Step-By-Step

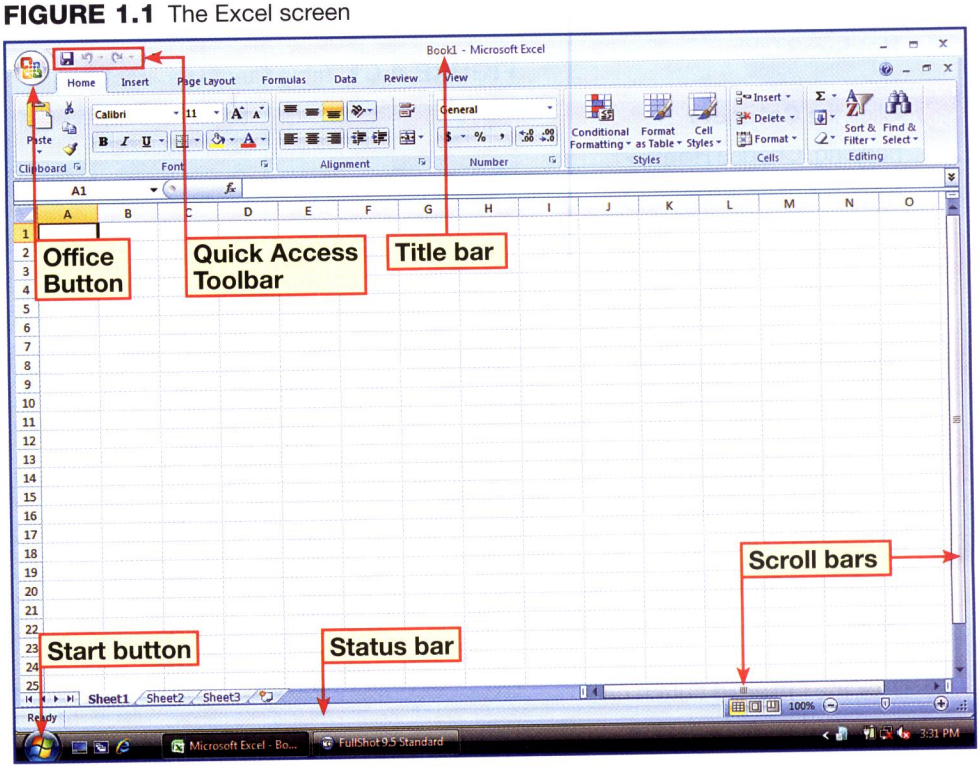
1. To start **Excel**, click the **Start** button (see Figure 1.1). Choose **Programs>Microsoft Office®>Microsoft Office Excel 2007**.
2. **CHECK** Your screen should look like Figure 1.1.
3. Find the **title bar** (see Figure 1.1). The name of your file should be **Book1**.
4. Find the **Quick Access Toolbar (QAT)**. Click the **drop-down arrow** for the **QAT**. Read the items listed in the menu.
5. Click the **Office Button** . Read the items listed in the menu. Click in a blank area to close the menu.
6. Locate the **scroll bars** at the right side and bottom of the screen. Scroll bars allow you to move up and down and left and right in a worksheet.
7. Locate the **status bar** at the bottom of the screen.

Continue to the next exercise.

EXERCISE 1-1
Identify Parts of the Excel Screen

In this exercise, you will learn, or become familiar with, the different parts of the Excel window. You must know the parts of the Excel screen to use Excel productively. The title bar displays the Excel file name. The Quick Access Toolbar (or QAT) allows users to quickly find commands. You use scroll bars to scroll, or move up and down or left and right in the document. Use the pointer to select tabs and other tools.

FIGURE 1.1 The Excel screen



You Should Know

The location of Excel's functions may shift depending on the size of your viewing window.

Microsoft Office 2007

The Office Button is a new 2007 feature. You can use this button to perform important tasks such as creating, saving, and printing a document.

Step-By-Step

EXERCISE 1-2
Use Tabs, Groups, and Buttons

The **Ribbon** contains all of the buttons that you can use in Excel. Across the top of the Ribbon are **tabs**. The tabs display **buttons** (or **commands**) organized in logical **groups** that relate to a specific activity, such as keying text. When you point to a button, a **ScreenTip** appears to show you the button's name. More commands are available in **dialog boxes** that are located within the groups. Use the Dialog Box Launcher to open a group's dialog box. Not every group wil have a Dialog Box Launcher.

1. In Excel, on the **Ribbon**, click the **Home** tab (see Figure 1.2).
2. Roll your pointer arrow over the seven groups in the **Home** tab (see Figure 1.3).
3. Click the seven tabs across the Ribbon. Identify the groups displayed in the tab.
4. Click the **Home** tab. Read the **ScreenTip** for each button in the **Font** group.
5. In the **Font** group, click the arrow next to the **Font Color** button to display the drop-down menu. Click outside the menu to close it.
6. In the **Font** group, click the **Dialog Box Launcher**.
7. CHECK Your screen should look like Figure 1.2. Click the **Close** button on the dialog box.

Continue to the next exercise.

FIGURE 1.2 The Excel Screen

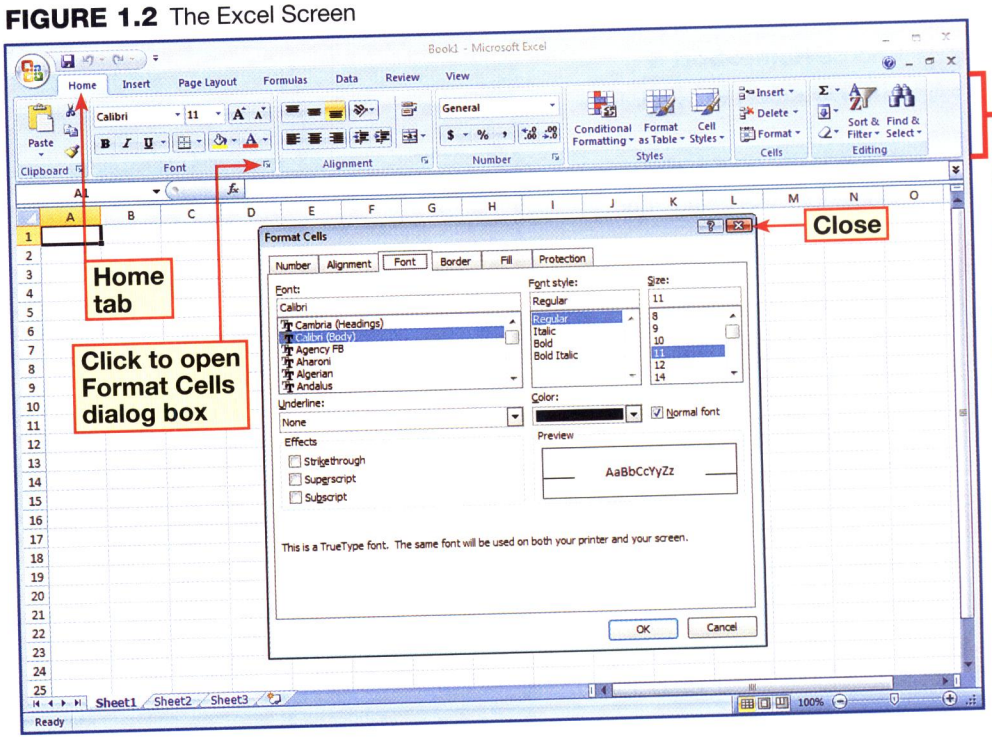
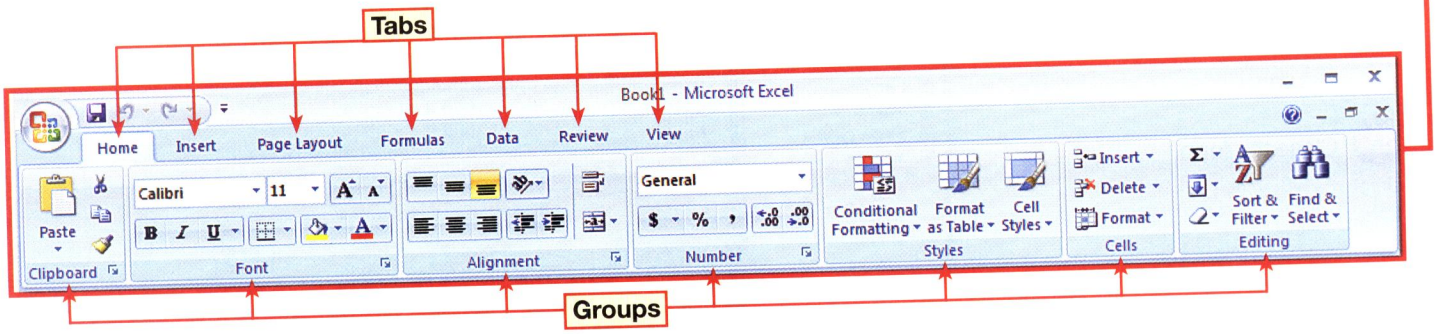


FIGURE 1.3 The Ribbon



Step-By-Step

EXERCISE 1-3
Close and Create a Workbook

An Excel file is called a **workbook**. A workbook contains one or more sheets called **worksheets**, also known as **spreadsheets**. A worksheet contains data such as numbers and formulas. When you launch Excel, a new workbook appears automatically. In this exercise, you will learn how to close a workbook and how to create a new one.

1. In your **Book1** file, click **Close Window** (see Figure 1.4).
2. If prompted to save, click **No**. The current workbook closes.
3. Click the **Office Button** and select **New**.
4. In the **New Workbook** dialog box, under **Templates**, select **Blank and recent**.
5. In the middle pane, select **Blank Workbook**. Click **Create**.
6. CHECK Your screen should look like Figure 1.5. Notice that the name of the workbook is now **Book2**.

Continue to the next exercise.

FIGURE 1.4 Closing a workbook

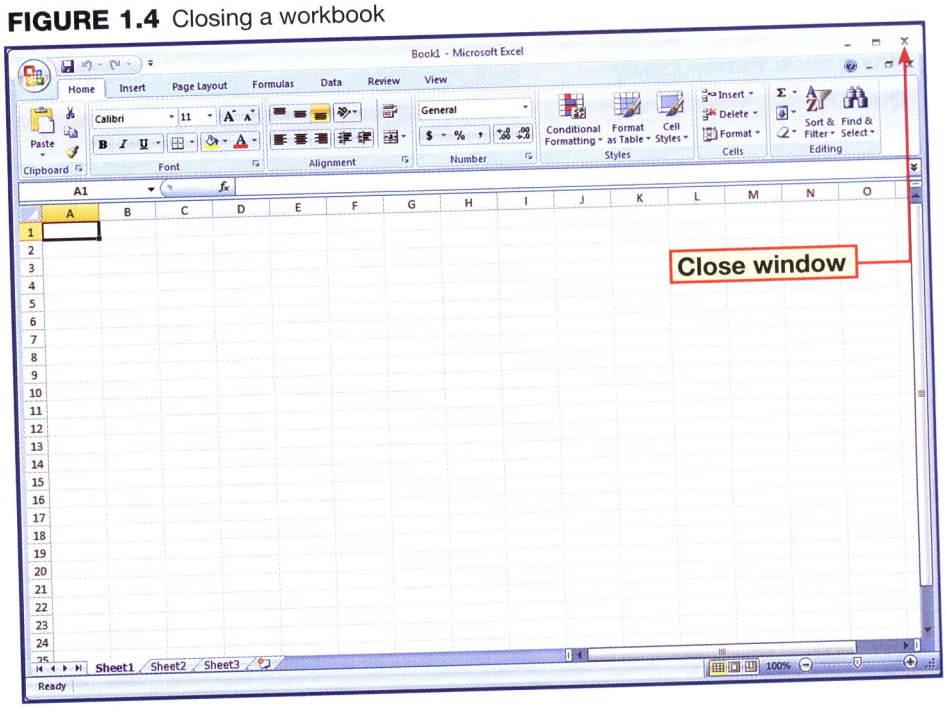
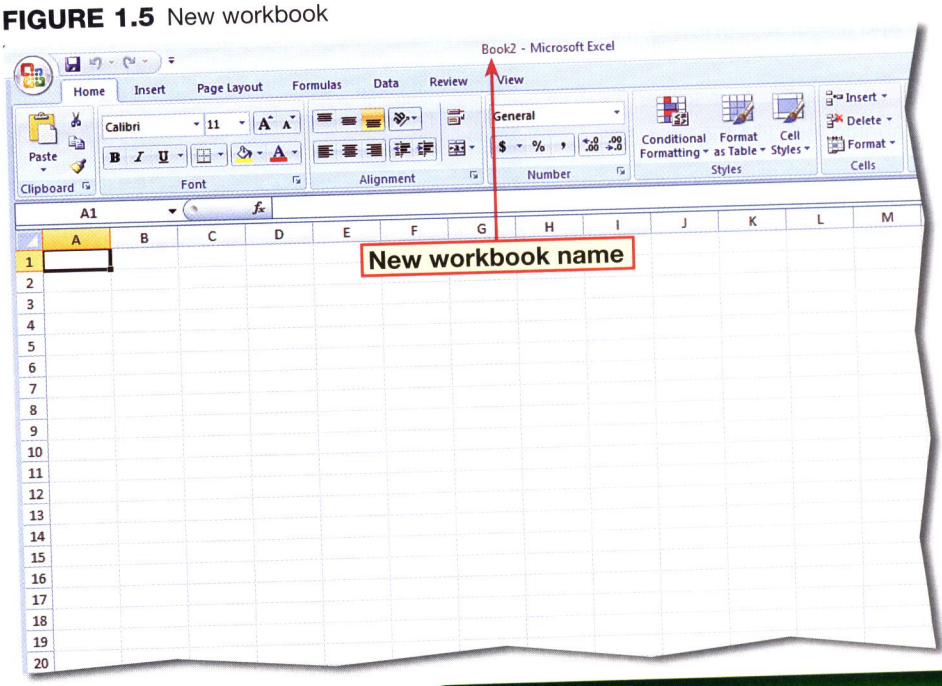


FIGURE 1.5 New workbook



Troubleshooter

When closing a workbook, be careful not to click the **Close** button on the title bar. The two **Close** buttons look the same. The **Close** button on the title bar will exit Excel and not just your workbook!

Step-By-Step

EXERCISE 1-4
Scroll and Move Through Worksheets

Use the scroll bars to move left, right, up, or down through a worksheet. By default, when you create a new workbook, it always contains three worksheets. The **sheet tabs** allow you to move from one worksheet to another.

1. In your **Book2** file, click the **down arrow** on the vertical scroll bar (see Figure 1.6). The numbers along the worksheet's left edge increase as you scroll down.
2. Click the **up arrow** to return to the top of the worksheet.
3. Click the **right arrow** on the horizontal scroll bar. The letters along the top change as you scroll right.
4. Click the **left arrow**.
5. CHECK Your screen should look like Figure 1.6.
6. Locate the **sheet tabs**. Click the **Sheet2** tab.
7. CHECK Your screen should look like Figure 1.7. The **Sheet2** tab turns white to show that you are currently using Sheet 2.
8. Click the **Sheet3** tab. Click the **Sheet1** tab to return to Sheet 1.
9. CHECK Your screen should look like Figure 1.6.

Continue to the next exercise.

Shortcuts

You can drag the scroll bar to scroll through a worksheet faster.

FIGURE 1.6 Scroll bars

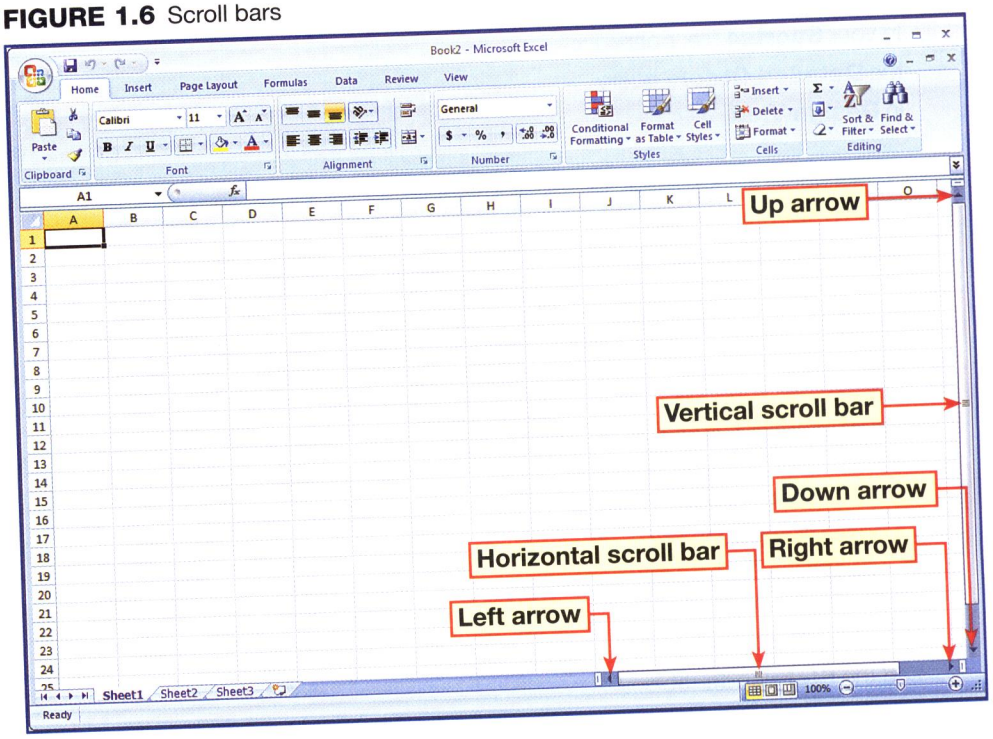
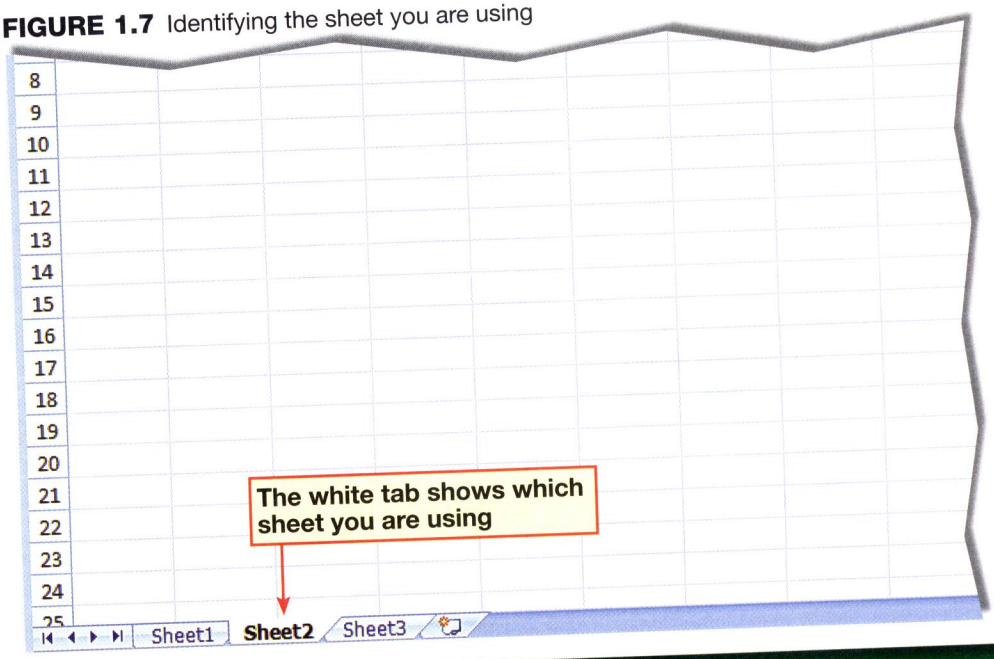


FIGURE 1.7 Identifying the sheet you are using



Step-By-Step

EXERCISE 1-5
Create a New Folder

You can store documents in folders. A **folder** helps you organize your files so you can find them quickly. One way to create a new folder is to use the Save As dialog box. The dialog box can be used to enter specific information to perform a task, such as naming and saving a workbook.

1. In your **Book2** file, choose **Office>Save As**. The **Save As** dialog box opens.
2. With your teacher's permission, click **New Folder** (see Figure 1.8).
3. In the **New Folder** text box, key: [your first initial and last name] (for example, *jking*). Press ENTER.
4. Click outside the text box. The new folder opens automatically.
5. Click **Back to Document** (see Figure 1.9).
6. **CHECK** Your dialog box should look like Figure 1.9. Notice the folder's name has changed.
7. Click **Close** to close the dialog box.

Continue to the next exercise.

FIGURE 1.8 Save As dialog box

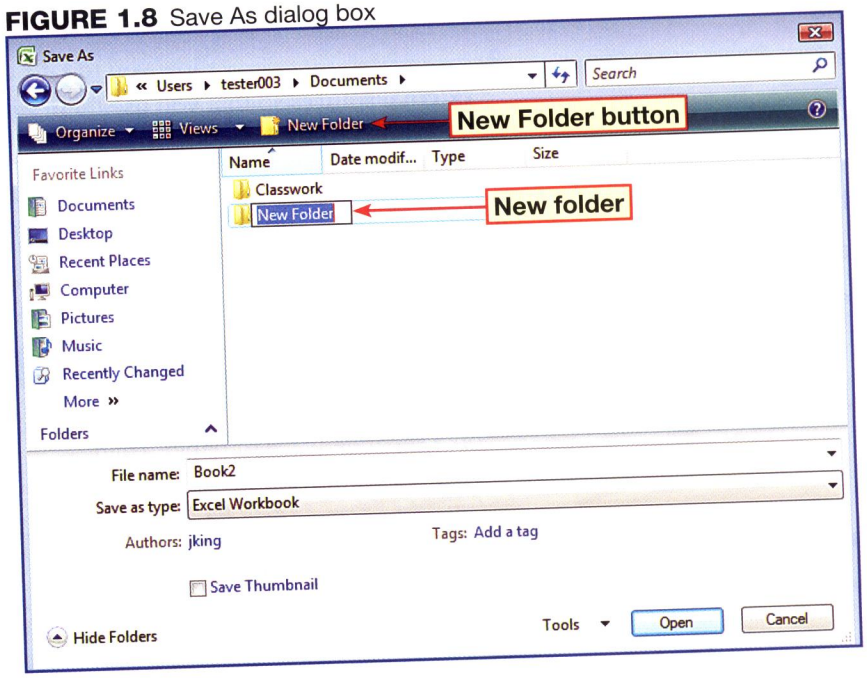
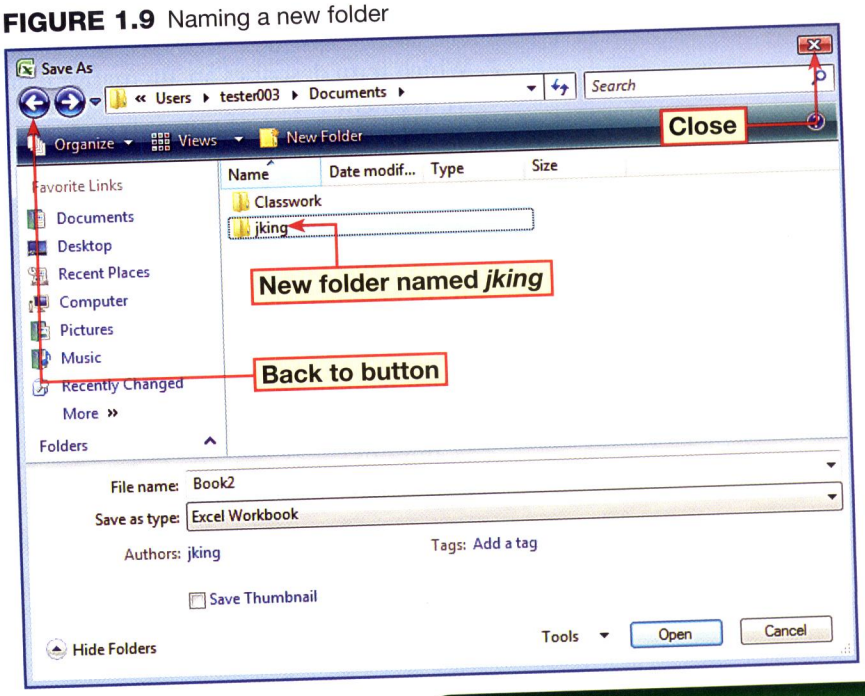


FIGURE 1.9 Naming a new folder



Microsoft Office 2007

When the **>** symbol appears in a step, it means that you need to follow a path to complete a task. For example, **Home>Font>Bold** means go to the **Home** tab, then go to the **Font** group, then click the **Bold** button.

Step-By-Step

EXERCISE 1-6
Name and Save a Workbook

You must save a workbook if you want to use it again. Save your work every few minutes to keep it from being lost.

1. In your **Book2** file, choose **Office>Save As**. The **Save As** dialog box opens (see Figure 1.10).
2. In the **File name** box, key: e1-6-. Then key your first initial and your last name (for example, *e1-6-jking*).
3. Locate the folder you created in Exercise 1-5 or ask your teacher for the location you should select in the **Save in** box.
4. Click the folder twice to select that location.
5. Click **Save** in the **Save As** dialog box.
6. CHECK Your screen should look like Figure 1.11. Notice that the workbook's new name appears on the title bar.

Continue to the next exercise.

FIGURE 1.10 Save As dialog box with new file name

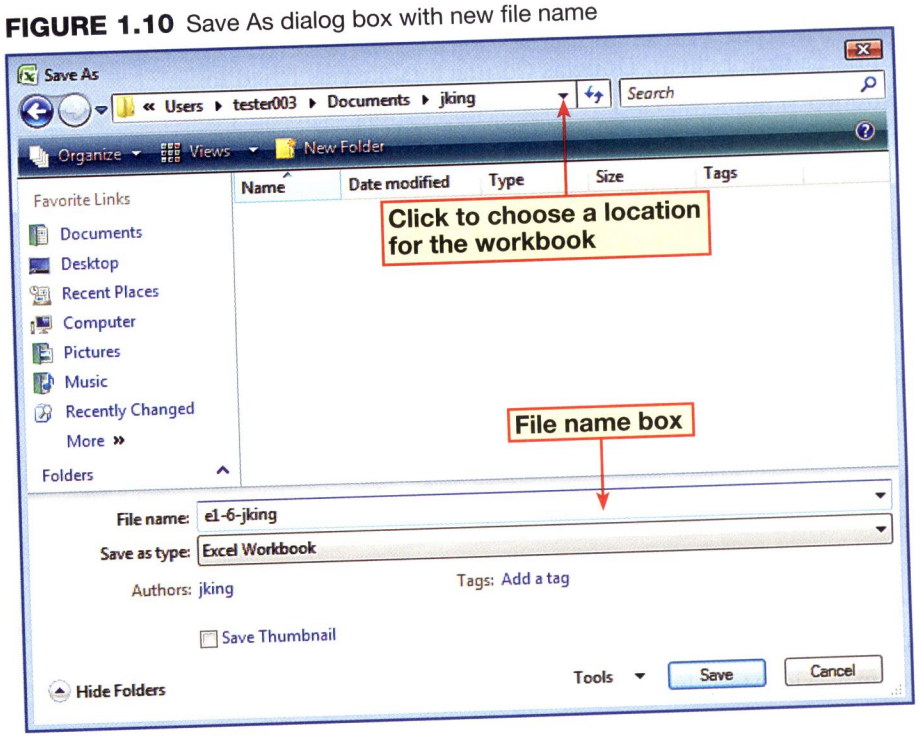
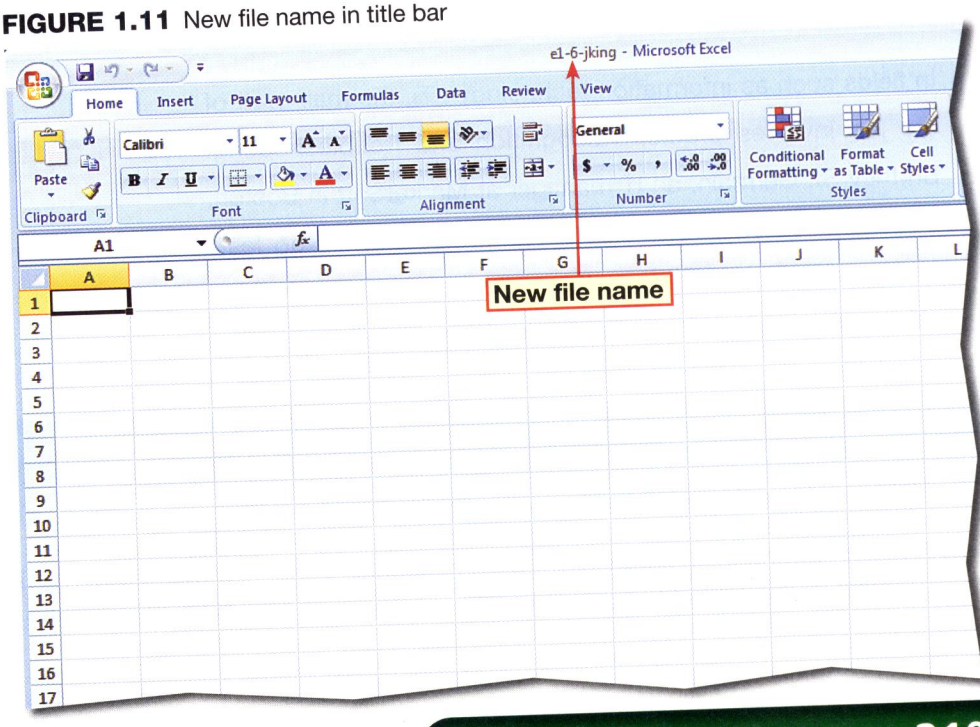


FIGURE 1.11 New file name in title bar



Troubleshooter

If you are using Windows XP, go to page li to learn how to complete the steps in this exercise and in Exercise 1-5.

Step-By-Step

1. In your **e1-6** file, click cell **A1** (see Figure 1.12).
2. Key: First Quarter Sales. Press ENTER.
3. Click cell **A1**. Look in the formula bar to read the cell's content (see Figure 1.12).
4. Click cell **B1**. Notice the formula bar is empty. **B1** appears to contain text, but it does not.
5. Click cell **A1**.
6. In the column head row, move the pointer to the line between **A** and **B** until the pointer becomes a two-headed arrow (see Figure 1.13).
7. Click and drag to the right to make the column wider until *First Quarter Sales* fits in cell **A1**.
8. CHECK Your screen should look like Figure 1.13.
9. Click **Save** on the **QAT** to save your work.

Continue to the next exercise.

EXERCISE 1-7
Insert and View Cell Contents

Worksheets are made up of boxes called **cells**. Cells are organized into horizontal rows and vertical columns. Rows are labeled with numbers, and columns are labeled with letters.

A cell is named by its **cell reference**, or its column letter and row number. For example, cell E14 is in column E, row 14. The **formula bar** shows a cell's contents. Sometimes cells must be resized to view all of the contents.

FIGURE 1.12 Cell content shown in formula bar

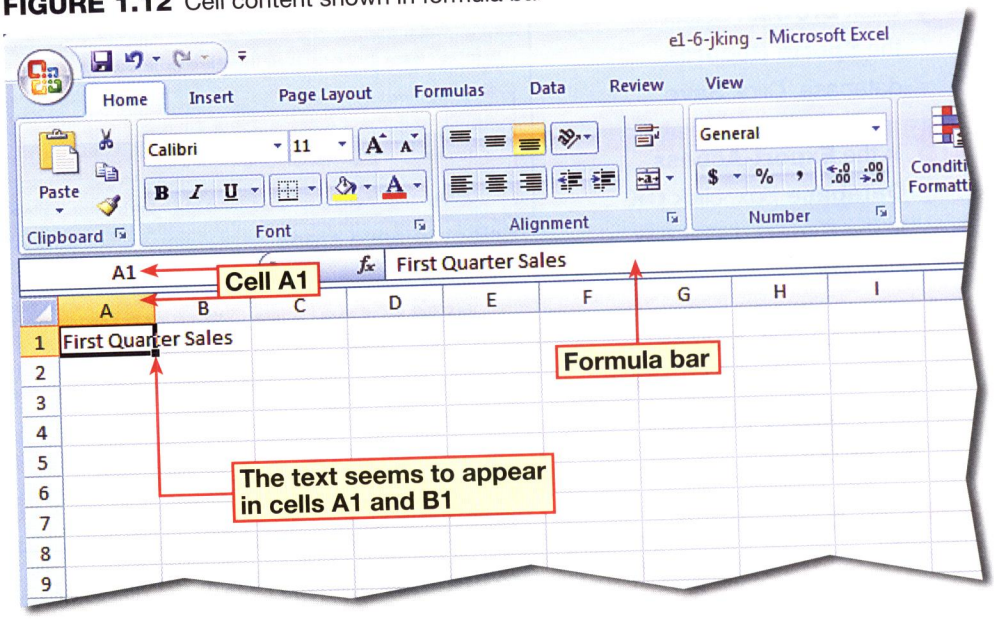
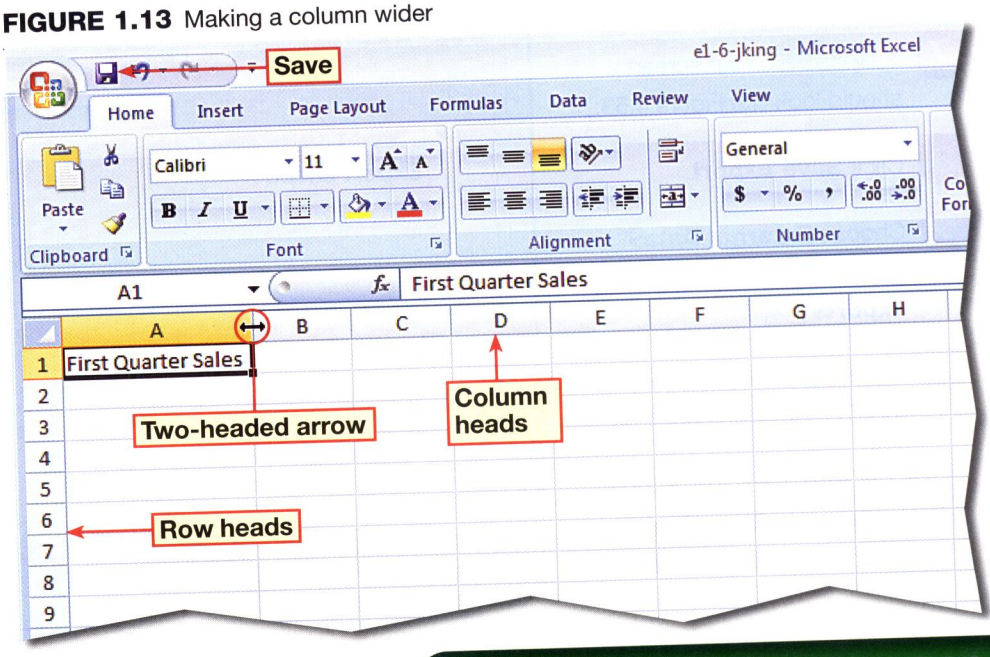


FIGURE 1.13 Making a column wider



Step-By-Step

EXERCISE 1-8
Change the View of a Screen

There are several ways to change the appearance of the Excel screen. One way is to use the zoom option. Increasing the zoom percentage makes everything appear larger, so it is easier to see a cell's content. Decreasing the zoom percentage makes everything appear smaller, which allows you to see more of the worksheet at once. Although items may appear larger or smaller on screen, depending on the zoom, the item itself will appear normal size when it prints. Another way is to minimize the Ribbon in order to see more of the screen.

1. In your **e1-6** file, Choose **View>Zoom>Zoom**. The **Zoom** dialog box opens. Click **75%**. Click **OK**.
2. Click **Zoom**. Click **Custom** and key: 200. Click **OK**.
3. **CHECK** Your screen should look like Figure 1.14.
4. Locate the **Zoom In** and **Zoom Out** buttons in the lower right corner of your screen. Click the **Zoom Out** button until the **Zoom** level is **100%**.
5. Click the **Customize Quick Access Toolbar** button on the **QAT** and choose **Minimize the Ribbon**. The Ribbon is now minimized.
6. Repeat **Step 5**. Save your file.
7. Choose **View>Workbook Views>Full Screen**.
8. **CHECK** Your screen should look like Figure 1.15.
9. Right-click the **Select All** button. Choose **Close Full Screen**. Your screen returns to **Normal View**.

Continue to the next exercise.

FIGURE 1.14 Screen at 200% zoom

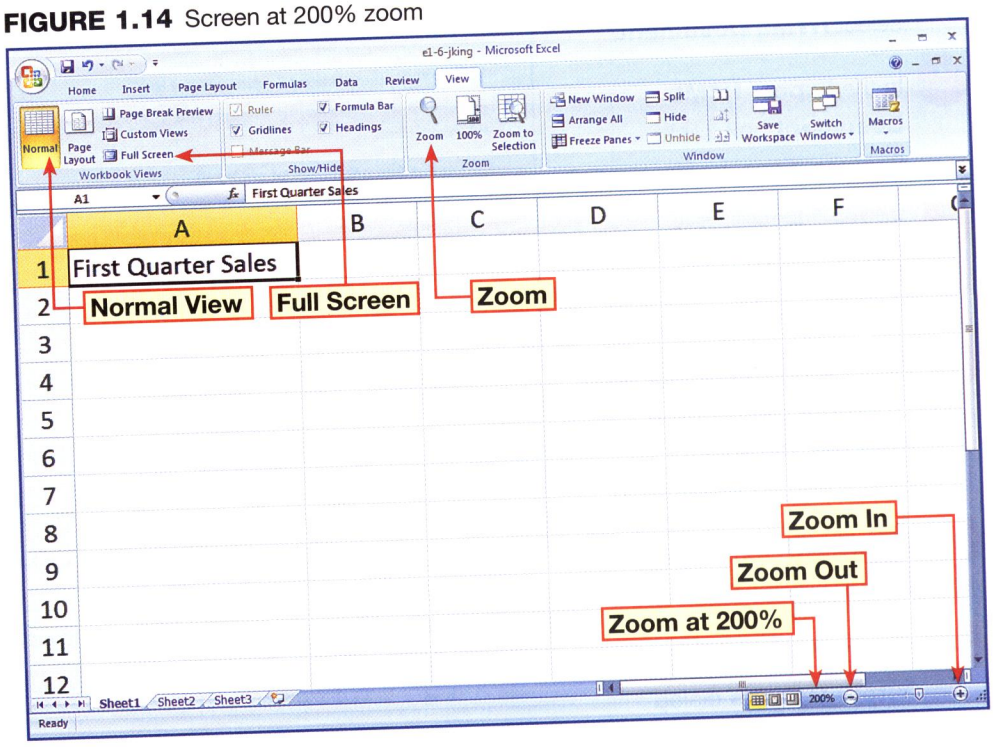
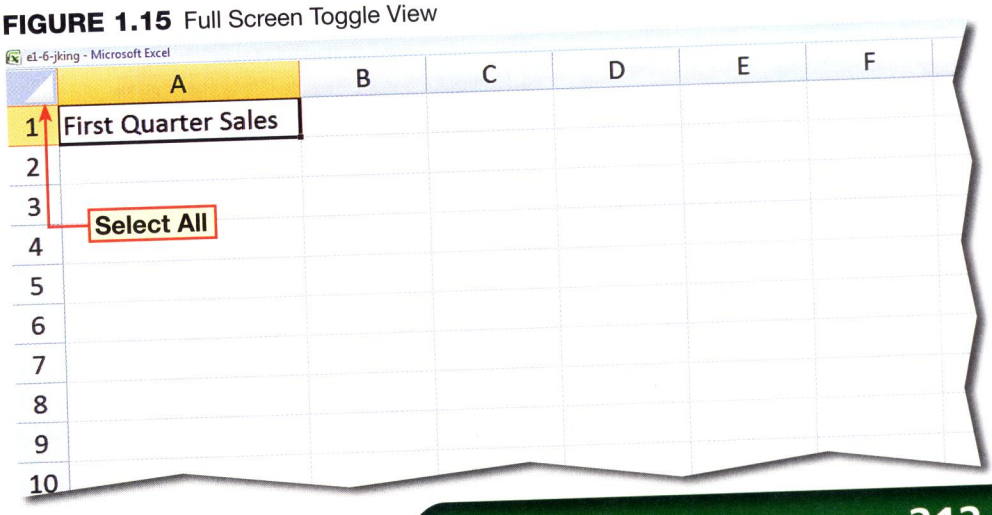


FIGURE 1.15 Full Screen Toggle View



Step-By-Step

1. In your **e1-6** file, click cell **A1**.
2. Key: Surplus Inventory. Press ENTER.
3. CHECK Your screen should look like Figure 1.16.
4. On the **QAT**, click **Undo**. *First Quarter Sales* reappears.
5. CHECK Your screen should look like Figure 1.17.
6. Click **Redo**. *Surplus Inventory* reappears.
7. Click **Undo**. *First Quarter Sales* reappears.
8. Click **Save**.
9. Choose **Office>Close** to close the workbook.

Continue to the next exercise.

You Should Know

After you close and reopen a file, the **Undo** and **Redo** buttons will no longer be available.

EXERCISE 1-9
Use Undo and Redo

If you ever make a mistake or change your mind while working with Excel, choose Undo. Undo reverses your last action. You can choose Undo multiple times to undo multiple actions. If you choose Undo by accident, you can choose Redo.

FIGURE 1.16 Replacing text in a cell

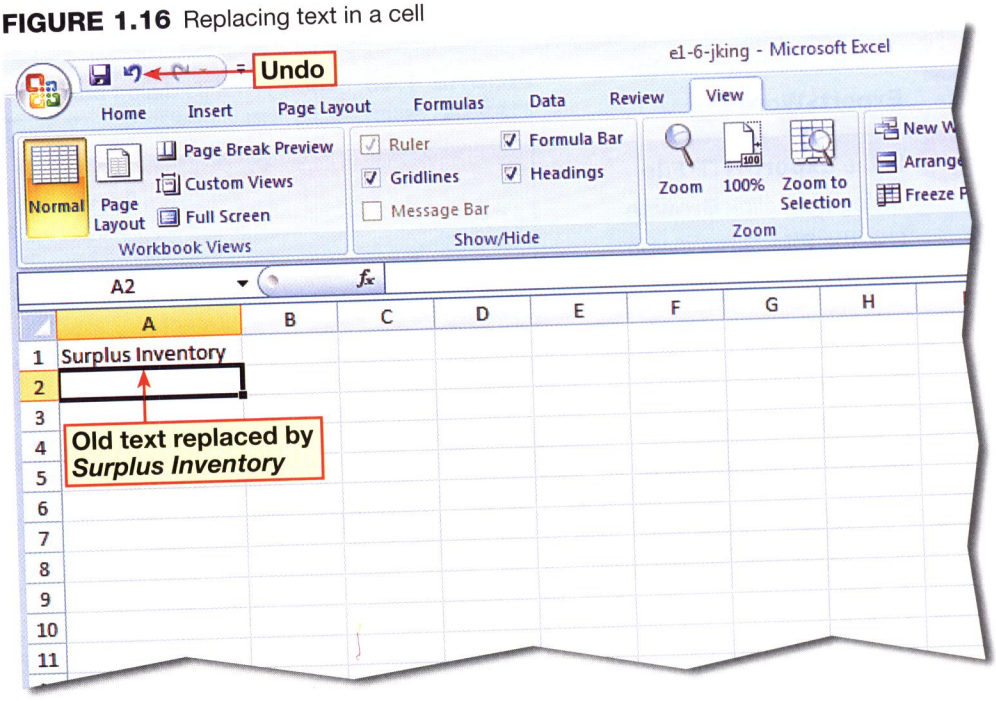
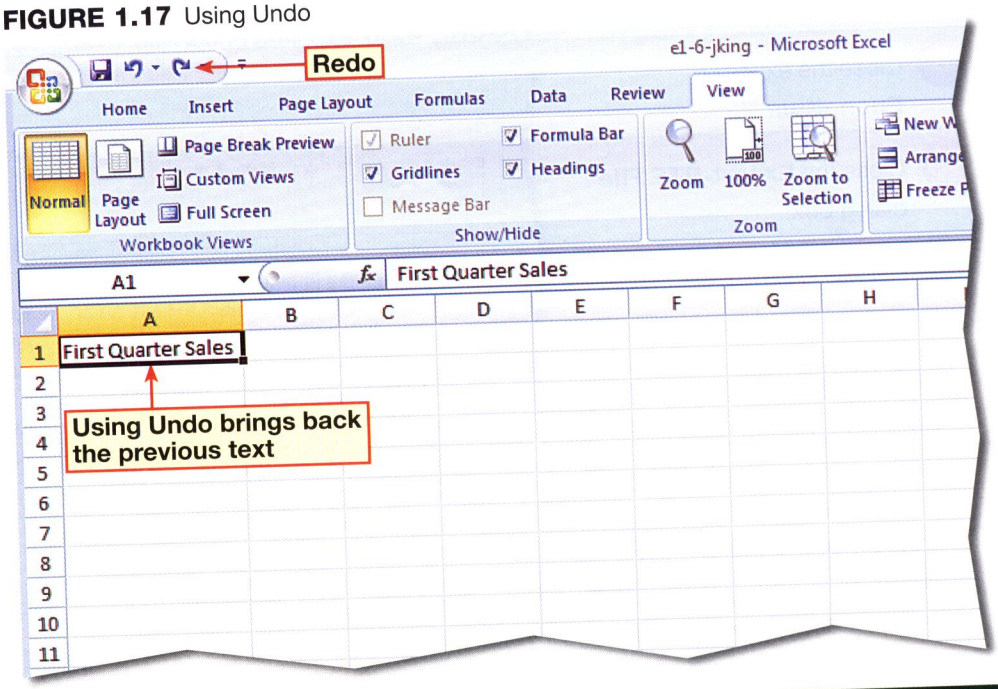


FIGURE 1.17 Using Undo



Step-By-Step

EXERCISE 1-10
Open an Existing Workbook

To open an existing workbook, you need to know where (on what drive, in which folder, and so on) the workbook was saved and what the file was named.

1. Click **Office>Open**. The **Open** dialog box opens.
2. Click the up arrow on the **Folders** box.
3. Locate the folder where you save your work.
4. Select the name of the workbook that you saved and closed in Exercise 1-9 (the workbook named **e1-6**).
5. CHECK Your dialog box should look similar to Figure 1.18.
6. Click **Open**. The workbook that you saved in Exercise 1-9 will open.
7. CHECK Your screen should look like Figure 1.19.
8. Save your file.

Continue to the next exercise.

FIGURE 1.18 Open dialog box

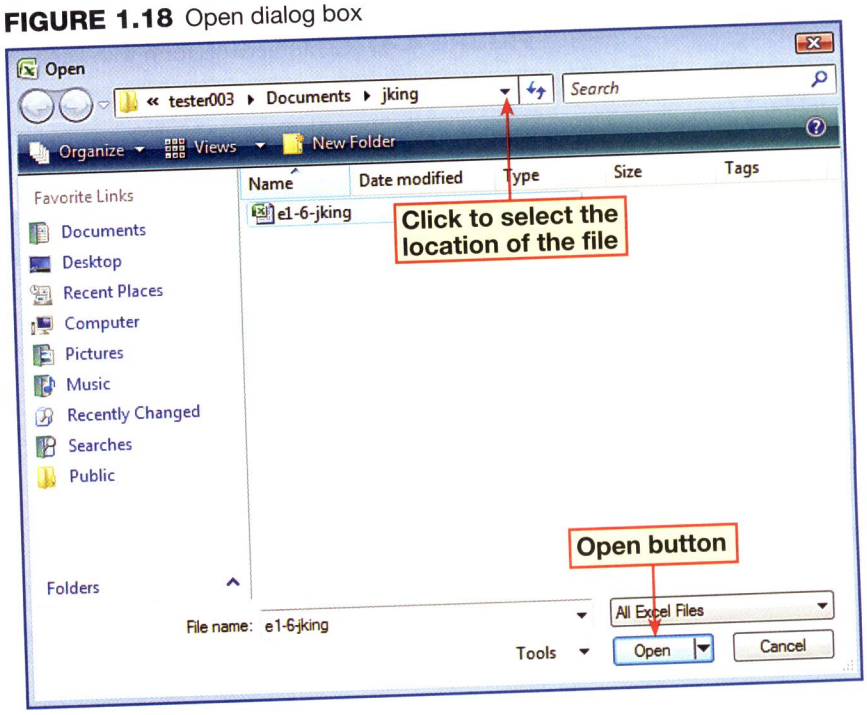
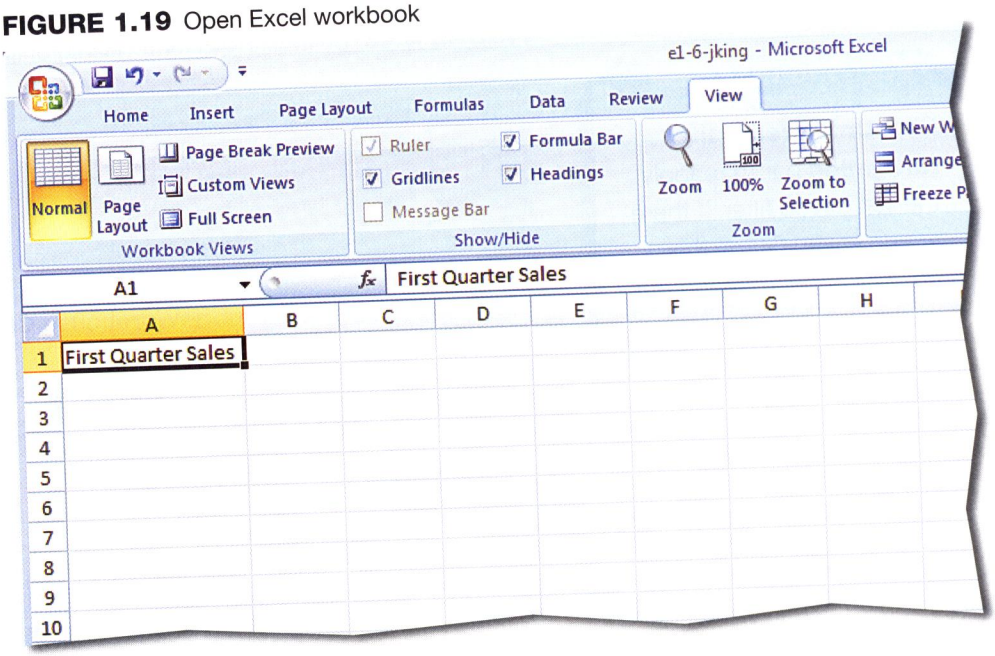


FIGURE 1.19 Open Excel workbook



Academic Skills

When working with others, it is especially important to give your files memorable names. Your file names and folder structures should be logical to everyone who needs to access the files.

Step-By-Step

EXERCISE 1-11
Calculate a Sum

Excel has preprogrammed formulas that allow you to quickly add columns or rows of numbers. A **formula** is an equation that begins with an equal sign (=) and includes values or cell references. The **formula bar** displays the formulas and contents of selected cells. Different formulas allow you to perform different actions. For example, the formula used in this exercise allows you to add a column of numbers.

1. In your **e1-6** file, click cell **A2** and key: January. Press TAB. In cell **B2** key: 1500.
2. Click cell **A3** and key: February. Press TAB. In cell **B3** key: 1350.
3. Click cell **A4** and key: March. Press TAB. In cell **B4** key: 2000.
4. Click cell **A6** and key: Total.
5. Click cell **B6** and then choose **Formulas> Function Library> AutoSum** Σ.
6. CHECK Your screen should look like Figure 1.20. In cell B6 Excel displays **=SUM(B2:B5)**. This is also displayed in the formula bar. This indicates that Excel will add (sum) the numbers in cells B2, B3, B4, and B5 and display the answer in cell B6.
7. Click **AutoSum** Σ again.
8. CHECK Your screen should look like Figure 1.21. Excel enters the sum of the First Quarter Sales in cell **B6**. Save your file.

Continue to the next exercise.

FIGURE 1.20 Sum button clicked once

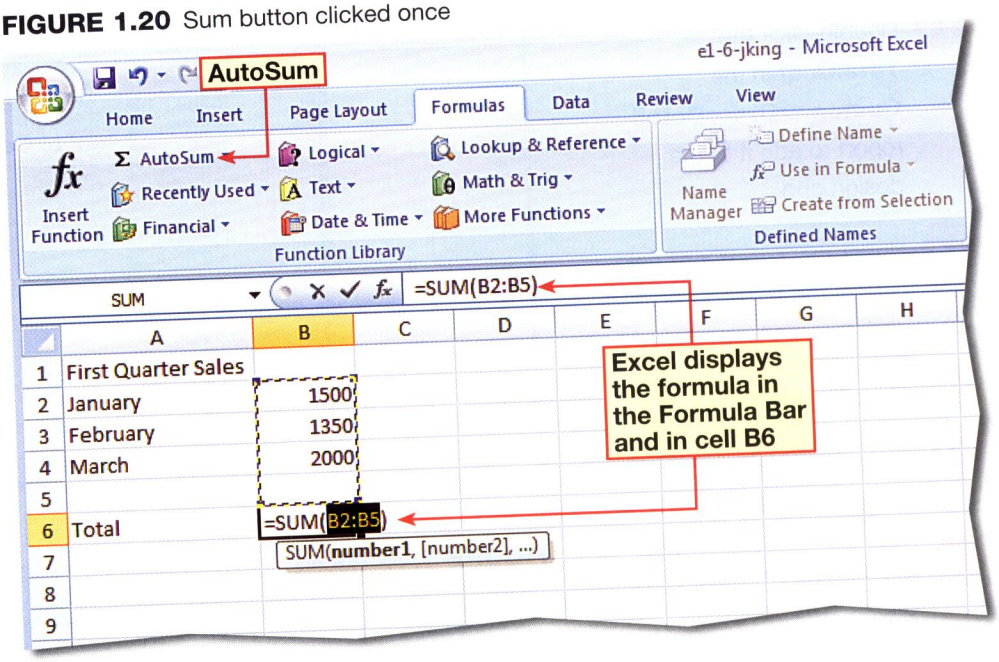
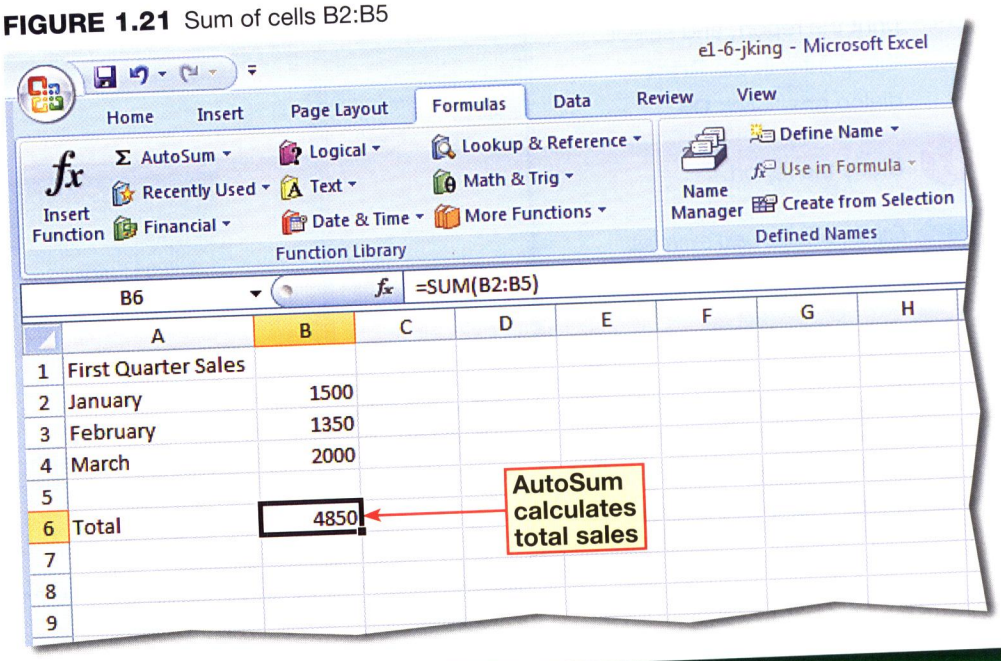


FIGURE 1.21 Sum of cells B2:B5



Step-By-Step

EXERCISE 1-12
Preview and Print a Worksheet

Print Preview view illustrates, or shows, what your worksheet will look like when you print it. The Print dialog box allows you to make choices such as the number of copies that will print, or where the document will print.

1. In your **e1-6** file, choose **Office>Print>Print Preview**.
2. CHECK Your screen should look like Figure 1.22. Your worksheet is open in **Print Preview** view.
3. Click **Close Print Preview** to return to your file (see Figure 1.22).
4. Choose **Office>Print**. The **Print** dialog box opens.
5. Check with your teacher to make sure that the correct printer name is in the **Name** box.
6. Check that there is a **1** in the **Number of copies** box.
7. CHECK Your dialog box should look similar to Figure 1.23. With your teacher's permission, print the worksheet.
8. Save your file.

Continue to the next exercise.

FIGURE 1.22 Worksheet in Print Preview view

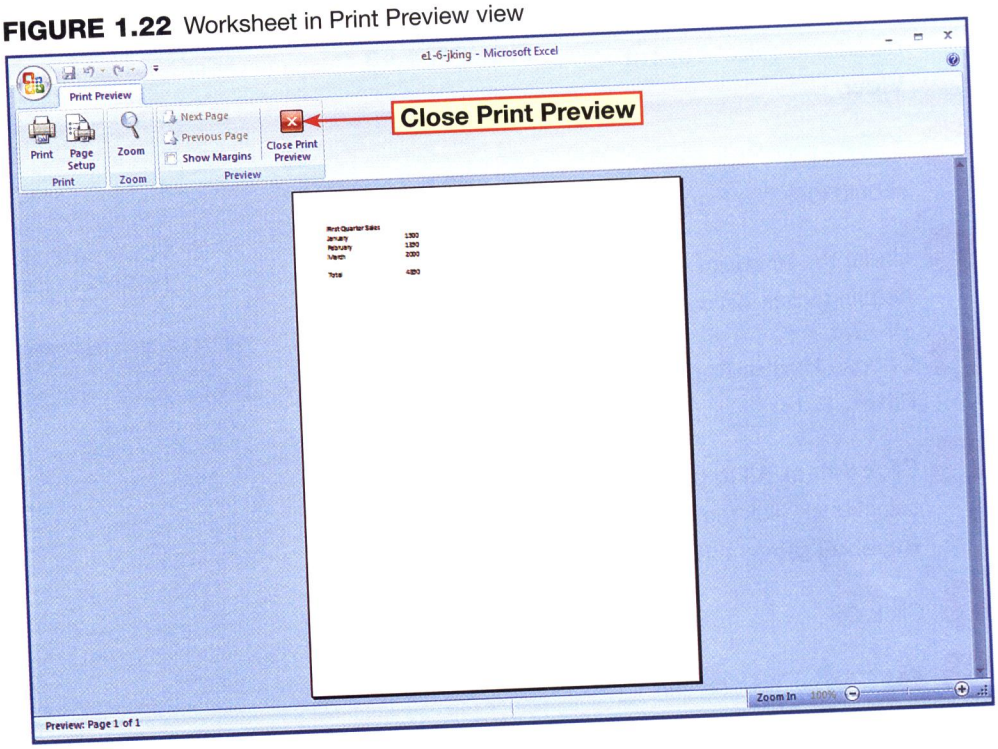
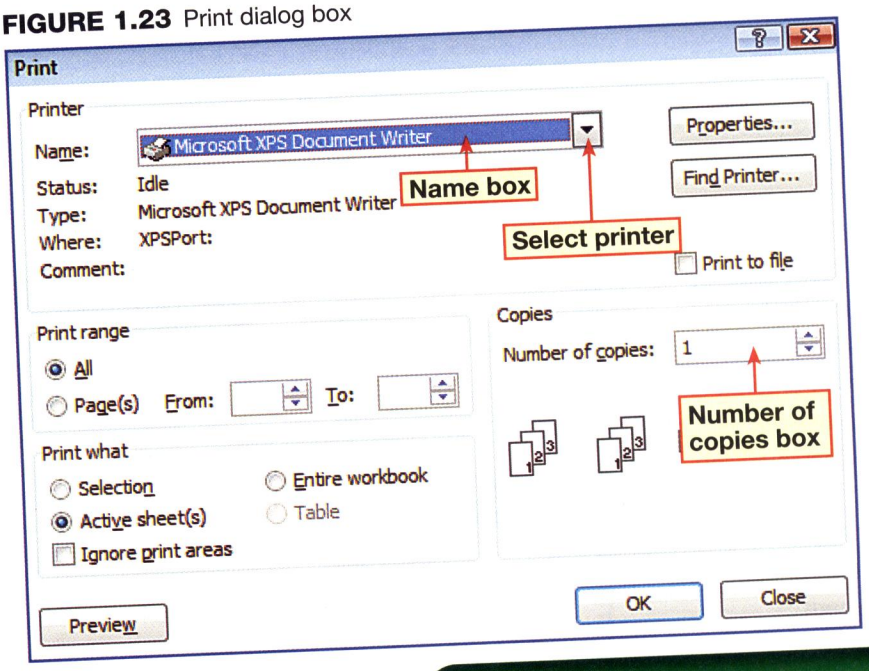


FIGURE 1.23 Print dialog box



Shortcuts

You can zoom in on the worksheet by clicking the **Zoom** button in **Print Preview** view.

Step-By-Step

EXERCISE 1-13
Use the Help Feature

You can work more productively if you know how to find help quickly. Use Microsoft Excel Help to find answers to questions about using Excel. Choosing Help brings up the Help window, allowing you to search for Help by keying the name of a topic.

1. In your **e1-6** file, in the upper right corner, click **Microsoft Office Excel Help**. The Excel Help window opens.
2. In the **Search** box, key: cell contents.
3. Click **Search**.
4. CHECK Your screen should look similar to Figure 1.24.
5. Scroll down the **Results** list and click **Edit cell contents**. A **Help** window appears with information about editing cell contents.
6. CHECK Your screen should look like Figure 1.25.
7. Click **Close** in the **Excel Help** window.
8. Choose **Office>Close**. The workbook closes. If a warning box appears, click **Yes** to save your file.
9. To exit the **Excel** program, choose **Office>Exit Excel**.

FIGURE 1.24 Search Results in Excel Help window

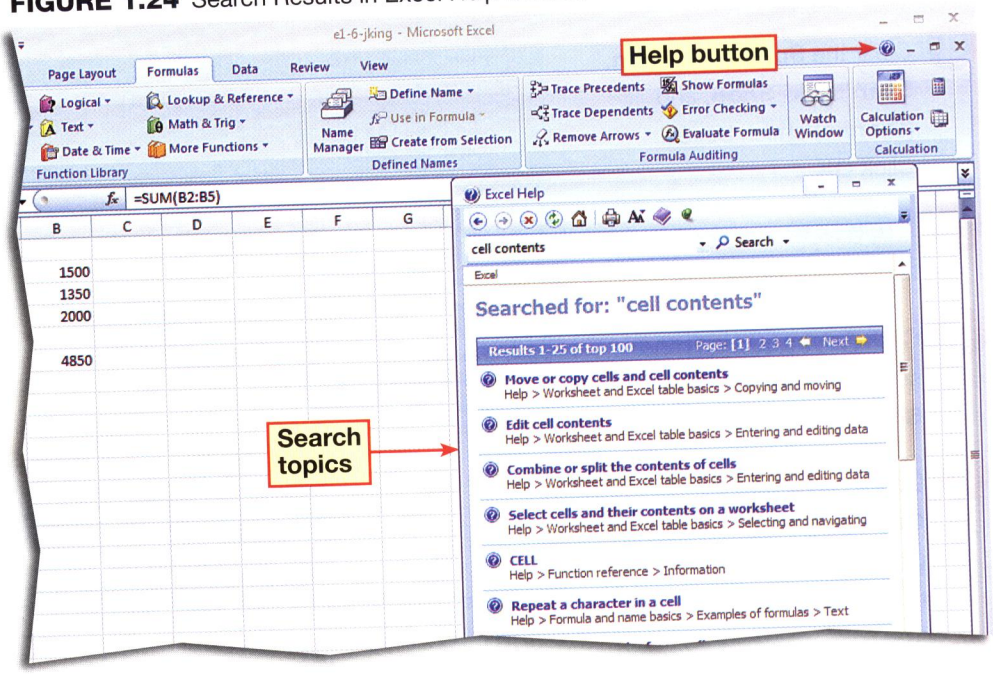
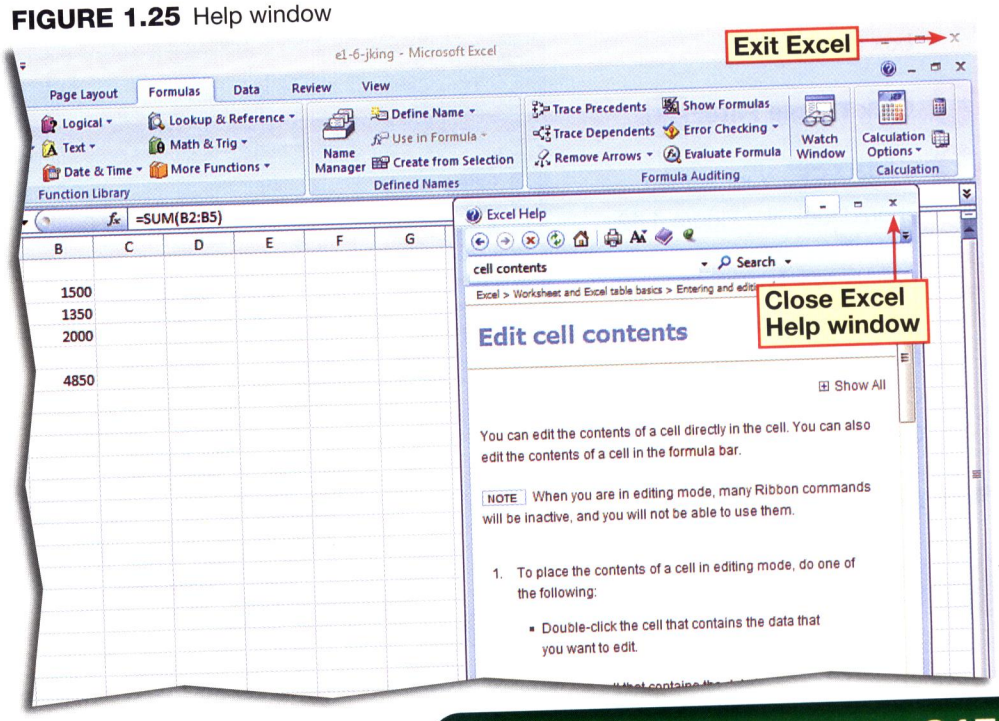



FIGURE 1.25 Help window