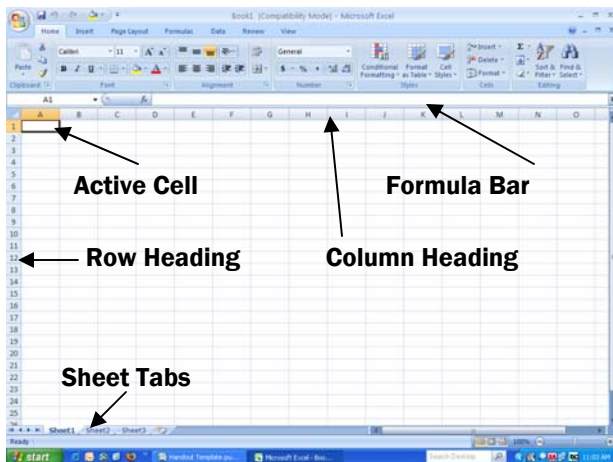


The EXCEL Screen

The screen is divided into rows and columns. The box formed by the intersection of a row and a column is called a cell. Individual cells can be identified by their column letters and row numbers; for example, cell A1 is the **active cell**, in the figure below.



The **Formula Bar** is used to enter mathematical formulas or to enter text. It is sometimes called the **Editing bar**.

Starting EXCEL

1. Click the START button on the taskbar.
2. Point to All Programs
3. Click MS Office.
4. Click MS Office EXCEL 2007.

Opening a Workbook

A file in EXCEL is called a workbook, which is comprised of several worksheets. Each worksheet has its own **Sheet Tab** (see above figure).

1. Click the Microsoft Office Button.
2. Click Open.
3. Navigate to the folder that contains the workbook that you want to open.
4. Click the name of the workbook.
5. Click Open.



Navigating the Worksheet

| Key | Action |
|------------------|---|
| Left Arrow | Move one cell left |
| Right Arrow | Move one cell right |
| Up Arrow | Move one cell up |
| Down Arrow | Move one cell down |
| Enter | Move one cell down |
| Tab | Move one cell to the right |
| Ctrl + Home | Move to cell A1 |
| Ctrl + End | Move to the last used cell |
| Page Up | Move up one page |
| Page Down | Move down one page |
| Ctrl + Arrow Key | Move to the next cell with data in the direction of the arrow key |

Entering Text in Cells

To enter text as one line:

1. Click the cell into which you want to enter text.
2. Type the text you want to appear.
3. Press Enter.

To enter text with forced line breaks:

1. Click the cell into which you want to enter text.
2. Type the text you want to appear on the first line. Press Alt+Enter to insert a line break.
3. Type the text you want to appear on the second line.
4. Press Enter.

Resizing a Row or Column

To resize a row:

1. Hover the mouse pointer over the lower boundary of the row you want to resize until the mouse pointer turns into a two-headed arrow.
2. Drag the boundary until the row is the height you want.

To resize a column:

1. Hover the mouse pointer over the right boundary of the column you want to resize until the mouse pointer turns into a two-headed arrow.
2. Drag the boundary until the column is the width that you want.

To resize multiple rows or columns:

1. Select the rows or columns you want to resize.
2. Drag the border of any selected row or column to the desired width or height.

Inserting or Deleting Rows or Columns

To insert a row in a worksheet:

1. Right-click the row header below where you want the new row to appear.
2. Choose **Insert** from the shortcut menu.

To insert a column in a worksheet:

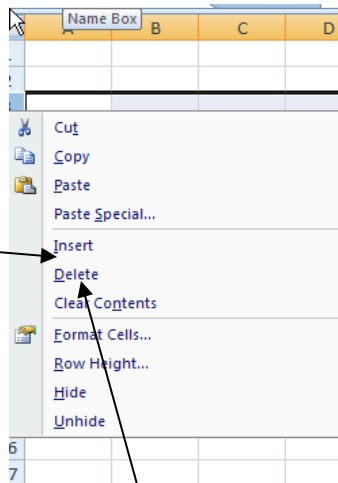
1. Right-click the column header to the right of where you want the new column to appear.
2. Choose **Insert** from the shortcut menu.

If you want to insert more than one row or column at a time:

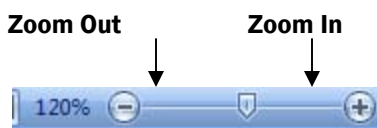
1. Select a number of existing rows or columns equal to the number you want to insert. Select by dragging across the row or column headers.
2. Then, choose the **Insert** command from the shortcut menu.

To delete a row or column:

1. Select the row or column you want to delete. Select by dragging across the row or column headers.
2. Right-click the selection and choose **Delete** from the shortcut menu.



Zooming In or Out on a Worksheet



Zoom Slider

The Zoom Slider is located in the lower right area of the worksheet screen.

1. Click the Zoom In control to make the window's contents 10 percent larger per click.
2. Click the Zoom Out control to make the windows contents 10 percent smaller per click.
3. Drag the Zoom slider control to the left to zoom out, or to the right to zoom in.

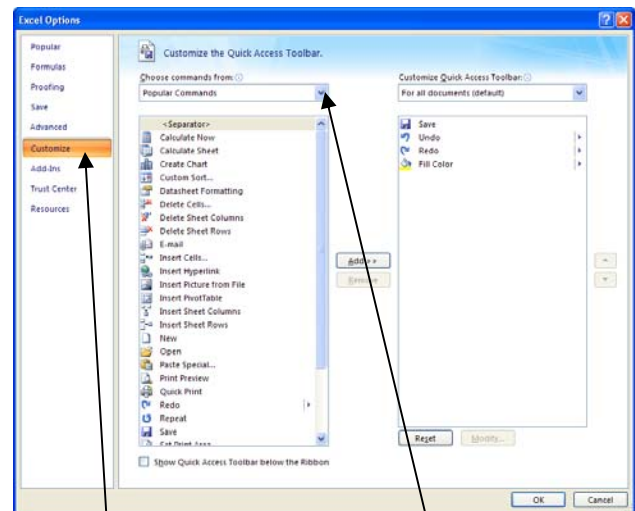
Adding or Removing Commands: Quick Access Toolbar

The majority of the commands used in EXCEL 2007 appear on the Ribbon. But some of the commands require that you move through one or two levels of the user interface; for example clicking a tab, followed by clicking a button on that tab to open a dialog box.

A specific command that is used frequently would be better placed on the Quick Access Toolbar to save clicking time.

To Add a command to the Quick Access Toolbar (the long way):

1. Click the **Microsoft Office Button**.
2. Click **EXCEL Options** (located at the bottom of the MOB menu).



3. Click **Customize**.
4. Click the **Choose Commands From** down arrow.
5. Click the category from which you want to choose the command.
6. Click the command you want to add.
7. Click **Add**, then click **OK**.

To add a command to the Quick Access Toolbar (the short way):

1. Right-click the command of your choice that you wish to add to the Quick Access Toolbar.
2. Then, click **Add to Quick Access Toolbar** on the shortcut menu.
3. To remove a command from the QAT, right-click the command, then click **Remove from Quick Access Toolbar** on the shortcut menu.