

Sun City Summerlin Computer Club

Seminar

Introduction to Microsoft Excel 2007

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Where to Find the Materials

Sun City Summer Computer Club Website:

<http://www.scsccl.com/smnr>

- **Acrobat file of these slides**
- **ZIP file of the example spreadsheets**

Seminar Agenda

Introduction

Excel Spreadsheet Basics

Example 1 – Home Financial Analysis

-- Bio Break (~10 min)

Example 2 – Contact List / Roster

Open Workshop / Q and A

Introduction

Benefits of Excel:

- Easy to use for “modeling” a computational problem.
- Construct simple worksheets quickly.
- Excel is very “smart” in helping layout.
- Good way for non-programmers to get their PC to do “custom” things.
- Worksheets hold both data and formulas.
- Rich graphics for data visualization.

Early PC Spreadsheets

Visicalc	Apple II	Dan Bricklin	~1984
Multi-Plan	CP/M, DOS	Microsoft	~1986
Lotus 1-2-3	DOS	Mitch Kapor	~1987
Full Impact	Mac	Ashton-Tate	~1987

Excel Spreadsheet Basics -1

Worksheet:

- Rectangular array of Rows and Columns
- Columns identified by letters (A, B, C, ...)
- Rows identified by numbers (1, 2, 3, ...)
- Intersection of a Row and Column is a Cell
- Each Cell has an “address” (column, row)
e.g. A5, C31, Q199

Workbook:

- Collection of one or more Worksheets
- A worksheet can refer to cells in another sheet.

Excel Spreadsheet Basics -2

Cells can contain:

- **Numbers:** 50, 75.375, 20%, \$3,595.95, ...
- **Text:** “Tom”, “Mary”, “Gasoline”, “Total” ...
- **Dates:** May 3, 2002 , 05/03/02
- **Times:** 01:45:00 PM , 13:45:00
- **Formulas:** =B3+B5, =C25 / 15, =Sum(D8:G8)

Moving Around in Excel

Using the Mouse

- Click on a cell to select it
- Drag to select a range of cells

Using the keyboard

- (left, right, up, down arrows)
- PageUp, PageDown, Home
- Ctrl+Home, Ctrl+End
- Ctrl+(left, right, up, down arrows)
- Tab key, Shift+tab key

The Excel 2007 Ribbon

The “ribbon” is new in Office 2007

- User interactions organized in a panel of tabs
- Each tab holds interactions for “related” functions
- Not too bad once you learn where things are
- Placement of things by MS isn’t always logical
- The ribbon can be hidden

Consider downloading the free UBitmenu tool

- <http://www.ubit.ch/software/ubitmenu-languages/#c205>
- Adds a new tab to the ribbon
- When you click that tab, it displays the familiar Office 2003 menus and tool bars

Editing in Excel

From the Toolbar or Edit Menu

- Delete cell range contents (Del key)
- Delete entire row (Edit menu or right click > Delete)
- Delete entire column (Edit menu or right click > Delete)
- Copy / Cut / Paste a range of cells
- Insert rows, columns (Insert menu)
- Change column width, row height

Editing a single cell

- Click in the cell
- Then begin typing in the cell or in the text box at the top.
- Or you can paste a value from the clipboard.

Formatting Cell Contents

Use the Format Menu

Or Use the Formatting toolbar buttons

- **Bold, Italics, Underline**
- **Gridlines around cells**
- **Fonts (Face, size) e.g. Arial 12**
- **Colors and patterns**
- **Text alignment, indenting**
- **Number formats**
- **Merging Cells – usually for titles**

Common Operations in Formulas

Add (+)	=C5 + 2 , =F20 + F21
Subtract (-)	=C7 - 1, =E15 - E14 - E13
Multiply (*)	=A12 * 4, =D13 * G21
Divide (/)	=Q17 / 12, =C4 / D4
Exponentiate (^)	=T5 ^ 3 (same as T5 * T5 * T5)
Concatenate (&)	=A3 & "years"

Commonly Used Functions

=Sum(<range>)

=Round(<cell>, digits)

=Average(<range> or list of cells)

=Min (<range> or list of cells)

=Max(<range> or list of cells)

=Count(<range>)

=Text(<cell>,"<format expression>")

=Today()

=Now()

Excel Help

Help Menu / Contents

Extensive information

See Creating Formulas ...

See Entering Formulas

See Worksheet Function Reference

Click the Fx (Paste Function) Toolbar Button

Example 1 – Home Financial Analysis

Organized Description of Items, Costs

Subtotals for each major category

Illustrates various formatting options

Useful for forecasting and planning

Useful for comparing to actual expenses

BIO BREAK

Introduction to MS Excel 2007

Example 2 – Contact List

Uses Excel as a simple database

“Name” column is a formula

**Last Name and First Name columns
normally hidden**

Demonstration of Search

Demonstration of Sorting

Demonstration of AutoFiltering

Open Workshop / Q and A

**Your Excel
Problems
and
Questions**