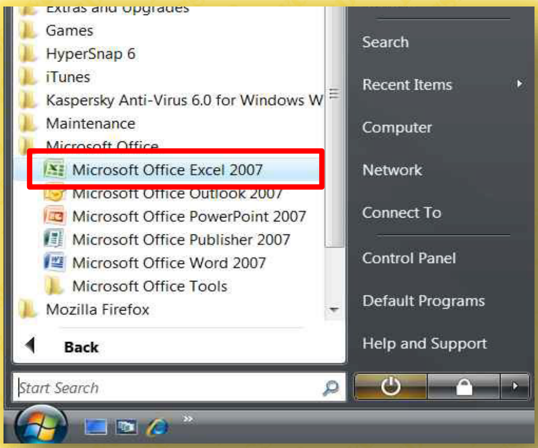
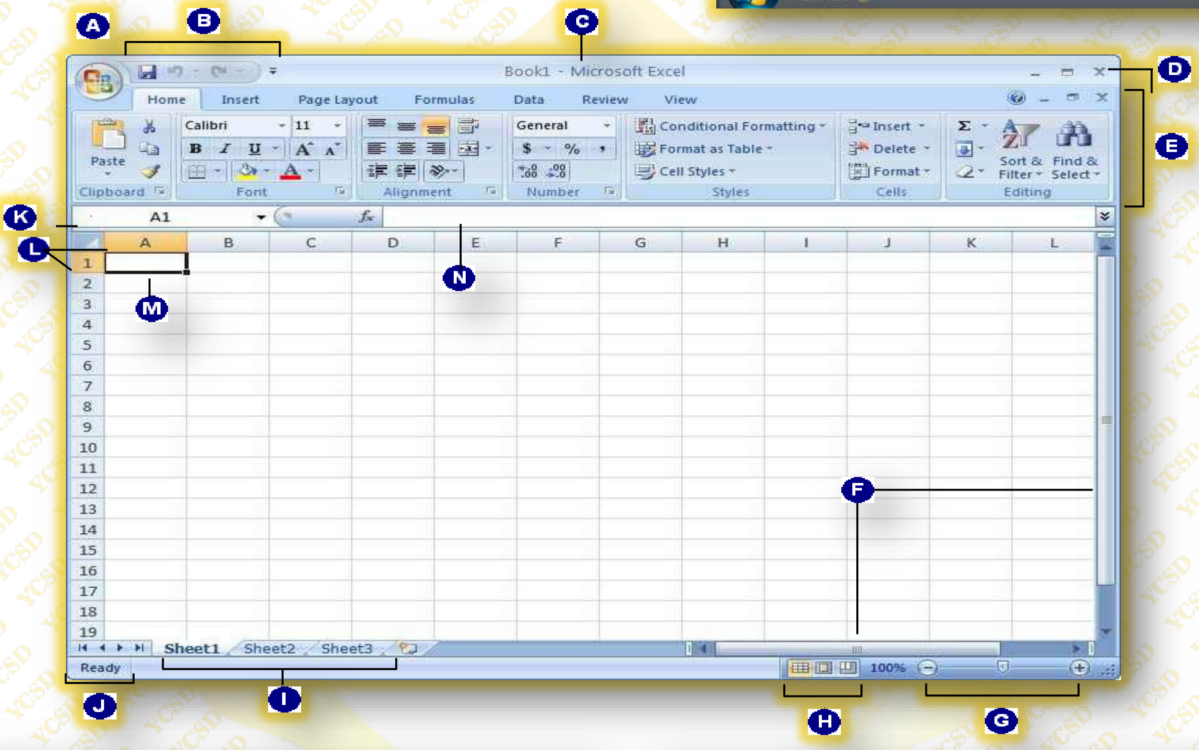
MICROSOFT EXCEL

Starting Excel 2007

- ✓ Click the Windows **Start button.** The Start menu appears.
- ✓ Click **All Programs.**
- ✓ Click **Microsoft Office.**
- ✓ Select **Microsoft Office Excel 2007.**

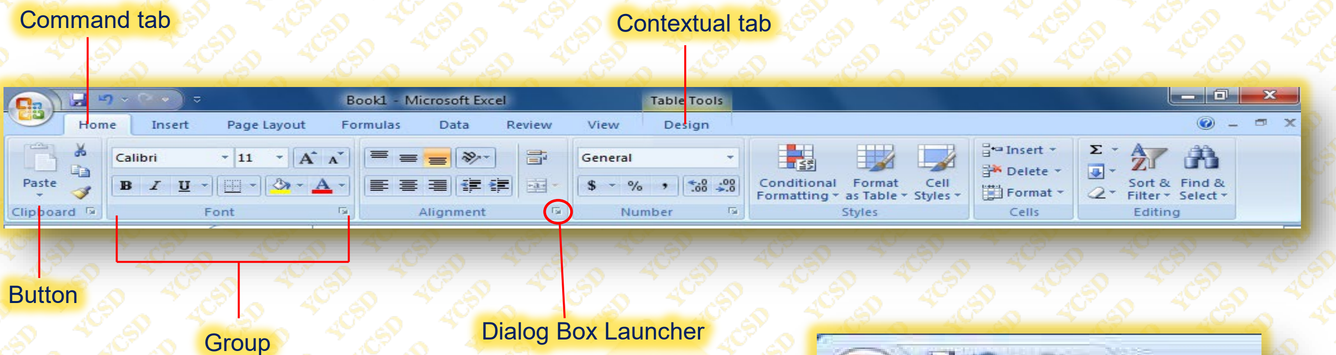

Extras and Upgrades
Games
HyperSnap 6
iTunes
Kaspersky Anti-Virus 6.0 for Windows W
Maintenance
Microsoft Office
Microsoft Office Excel 2007
Microsoft Office Outlook 2007
Microsoft Office PowerPoint 2007
Microsoft Office Publisher 2007
Microsoft Office Word 2007
Microsoft Office Tools
Mozilla Firefox
Back
Start Search
Search
Recent Items
Computer
Network
Connect To
Control Panel
Default Programs
Help and Support

Understanding the Excel Program Screen


A
B
C
D
E
F
G
H
I
J
K
L
M
N
Book1 - Microsoft Excel
Home
Insert
Page Layout
Formulas
Data
Review
View
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
A1
fx
Sheet1
Sheet2
Sheet3
Ready
100%

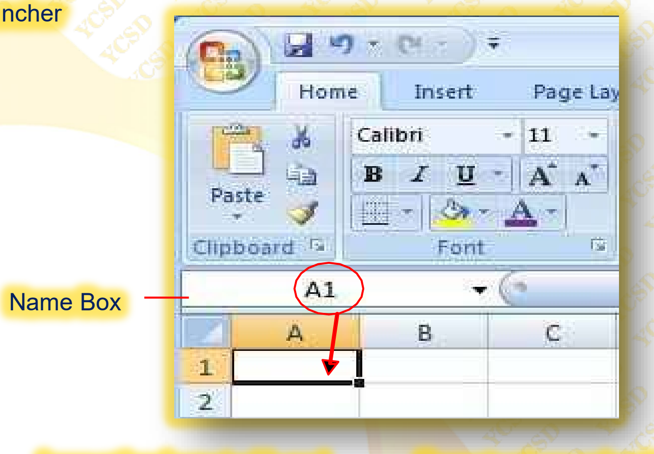
A	**Office Button:** Replaces the File menu found in previous versions of Excel.	H	**View buttons:** Use these buttons to quickly switch between Normal, Page Layout, and Page Break Preview views.
B	**Quick Access Toolbar:** Contains common commands such as Save and Undo. You can add more commands as well.	I	**Worksheet tabs:** Workbooks have three worksheets by default. You can move from one worksheet to another by clicking the worksheet tabs.
C	**Title bar:** Displays the name of the workbook you are working on and the name of the program you are using.	J	**Status bar:** Displays messages and feedback on the current state of Excel. Right-click the status bar to configure it.
D	**Close button:** Click the close button in the Title bar to exit the Excel program entirely, or click the close button in the Ribbon to close only the current workbook.	K	**Name box:** Displays the active cell address or object name. Click the list arrow to enter formulas.
E	**Ribbon:** The tabs and groups on the Ribbon replace the menus and toolbars found in previous versions of Excel.	L	**Row and column headings:** Cells are organized and referenced by row and column headings (for example, cell A1).
F	**Scroll bars:** Use the vertical and horizontal scroll bars to view different parts of the worksheet.	M	**Active cell:** You can enter or edit data in the active cell.
G	**Zoom slider:** Click and drag the slider to zoom in or out of a window. You can also use the + and – buttons.	N	**Formula Bar:** Allows you to view, enter, and edit data in the active cell. Displays values or formulas in the cell.

Understanding the Ribbon


Command tab
Contextual tab
Book1 - Microsoft Excel
Table Tools
Home
Insert
Page Layout
Formulas
Data
Review
View
Design
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
Button
Group
Dialog Box Launcher

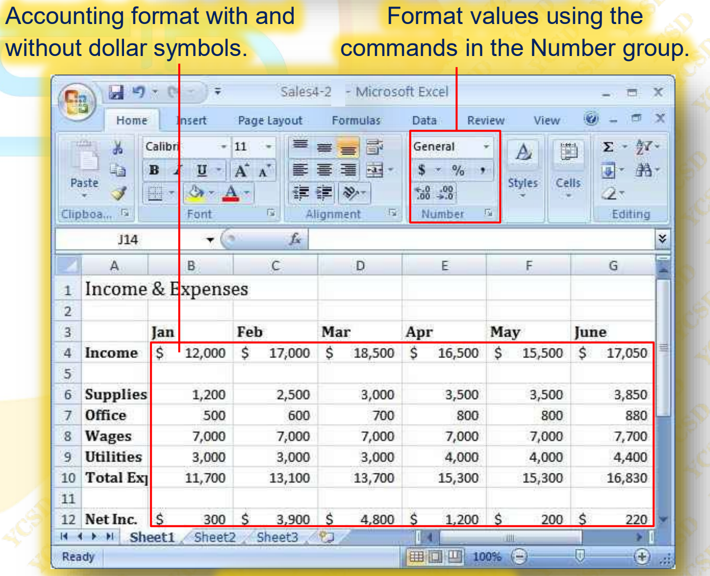
Navigating a Worksheet

- ✓ **The Mouse:** Click any cell with the white cross pointer. ✚
- ✓ **The Keyboard:** Move the cell pointer using the keyboard's arrow keys.
- ✓ Click any cell to **make it active**.
  The cell address appears in the **name box**. Now that you're familiar with **moving the cell pointer** with the mouse, try **using the keyboard.**


Name Box
Home
Insert
Page Lay
Calibri
11
Paste
Clipboard
Font
A1
A
B
C
1
2

Formatting Values

- ✓ Applying **number formatting** changes how values are displayed—it doesn't change the **actual information.**
- ✓ Click the cell(s) with the value(s) you want to **format.**
- ✓ Click the **Home tab** on the Ribbon and click a formatting button in the **Number group**.

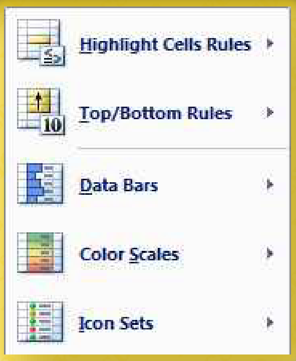

Accounting format with and without dollar symbols.
Format values using the commands in the Number group.
Sales4-2 - Microsoft Excel
Home
Insert
Page Layout
Formulas
Data
Review
View
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
J14
Sheet1
Sheet2
Sheet3
Ready
100%

	A	B	C	D	E	F	G
1	Income & Expenses						
2							
3		Jan	Feb	Mar	Apr	May	June
4	Income	$ 12,000	$ 17,000	$ 18,500	$ 16,500	$ 15,500	$ 17,050
5							
6	Supplies	1,200	2,500	3,000	3,500	3,500	3,850
7	Office	500	600	700	800	800	880
8	Wages	7,000	7,000	7,000	7,000	7,000	7,700
9	Utilities	3,000	3,000	3,000	4,000	4,000	4,400
10	Total Ex	11,700	13,100	13,700	15,300	15,300	16,830
11							
12	Net Inc.	$ 300	$ 3,900	$ 4,800	$ 1,200	$ 200	$ 220

Conditional Formatting

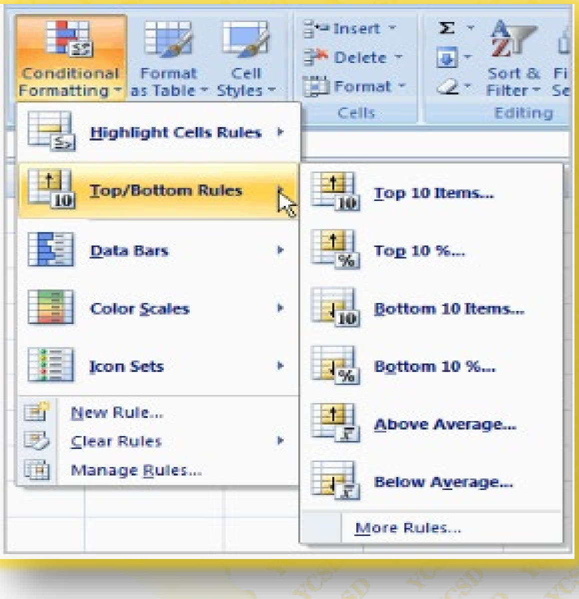
Apply Highlight Cells Rules and Top/Bottom Rules

- ✓ Select the **cell range** you want to format.
- ✓ Click the **Home tab** on the Ribbon and click the **Conditional Formatting button** in the Styles group.
- ✓ A menu **appears.** Here you have several conditional formatting rules to choose from:

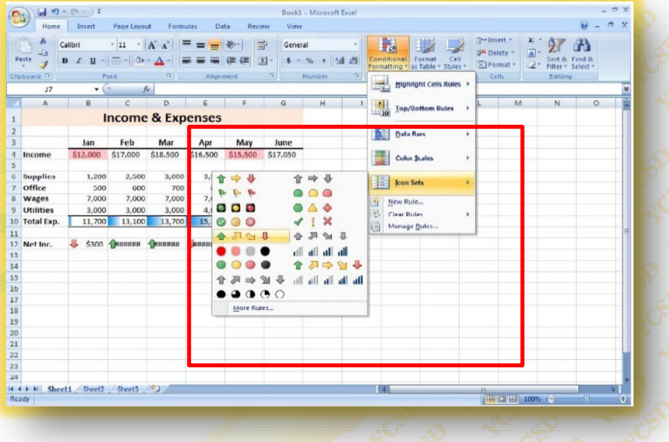

Highlight Cells Rules
Top/Bottom Rules
Data Bars
Color Scales
Icon Sets

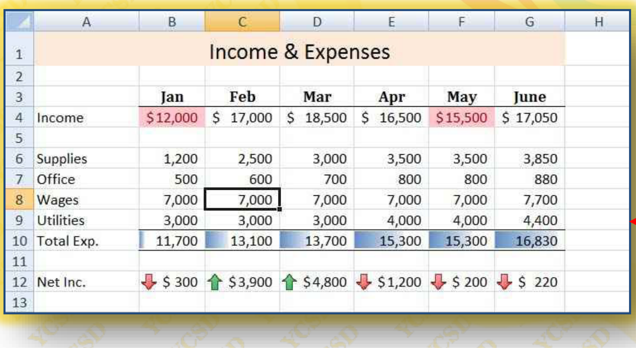
- ✓ **Highlight Cells Rules:** These conditions focus on general analysis. Preset conditions include: Greater Than; Less Than; Between; Equal To; Text That Contains; Date Occurring; Duplicate Values.
- ✓ **Top/Bottom Rules:** These conditions focus on the high and low values in the worksheet. Preset conditions include: Top 10 Items; Top 10%; Bottom 10 Items; Bottom 10%; Above Average; Below Average.
- ✓ Point to **Highlight Cells Rules** or **Top/Bottom Rules** and select a **conditional formatting** rule.
- ✓ **A dialog box appears**, allowing you to specify the details relating to the rule.

  For example, if you selected the Greater Than rule, in the "**Format cells that are GREATER THAN:"** box you can enter a value or click a cell to enter a cell reference. Then you can click the list arrow and select the formatting you want to apply to cells that fit the criteria you set—in this example, cells that are greater than the value you entered.
- ✓ **Complete** the dialog box to define the condition and **Click OK.**


Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Cells
Sort & Filter
Editing
Highlight Cells Rules
Top/Bottom Rules
Data Bars
Color Scales
Icon Sets
New Rule...
Clear Rules
Manage Rules...
Top 10 Items...
Top 10 %...
Bottom 10 Items...
Bottom 10 %...
Above Average...
Below Average...
More Rules...

Apply Data Bars, Color Scales and Icon Sets


Income & Expenses
Icon Sets
More Rules...



	Income & Expenses					
	Jan	Feb	Mar	Apr	May	June
Income	$12,000	$ 17,000	$ 18,500	$ 16,500	$15,500	$ 17,050
Supplies	1,200	2,500	3,000	3,500	3,500	3,850
Office	500	600	700	800	800	880
Wages	7,000	7,000	7,000	7,000	7,000	7,700
Utilities	3,000	3,000	3,000	4,000	4,000	4,400
Total Exp.	11,700	13,100	13,700	15,300	15,300	16,830
Net Inc.	↓ $ 300	↑ $3,900	↑ $4,800	↓ $1,200	↓ $ 200	↓ $ 220

The worksheet with conditional formatting applied.

Creating and Managing Conditional Formatting Rules

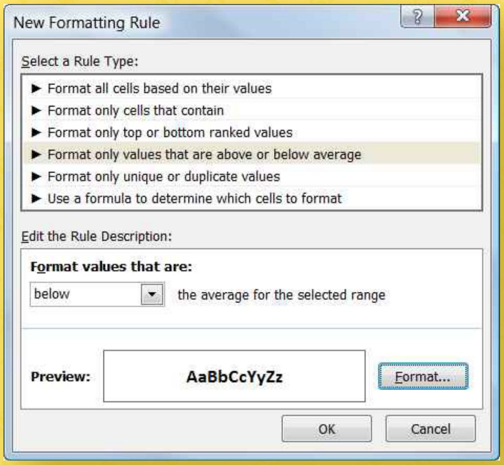
Create A New Rule

- ✓ Select the **cell range** you want to format with a **customized** rule.
- ✓ Click the **Home tab** on the Ribbon and click the **Conditional Formatting button** in the Styles group.
- ✓ Select **New Rule.**
- ✓ The New **Formatting** Rule **dialog box** appears.
- ✓ Select a rule type in the Select a Rule **Type list.**
- ✓ Complete the **fields** in the Edit the Rule **Description** area.
- ✓ This area will **display** different fields depending on the type of rule **you selected Click OK.**
- ✓ The new rule is **created** and formatting **is applied**

Manage Rules

- ✓ You can **manage all aspects** of conditional formatting— **creating, editing, and deleting rules**—in one place using the Rules Manager.
- ✓ Select the **cell range** with the conditional formatting you want to **manage.**
- ✓ Click the **Home tab** on the Ribbon and click the **Conditional Formatting button** in the Styles group.
- ✓ Select **Manage Rules.**
- ✓ Use these buttons to manage the rules:

  • **New Rule:** Create a brand-new conditional formatting rule.
  • **Edit Rule:** Edit the selected formatting rule.
  • **Delete Rule:** Delete the selected rule from the worksheet.
- ✓ Manage the **formatting** rules. **Click OK** when you are finished.


New Formatting Rule
OK
Cancel
Format...

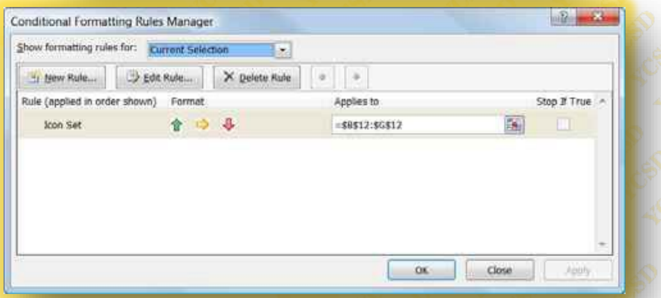
Select a Rule Type:
- ► Format all cells based on their values
- ► Format only cells that contain
- ► Format only top or bottom ranked values
- ► Format only values that are above or below average
- ► Format only unique or duplicate values
- ► Use a formula to determine which cells to format

Edit the Rule Description:

Format values that are:

below the average for the selected range

Preview: AaBbCcYyZz


Conditional Formatting Rules Manager
New Rule...
Edit Rule...
Delete Rule
OK
Close
Apply

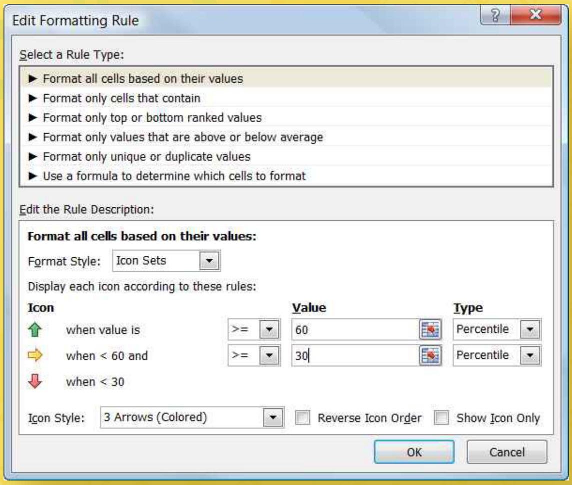
Show formatting rules for: Current Selection

Rule (applied in order shown)	Format	Applies to	Stop If True
Icon Set	🡅 🡆 🡇	=$B$12:$G$12	☐

The Conditional Formatting Rules Manager dialog box

Clear Rules

- ✓ Click the **Home tab** on the Ribbon and click the **Conditional Formatting** list arrow in the Styles group.
- ✓ If you want to clear **only a selection** of cells, first select the **cell range**.
- ✓ Point to **Clear Rules**.
- ✓ Select **Clear Rules** from Selected Cells or Clear Rules from **Entire Sheet**.
- ✓ Conditional formatting is **cleared either** from the cells you've selected or the **entire worksheet.**


Edit Formatting Rule
OK
Cancel

Select a Rule Type:
- ► Format all cells based on their values
- ► Format only cells that contain
- ► Format only top or bottom ranked values
- ► Format only values that are above or below average
- ► Format only unique or duplicate values
- ► Use a formula to determine which cells to format

Edit the Rule Description:

Format all cells based on their values:

Format Style: Icon Sets

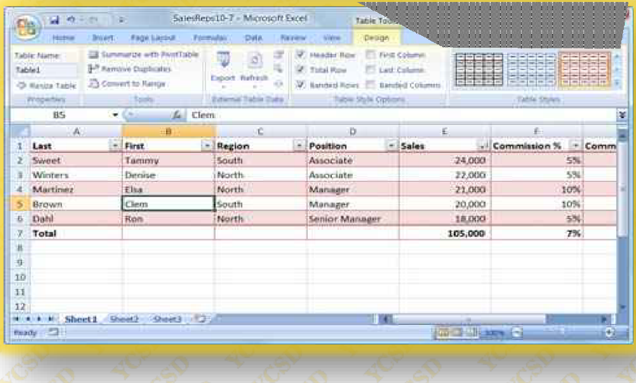
Display each icon according to these rules:

Icon			**Value**	**Type**
🡅	when value is	>=	60	Percentile
🡆	when < 60 and	>=	30	Percentile
🡇	when < 30			

Icon Style: 3 Arrows (Colored) ☐ Reverse Icon Order ☐ Show Icon Only

Using Table Styles

- ✓ First select the **cell range** want to convert table.
- ✓ Click the **Home tab** on the Ribbon and click the **Format as Table button** in the Styles group.
- ✓ Select a table style and **click Ok.**


SalesReps10-7 - Microsoft Excel
Table Tools
Home
Insert
Page Layout
Formulas
Data
Review
View
Design
Table Name:
Table1
Resize Table
Summarize with PivotTable
Remove Duplicates
Convert to Range
Export
Refresh
Header Row
Total Row
Banded Rows
First Column
Last Column
Banded Columns
Properties
Tools
External Table Data
Table Style Options
Table Styles
B5
Sheet1
Sheet2
Sheet3
Ready

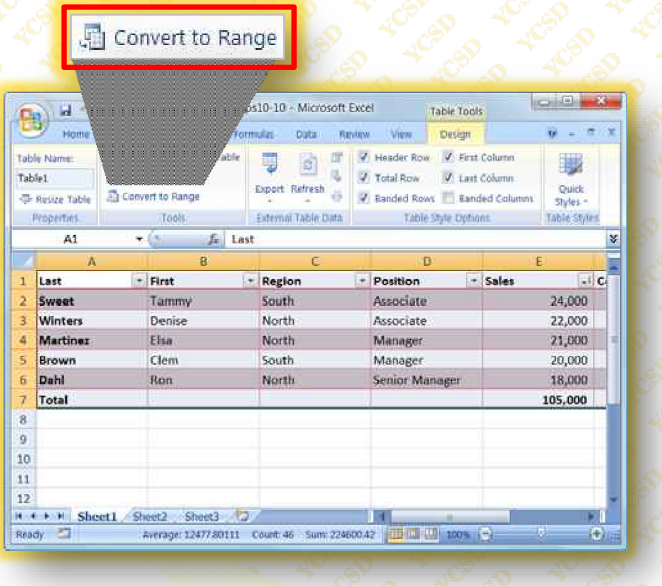
	A	B	C	D	E	F	
1	Last	First	Region	Position	Sales	Commission %	Comm
2	Sweet	Tammy	South	Associate	24,000	5%	
3	Winters	Denise	North	Associate	22,000	5%	
4	Martinez	Elsa	North	Manager	21,000	10%	
5	Brown	Clem	South	Manager	20,000	10%	
6	Dahl	Ron	North	Senior Manager	18,000	5%	
7	Total				105,000	7%	
8							
9							
10							
11							
12							

Convert or Delete a Table

If you no longer want a **table**, you can **turn it back** into a **normal range** or delete it and its **contents** entirely.

Convert A Table to A Cell Range

- ✓ **Select a cell** in the table Under Table Tools on the Ribbon, the **Design tab appears**.
- ✓ Click the **Design tab** and click the **Convert to Range button** in the Tools group.
- ✓ **Click Yes** and the table converts back to a **normal range** of cells, although the table formatting is **still applied**.


Convert to Range
ps10-10 - Microsoft Excel
Table Tools
Home
Formulas
Data
Review
View
Design
Table Name:
Table1
Resize Table
Properties
Convert to Range
Tools
Export
Refresh
External Table Data
Header Row
Total Row
Banded Rows
First Column
Last Column
Banded Columns
Table Style Options
Quick Styles
Table Styles
A1
Last
Sheet1
Sheet2
Sheet3
Ready
Average: 12477.80111
Count: 46
Sum: 224600.42
100%

	A	B	C	D	E
1	Last	First	Region	Position	Sales
2	Sweet	Tammy	South	Associate	24,000
3	Winters	Denise	North	Associate	22,000
4	Martinez	Elsa	North	Manager	21,000
5	Brown	Clem	South	Manager	20,000
6	Dahl	Ron	North	Senior Manager	18,000
7	Total				105,000

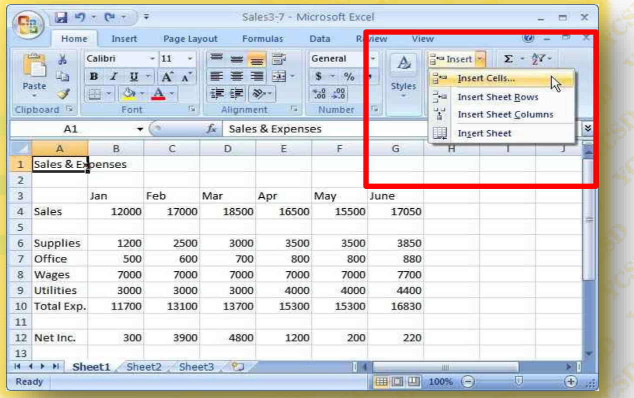
Delete A Table Content

- ✓ Select the table you want to **delete.**
- ✓ Press the **<Delete> key**.
- ✓ The table and its contents **are deleted.**

Inserting Cells, Rows, and Columns

Insert Cells

- ✓ Select the **cell or cell range** where you want to **insert cells.**
- ✓ Click the **Home tab** on the Ribbon and click the **Insert list arrow** in the Cells group. Select Insert Cells.

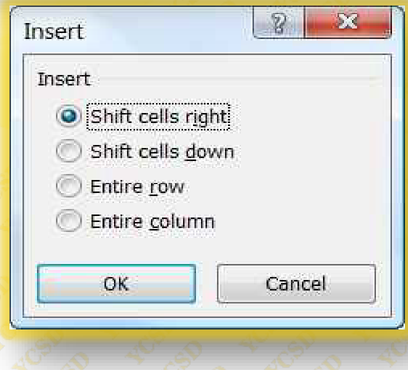

Sales3-7 - Microsoft Excel
Home
Insert
Page Layout
Formulas
Data
Review
View
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Styles
Insert
Insert Cells...
Insert Sheet Rows
Insert Sheet Columns
Insert Sheet
A1
Sales & Expenses
Sheet1
Sheet2
Sheet3
Ready
100%

	A	B	C	D	E	F	G
1	Sales & Expenses						
2							
3		Jan	Feb	Mar	Apr	May	June
4	Sales	12000	17000	18500	16500	15500	17050
5							
6	Supplies	1200	2500	3000	3500	3500	3850
7	Office	500	600	700	800	800	880
8	Wages	7000	7000	7000	7000	7000	7700
9	Utilities	3000	3000	3000	4000	4000	4400
10	Total Exp.	11700	13100	13700	15300	15300	16830
11							
12	Net Inc.	300	3900	4800	1200	200	220
13							

The **Insert dialog box appears**. Here you can tell Excel how you want to **move the existing cells** to make room for the new ones by selecting "**Shift cells right**" or "**Shift cells down**."

You can also select "**Entire row**" or "**Entire column**" in the Insert **dialog box** to insert an entire row or column and not just a **cell or cells**.

- ✓ Select the **insert option** you want to use and **click OK.**
- ✓ The **cell(s) are inserted** and the existing cells shift.


Insert
?
Insert
OK
Cancel

● Shift cells right
○ Shift cells down
○ Entire row
○ Entire column

Insert Rows or Columns

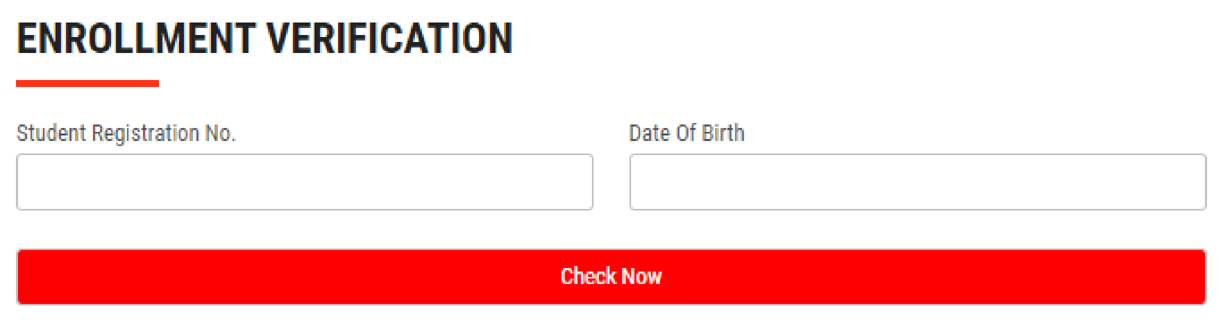
- ✓ Select the row **heading** below or column heading to the right of where you **want to insert** the new row or column.
- ✓ The number of **row or column** headings you select is the number of row or columns that **will be inserted.**

Welcome In YCSD

For Access Entire Study Materials

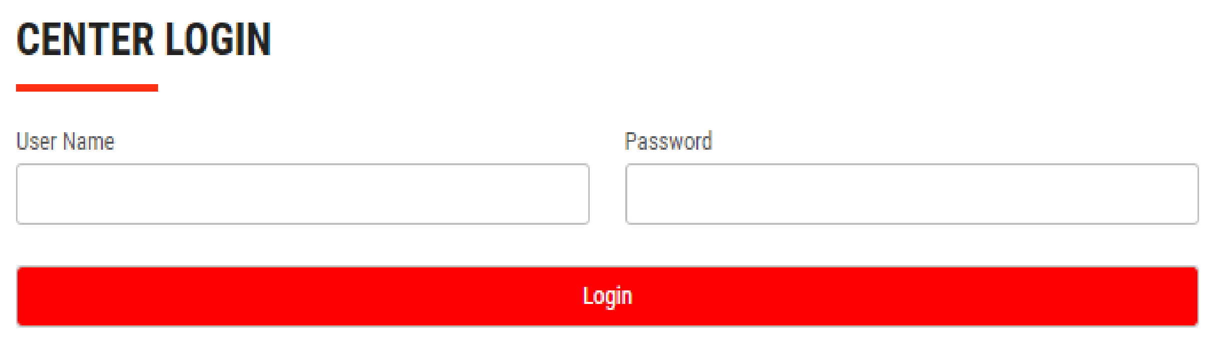
For Student

Please Ensure Your Enrollment Verification


ENROLLMENT VERIFICATION
Student Registration No.
Date Of Birth
Check Now

For Franchise

Please Login Via Franchise Id & Password


CENTER LOGIN
User Name
Password
Login

Thank You for Visiting Us

YCSD

Youth Computer Skill Development

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info@ycsd.in

www.ycsd.in