → select the bucket and change to blue

Loan Options

1. Highlight 16000 → Home → Number → change to Currency → with 2 decimal points
2. Highlight all 3 interest rates → change them to Percentage → move the decimal points
3. Using the Function “Payment” → Rate → click on Interest Rate (divide by 12 for the months)
4. Nper == Number of Payments
5. PV = Loan amount (add – or multiply by -1)
 Use absolute value - cell reference must remain the same when copied or when using AutoFill. Dollar signs are used to hold a column and/or row reference constant.

 Relative cell references are basic cell references that adjust and change when copied or when using AutoFill.
6. Calculate Total Repayment =(Monthly Payment * number of payments
7. Calculate Total Interest =Total Repayment Amount- Loan amount =(E6-\$B\$3)

Charting

1. Highlight Loan Source → using CNTL highlight Total Repayment Amount and Total Interest Paid (include heading
2. Create Chart → insert → Chart Layouts → Column → 3D → select the first one →
3. Add heading
4. With chart highlighted notice the new Chart Tools Design → play with colors, styles, chart types
5. Highlight the Blue so all 3 columns in chart are highlighted → change color → Repeat with red