

A decorative graphic on the right side of the page. It features three blue circles of varying sizes, each composed of concentric circles with a gradient from dark blue to light blue. Two thin blue lines intersect at the top left, forming a large 'V' shape that frames the circles. The largest circle is at the top right, a smaller one is in the middle, and another large one is at the bottom right, partially cut off by the page edge.

Microsoft Excel 2007

How-to Guide

**BioChem IT Department
6/30/2008**

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The Office Button

Create a new document

1. Click on the *Office Button*.



2. Click on *New*.



3. Click on *Blank Workbook*.

Open a recent document

1. Click on the *Office Button*.



2. On the right hand side of the pop-up window you will see a list of your recent documents.
3. Click on the document you wish to open.

Open a document

1. Click on the *Office Button*.



2. Click on the *Open* icon.



3. A dialog box will open. Find your document and click on *Open*.

Print

1. Click on the *Office Button*.



2. Click on *Print*.
 - a. **Print Preview** will show you a preview of your document.
 - b. **Quick Print** will print 1 copy to your default printer.
 - c. **Print** will let you choose your printer and how many copies you want to print.

Save a document

1. Click on the *Office Button*.



2. Click on *Save* to save the document in its current or default format.



The default format is .xlsx – a format that saves space but might be incompatible with older versions of Excel. If you are going to share this document use *Save As* to choose a format that is more universally recognized.

3. Click on *Save As* to manually choose the format.
4. The formats are:

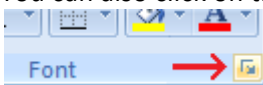
- **Excel Document** – this will save the document in the .xlsx. This format is not recommended if you will be sharing the document.
- **Excel Macro-Enabled Workbook** – this will save the document in the .xlsx format, but with additional support for macros. Choose this format if your spreadsheet heavily relies on macros.
- **Excel Binary Workbook** – this format is preferred for spreadsheets that consists of tens of thousands of rows and/or columns and includes macros.
- ★ **Excel 97-2003 Workbook** – this is the best way to save your documents, especially if you will be sharing it with others. To set this as the default:

1. Click on the *Office Button*.
2. Click on *Excel Options*.
3. Click on *Save*.
4. Under *Save files in this format* choose *Excel 97-2003 Workbook*.
5. Click *OK*.

The Home Tab

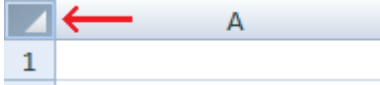
Change the font

1. Options for changing the font are under the *Home* tab.
2. You can also click on the expansion button to make several font changes at the same time.

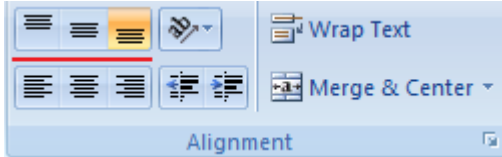


Change the vertical cell alignment

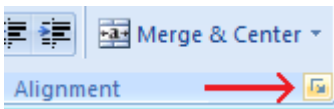
1. Select the cell(s) that wish to change. You can select the entire spreadsheet by clicking on the triangle in the upper-left corner of the spreadsheet.



2. Click on the *Home* tab.
3. The top row of icons under the *Alignment* heading controls the vertical alignment in each cell.

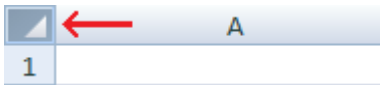


4. Click on the icon that corresponds to the desired alignment.
5. Clicking on the *Alignment* expansion button will allow you to make changes to both the alignment and the cell.

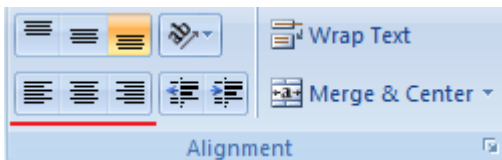


Change the horizontal cell alignment

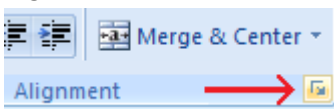
1. Select the cell(s) that wish to change. You can select the entire spreadsheet by clicking on the triangle in the upper-left corner of the spreadsheet.



2. Click on the *Home* tab.
3. The second row of icons under the *Alignment* heading controls the horizontal alignment in each cell.

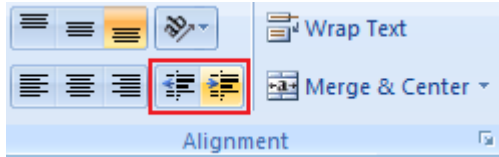


4. Clicking on the *Alignment* expansion button will allow you to make changes to both the alignment and the cell.



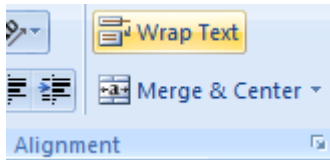
Indent cell contents

1. Select the cell(s) that you wish to change.
2. Click on the *Home* tab.
3. Click on the *Increase Indent* icon.



Wrap the text in a cell

1. Select the cell(s) that you wish to change.
2. Click on the *Home* tab.
3. Click on the *Wrap Text* icon under the *Alignment* heading.

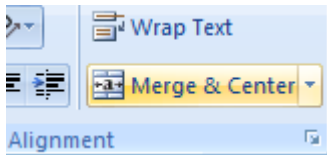


Merge cells

1. Select the cells that you wish to merge.



2. Click on the *Home* tab.
3. Click on the *Merge & Center* icon.

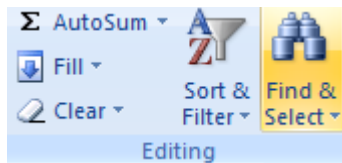


4. Choose the merge style from the drop-down menu.
5. The cells should now be merged.



Find specific information in the spreadsheet

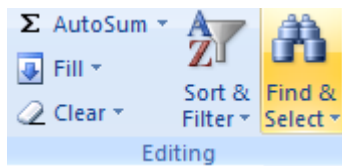
1. Click on the *Find & Select* icon.



2. Choose *Find* from the drop-down menu.
3. In the *Find what* field type in the word or number you are looking for.
4. *Find Next* will select each instance separately and *Find All* will show all of the instances at once.

Find and replace information in the spreadsheet

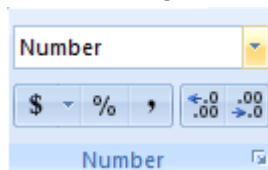
1. Click on the *Find & Select* icon.



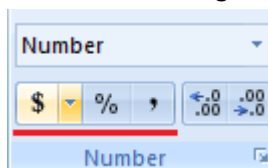
2. Choose *Replace* from the drop-down menu.
3. In *Find what* type in what you want to change, in *Replace* type in the new material.

Format numbers

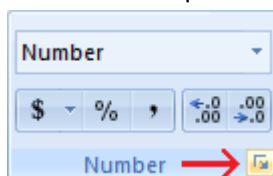
1. Select the cell(s) that you wish to change.
2. Click on the *Home* tab.
3. You can change the number type from the drop-down menu under the *Number* heading.



4. You can also change the number by clicking on the icons.



5. The *Number* expansion button will allow you to make changes to both the number and the cell.

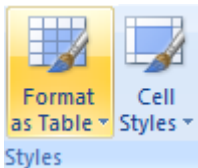


Automatically format a table

1. Select all of the cells in your table.

Budget	
Income	300
Expenses	150

2. Click on the *Home* tab.
3. Click on the *Format as Table* icon under the *Styles* heading.



4. Choose the desired style from the drop-down menu.
5. A new window will pop up, asking you to verify the table's cells and asks if you have column headers. If you have headers, make sure "My table has headers" is checked. Click *OK*.
6. The table will now be formatted with sort-able headers. If the table did not originally have headers, the program will automatically add them.

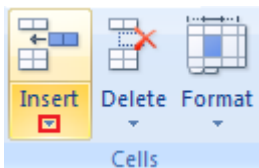
Budget	
Column1	Column2
Income	300
Expenses	150

Insert cells

1. Click on a cell that is located where you wish the new cell to go.

1	4	7
2	5	8
3	6	9

2. Click on the *Home* tab.
3. Click on the bottom half of the *Insert* icon under the *Cells* heading.



4. Click on *Insert Cells*.
5. A new dialog box will appear. Choose what kind of insert you would like.
 - **Shift cells right** will insert a single cell, moving old cells to the right.
 - **Shift cells down** will insert a single cell, moving old cells down.
 - **Entire row** will insert an entire row, moving old cells down.

- **Entire column** will insert an entire column, moving old cells to the right.

Delete cells

1. Click on the cell that you wish to delete.

1	4	7
2	5	8
3	6	9

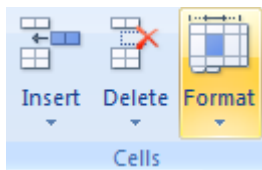
2. Click on the *Home* tab.
3. Click on the bottom half of the *Delete* icon under the *Cells* heading.



4. Click on *Delete Cells*.
5. A new dialog box will appear. Choose what kind of insert you would like.
 - **Shift cells left** will delete a single cell, moving old cells to the left.
 - **Shift cells up** will delete a single cell, moving old cells up.
 - **Entire row** will delete an entire row, moving old cells up.
 - **Entire column** will delete an entire column, moving old cells to the left.

Format a cell

1. Click on the cell(s) that you wish to format.
2. Click on the *Format* icon under the *Cells* heading.



3. A drop-down menu with the following editing information will appear:
 - **Cell Size** will allow you to change the Row and Column height and width.
 - **Visibility** will allow you to hide or unhide cells.
 - **Organize Sheets** will allow you to make alterations to the entire spreadsheet.
 - **Protection** will allow you to lock cells.
4. You can also click on the *Font*, *Alignment* or *Number* expansion buttons to change the appearance of cells.



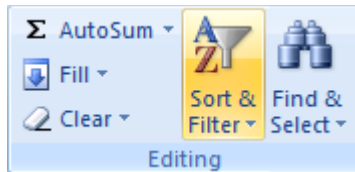
Sort data

In a table without headers:

1. Select a cell in the column that you wish to sort.

Expenses	
Groceries	\$ 200.00
Electricity	\$ 55.00
Rent	\$ 650.00

2. Click on the Sort & Filter icon under the Editing header.



3. Choose which type of sort you wish to perform.

In a formatted table with headers:

1. Click on the down arrow next to the header of the column that you wish to sort.

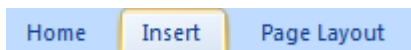
Expenses	
Item	Cost
Groceries	\$ 200.00
Electricity	\$ 55.00
Rent	\$ 650.00

2. Choose which type of sort you wish to perform.

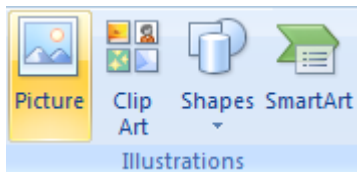
The Insert Tab

Insert an image

1. Click on the *Insert* tab.



2. Click on the *Picture* icon.



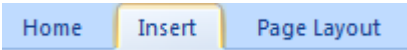
3. Choose the image from the dialog box and click on the *Insert* button.

Insert a chart

1. Select all of the cells that you wish to convert into a chart.

Expenses	
Groceries	\$ 200.00
Electricity	\$ 55.00
Rent	\$ 650.00

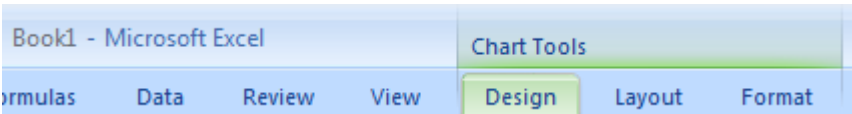
2. Click on the *Insert* tab.



3. Choose your chart type from the *Charts* header.

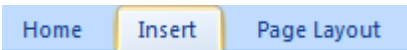


4. Refine the chart's style by selecting an option from the drop-down menu.
5. Customize the chart by selecting the chart image and clicking on the *Chart Tools* header.

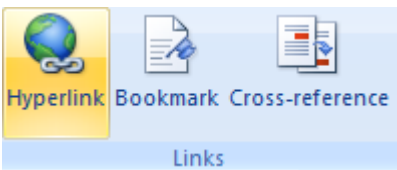


Insert a website

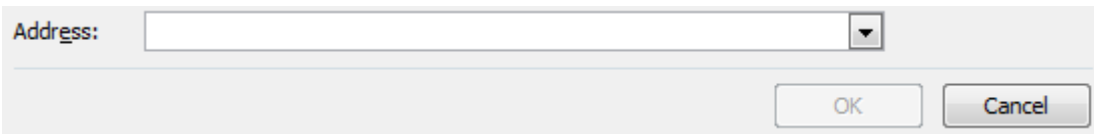
1. Click on a cell.
2. Click on the *Insert* tab.



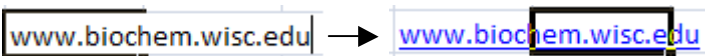
3. Click on the *Hyperlink* icon.



4. Type the web address into the address field and click OK.

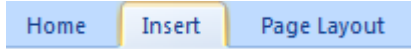


- You can also type the web address into the cell and click on the tab key.

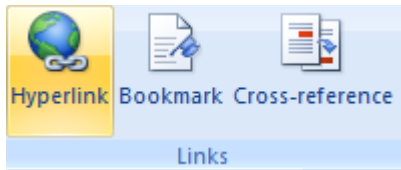


Insert an email address

1. Click on a cell.
2. Click on the *Insert* tab.



3. Click on the *Hyperlink* icon.



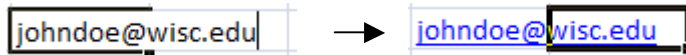
4. Click on the *E-mail Address* icon.



5. Type the E-mail address into the E-mail address field and click OK.

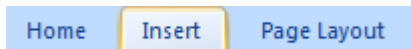


- You can also type the E-mail address into the cell and click on the tab key.

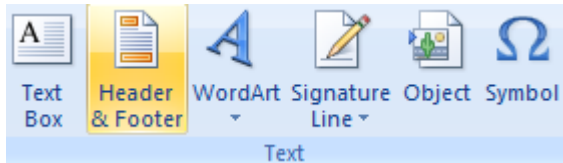


Add a header or footer to the spreadsheet

1. Click on the *Insert* tab.



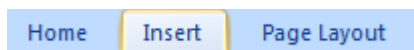
2. Click on the *Header & Footer* icon.



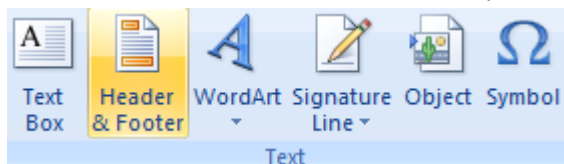
3. The spreadsheet will change to the *Page View*.
 - a. Click on "Click to add header" to add a header to the page.
 - b. Click on "Click to add footer" to add a footer to the page.

Add page numbers to the spreadsheet

1. Click on the *Insert* tab.



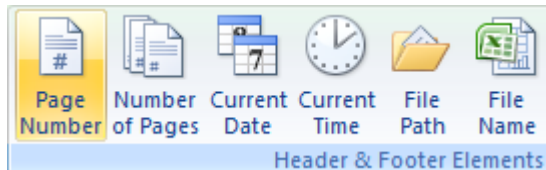
2. Click on the *Header & Footer* icon. The spreadsheet will change to *Page View*.



3. Click on the area of the header or the footer where you want the page numbers to go.



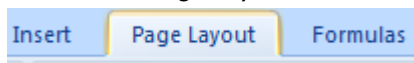
4. Click on the *Page Number* icon under the *Header & Footer Tools* tab.



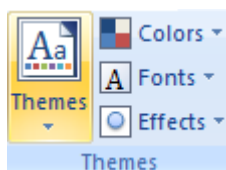
The Page Layout Tab

Change the theme

1. Click on the *Page Layout* tab.



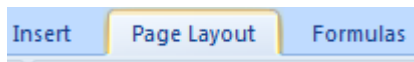
2. Click on the *Themes* icon.



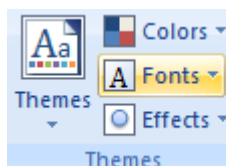
3. Click on the desired theme in order to change the entire spreadsheet.

Change the font

1. Click on the *Page Layout* tab.



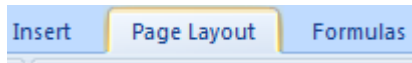
2. Click on the *Fonts* icon.



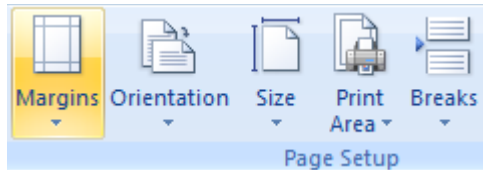
3. Click on the desired font in order to change the entire spreadsheet.

Change the margins

1. Click on the *Page Layout* tab.



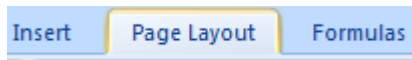
2. Click on the *Margins* icon.



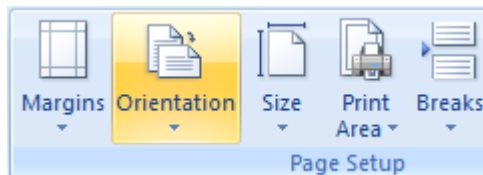
3. Choose a pre-set margin design or customize your own margins by clicking on *Custom Margins*.

Change the page orientation

1. Click on the *Page Layout* tab.



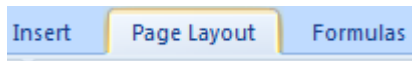
2. Click on the *Orientation* icon.



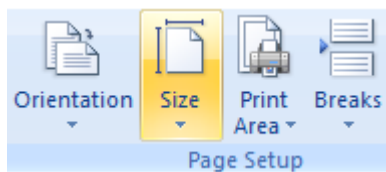
3. Click on the desired orientation.

Change the paper size

1. Click on the *Page Layout* tab.



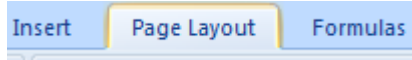
2. Click on the *Size* icon.



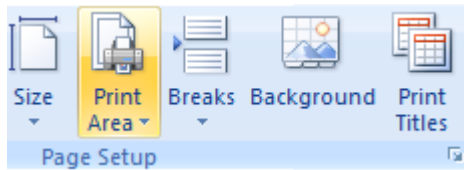
3. Choose your paper size from the drop-down menu.

Select a specific area to print

1. Select the cells that you wish to be included in the print area.
2. Click on the *Page Layout* tab.



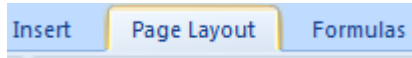
3. Click on the *Print Area* icon.



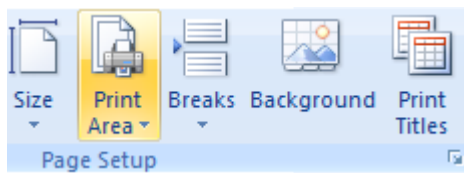
4. Click on *Set Print Area*. When you print the spreadsheet it will only print this selected area.

Clear the print area.

1. Click on the *Page Layout* tab.



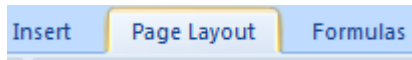
2. Click on the *Print Area* icon.



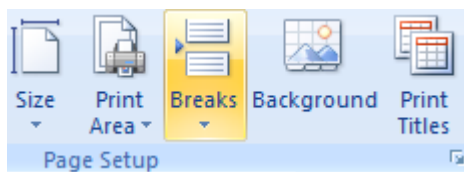
3. Click on *Clear Print Area*.

Insert a page break

1. Click on the cell just below where you would like the page break.
2. Click on the *Page Layout* tab.



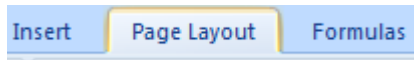
3. Click on the *Breaks* icon.



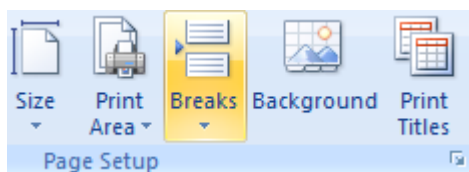
4. Click on *Insert Page Break*.

Remove a page break

1. Click on a cell in the first column of the page that has the page break.
2. Click on the *Page Layout* tab.



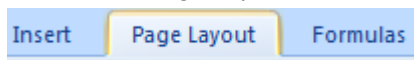
3. Click on the *Breaks* icon.



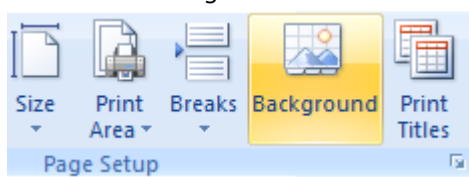
4. Click on *Remove Page Break*.

Insert a background

1. Click on the *Page Layout* tab.



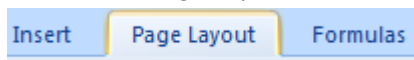
2. Click on the *Background* icon.



3. Click on the image you wish to insert and click on *Insert*.

Remove a background

1. Click on the *Page Layout* tab.

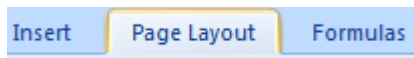


2. Click on the *Delete Background* icon.

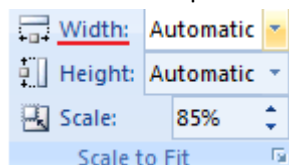


Limit the width of the spreadsheet

1. Click on the *Page Layout* tab.



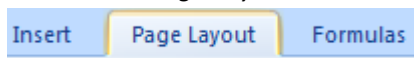
2. Click on the drop-down menu next to *Width* in the *Scale to Fit* section.



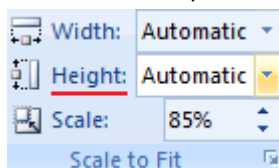
3. Choose the maximum number of horizontal pages that you wish your spreadsheet to stretch across.

Limit the height of the spreadsheet

1. Click on the *Page Layout* tab.



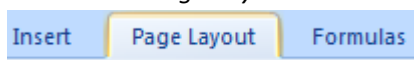
2. Click on the drop-down menu next to *Height* in the *Scale to Fit* section.



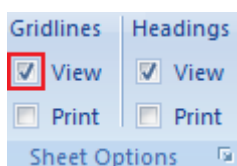
3. Choose the maximum number of vertical pages that you wish your spreadsheet to stretch across.

Hide the gridlines

1. Click on the *Page Layout* tab.

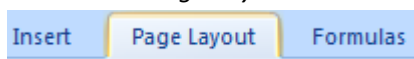


2. Under *Gridlines* in the *Sheet Options* section there is a *View* option. Remove the checkmark.

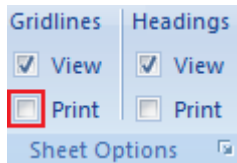


Show the gridlines when printed

1. Click on the *Page Layout* tab.

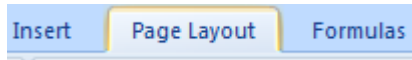


2. Under *Gridlines* in the *Sheet Options* section there is a *Print* option. Click on the box next to *Print*.

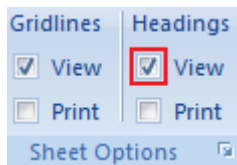


Hide the header

1. Click on the *Page Layout* tab.

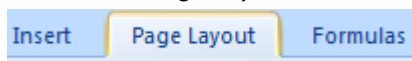


2. Under *Headings* in the *Sheet Options* section there is a *View* option. Remove the checkmark.

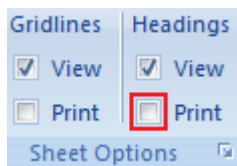


Show the header when printed

1. Click on the *Page Layout* tab.



2. Under *Headings* in the *Sheet Options* section there is a *Print* option. Click on the box next to *Print*.



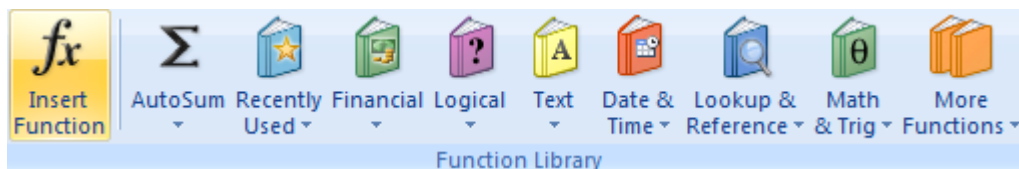
The Formulas Tab

Insert a formula

1. Click on the cell that will perform a function.
2. Click on the *Formulas* tab.



3. Click on the *Insert Function* icon.

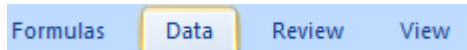


4. Click on the desired function from the pop-up menu. Click *OK*.
5. Answer the questions in the *Function Arguments* window and click *OK*.

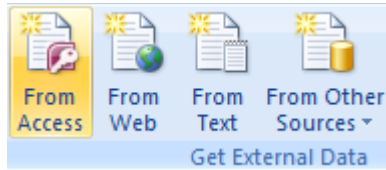
The Data Tab

Import data from Access

1. Click on the *Data* tab.



2. Click on the *From Access* icon.

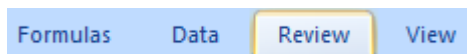


3. Click on the Access database you wish to import. Click *Open*.
4. Select the table you wish to import. Click *OK*.
5. Select how you want to view the data and where in your spreadsheet you wish the data to appear. Click *OK*.

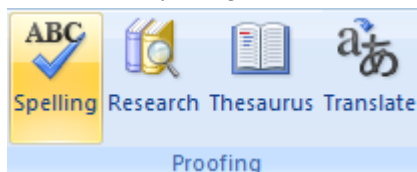
The Review Tab

Spell check the spreadsheet

1. Click on the *Review* tab.

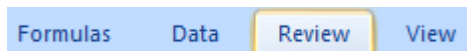


2. Click on the *Spelling* icon.



Add a comment to a cell

1. Click on the cell that requires a comment.
2. Click on the *Review* tab.



3. Click on the *New Comment* icon.

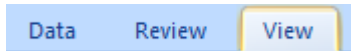


4. Type in the comment. Click on the spreadsheet to close the comment window.

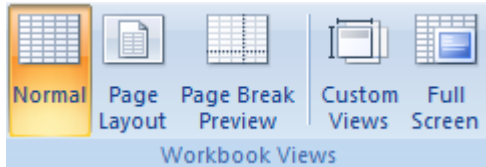
The View Tab

Change the workbook view

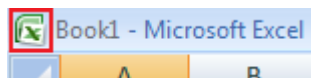
1. Click on the *View* tab.



2. Choose the desired view from the *Workbook Views* heading.

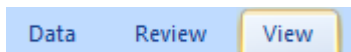


- **Normal** – the default view.
- **Page Layout** – breaks the spreadsheet into pages that show the margins, header, footer and page breaks.
- **Page Break Preview** – similar to the default view but also shows the page breaks.
- **Custom Views** – allows you to create a customized view.
- **Full Screen** – removes the formatting tabs and office buttons, causing the cells to fill the entire screen. Click on the *Excel* icon and click on *Restore* to return to the normal screen.

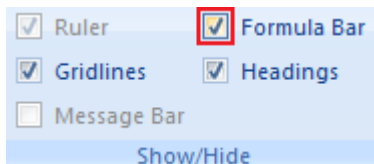


Remove the formula bar

1. Click on the *View* tab.

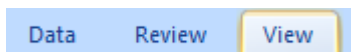


2. Remove the checkmark next to *Formula Bar*.

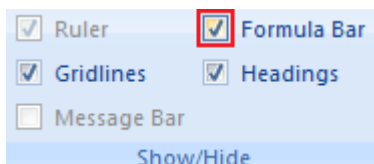


Show the formula bar

1. Click on the *View* tab.

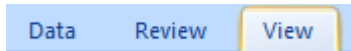


2. Put a checkmark in the box next to *Formula Bar*.

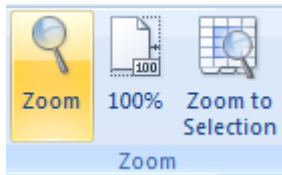


Zoom in

1. Click on the *View* tab.



2. Click on the *Zoom* icon.



3. Choose a magnification percent. Click *OK*.

Rows & Columns

Hide a row or column

1. Right-click on the number of the row or letter of the column that you wish to hide.

	A	B	C
1	1	2	3
2			

2. Click on *Hide*.

Reveal a hidden row or column

1. Select the columns or rows on both sides of the hidden row or column.

	A	C
1	1	3
2		

2. Right click one of the selected columns or rows.
3. Click on *Unhide*.

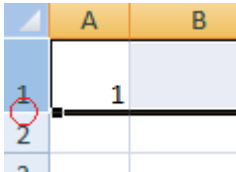
Change the width of a column

1. Right-click on the column you wish to change.
2. Click on *Column Width*.
3. Type in the desired width in the pop-up box.
 - Double-clicking on the right-hand edge of the column will automatically adjust the column width.

	A	B	C
1	1	2	
2			

Change the height of a row

1. Right-click on the row you wish to change.
 2. Click on *Row Height*.
 3. Type in the desired height in the pop-up box.
- Double-clicking on the bottom edge of the row will automatically adjust the row height.



The image shows a portion of an Excel spreadsheet. The columns are labeled 'A' and 'B' in the header row. The rows are numbered 1, 2, and 3 in the first column. A red circle highlights the number '1' in the first row, first column. A thick black horizontal line is drawn across the bottom of row 1, indicating that the row height is being adjusted.

	A	B
1	1	
2		
3		

Menu Map

Home Tab

Clipboard

- Paste
- Cut
- Copy
- Format Painter
- Expansion Button

Font

- Font Face
- Font Size
- Font Style
- Cell Borders
- Fill
- Font Color
- Expansion Button

Alignment

- Vertical Align
- Orientation
- Horizontal Align
- Indent
- Wrap Text
- Merge & Center

Number

- Number Format
- Accounting Format
- Percent Style
- Comma Style
- Decimal
- Expansion Button

Styles

- Conditional Formatting
- Format as Table
- Cell Styles

Cells

- Insert
- Delete
- Format

Editing

- AutoSum
- Fill
- Clear
- Sort & Filter
- Find & Select

Insert Tab

Tables

- PivotTable
- Table

Illustrations

- Picture
- Clip Art
- Shapes
- SmartArt

Charts

- Column
- Line
- Pie
- Bar
- Area
- Scatter
- Other Charts
- Expansion Button

Links

- Hyperlink

Text

- Text Box
- Header & Footer
- WordArt
- Signature Line
- Object
- Symbol

Page Layout Tab

Themes

- Themes
- Colors
- Fonts
- Effects

Page Setup

- Margins
- Orientation
- Size
- Print Area
- Breaks
- Background
- Print Titles
- Expansion Button

Scale to Fit

- Width
- Height
- Scale
- Expansion Button

Sheet Options

- Gridlines
- Headings
- Expansion Button

Arrange

- Bring to Front
- Send to Back
- Selection Pane
- Align
- Group
- Rotate

Formulas Tab

Function Library

- Insert Function
- AutoSum
- Recently Used
- Financial
- Logical
- Text
- Date & Time
- Lookup & Reference
- Math & Trig
- More Functions

Defined Names

- Name Manager
- Define Name
- Use in Formula
- Create from Selection

Formula Auditing

- Trace Precedents
- Trace Dependents
- Remove Arrows
- Show Formulas
- Error Checking
- Evaluate Formula
- Watch Window

Calculation

- Calculation Options
- Calculate Now
- Calculate Sheet

Data Tab

Get External Data

- From Access
- From Web
- From Text
- From Other Sources
- Existing Connections

Connections

- Refresh All
- Connections
- Properties
- Edit Links

Sort & Filter

- Sort
- Filter
- Clear
- Reapply
- Advanced

Data Tools

- Text to Columns
- Remove Duplicates
- Data Validation
- Consolidate
- What-If-Analysis

Outline

- Group
- Ungroup
- Subtotal
- Show Detail
- Hide Detail
- Expansion Button

Review Tab

Proofing

- Spelling
- Research
- Thesaurus
- Translate

Changes

- Protect Sheet
- Protect Workbook
- Share Workbook
- Protect and Share Workbook
- Allow Users to Edit Ranges
- Track Changes

View Tab

Workbook Views

- Normal
- Page Layout
- Page Break Preview
- Custom Views
- Full Screen

Show/Hide

- Ruler
- Gridlines
- Message Bar
- Formula Bar
- Headings

Zoom

- Zoom
- 100%
- Zoom to Selection

Window

- New Window
- Arrange All
- Freeze Panes
- Split
- Hide
- Unhide

Macros

- Macros