

Table of Contents

Part 1: Getting to Know Excel 2007 1

Excel Basics	2
Formulas	2
Active cell and ranges	3
Familiarizing Yourself with the Excel 2007 Window	3
Moving, resizing, and closing windows.....	3
Exiting Excel	3
Navigating with the Mouse and Keyboard.....	5
Mousing around	5
Using the keyboard	6
Introducing the Ribbon	8
Dissecting the parts of the Ribbon	8
Sizing up the Ribbon	11
Tipping off your keyboard	12
Hiding the Ribbon commands	12
Introducing the Quick Access Toolbar.....	13
Introducing the Office Menu	14
Previewing Your Formatting Live	15
Formatting with Themes	15
Soliciting Help	17

Part 2: Managing Workbooks 21

Activating a Workbook	22
Arranging Windows Automatically	22
Changing the Default File Location	22
Closing a Workbook	23
Comparing Two Workbooks Side by Side	24
Creating an Empty Workbook	24
Creating Multiple Windows (Views) for a Workbook	25
Opening Nonstandard Files	25
Opening a Workbook	26
Protecting and Unprotecting a Workbook	27
Safeguarding your workbook from unauthorized users	27
Protecting and unprotecting a workbook structure or window	28
Saving Files	29
Saving a workbook.....	30
Saving a workbook under a different name	30
Saving a workbook in a different or earlier file format	31
Switching among Open Workbooks	32
Using a Workspace File.....	32
Opening a workspace file	33
Saving a workspace file	33

Working with Workbook Templates	33
Creating a workbook template	33
Creating a workbook from a template	34
Creating a default workbook template	36

Part 3: Working with Worksheets37

Activating a Worksheet	38
Adding a New Worksheet	38
Changing a Worksheet's Name	38
Coloring a Worksheet Tab	39
Copying a Worksheet	39
Deleting a Worksheet	40
Freezing Row or Column Titles	40
Grouping and Ungrouping Worksheets	41
Grouping worksheets	42
Ungrouping worksheets	42
Hiding and Unhiding a Worksheet	42
Moving a Worksheet	43
Protecting a Worksheet	44
Publishing Your Worksheet Data to the Web	45
Splitting Panes	46
Turning Off Gridlines	47
Using Full-Screen View	48
Zooming a Worksheet	48

Part 4: Entering and Editing Worksheet Data49

Copying Cells and Ranges	50
Copying a cell to another cell or a range	50
Copying a range to another range	51
Copying data to another worksheet or workbook	52
Copying multiple cells or ranges to another range	53
Deleting Entire Rows and Columns	54
Editing the Contents of a Cell	55
Entering Data into a Range	57
Entering data into a specific range	57
Entering the same data into a range of cells	57
Entering Dates and Times	57
Entering specific dates and times	58
Entering the current date or time	59
Entering Formulas	59
Entering formulas manually	59
Entering formulas by pointing	61
Entering Text	61
Entering text into cells	62
Completing text entries by using AutoComplete	63
Entering Values	63
Entering values into cells	63
Entering fractions	64

Erasing Data in Cells and Ranges	64
Filling a Series	65
Entering a series of incremental values or dates.....	65
Entering a series of text	66
Inserting Entire Rows and Columns	66
Moving Cells and Ranges	67
Moving data to a new location in the same worksheet.....	67
Moving data to a different worksheet or workbook	68
Replacing the Contents of a Cell	69
Searching for Data to Replace	69
Selecting Cells and Ranges	70
Selecting a cell	71
Selecting a range	71
Selecting noncontiguous ranges	71
Selecting entire rows and columns	72
Selecting a multisheet (3-D) range.....	72
Transposing a Range	73
Undoing Changes and Mistakes	74
Validating Data Entry	74

Part 5: Using Formulas and Functions77

Absolute, Relative, and Mixed References.....	78
Basic Formula Essentials	78
Changing When Formulas Are Calculated	79
Converting Formulas to Values	80
Editing Functions in Formulas.....	80
Entering Functions in Formulas	81
Entering functions manually.....	82
Using the AutoSum tool	82
Using the Function Library.....	83
Modifying a Range Reference Used in a Function.....	84
Referencing Cells or Ranges in Other Worksheets	85

Part 6: Creating and Using Names87

Advantages to Naming Cells and Ranges	88
Applying Names to Existing Cell References	88
Creating Names	89
Creating a name using the New Name dialog box	89
Creating a name using the name box	90
Creating names from row and column labels.....	91
Creating sheet-level names.....	92
Creating multisheet names	93
Deleting Names	93
Editing Names	94
Managing Names	94
Naming Constants and Formulas	95
Pasting Names into a Formula.....	96

Part 7: Auditing Your Work.....97

Checking for Specific Worksheet Errors	98
Checking for errors in the background.....	98
Checking for errors manually.....	99
Checking Your Spelling.....	100
Creating a Table of Names	100
Displaying Formulas in a Worksheet	101
Evaluating Parts of a Formula	101
Finding Specific Data	102
Handling Circular References	104
Locating Errors by Selecting Special Cells.....	106
Tracing Cell Relationships	107
Tracing precedents and dependents.....	107
Tracing formula error values	108
Understanding Formula Error Values	109
Using Cell Comments	110
Adding a cell comment	110
Editing a cell comment	111
Viewing cell comments	111
Using the Watch Window	111
Displaying and adding cells to the Watch window	111
Removing cells from the Watch window.....	112

Part 8: Formatting Your Data 113

Adding Borders to a Cell or a Range.....	114
Aligning Cell Contents	114
Changing the Appearance of Cell Contents	116
Copying Formats	117
Formatting Based on the Contents of a Cell or Range	117
Formatting based on individual cell values	118
Formatting based on values in a range	119
Applying multiple conditional formats to a cell or range.....	121
Editing or deleting a conditional format	122
Formatting a Number	123
Using Excel's built-in number formats	123
Creating custom number formats	124
Formatting a Range Using Visualizations.....	125
Using a visualization to compare values in a range	126
Modifying the visualization for a range	126
Hiding Cell Contents	128
Hiding and Unhiding Columns and Rows.....	128
Hiding columns and rows	128
Unhiding columns and rows.....	129
Modifying Cell Size	129
Changing column width	130
Changing row height	130

Using Cell Styles	131
Applying a predefined cell style.....	132
Modifying an existing style	133
Creating a custom cell style	133
Copying (merging) cell styles from another workbook	134

Part 9: Printing Your Work 135

Adjusting Margins and Centering Printed Output	136
Changing Default Print Settings Using a Template	137
Changing the Worksheet Display Mode	137
Controlling Page Settings	138
Changing page orientation	139
Selecting paper size.....	139
Scaling your printed output	139
Specifying the beginning page number	139
Handling Page Breaks	140
Inserting manual page breaks	140
Removing manual page breaks	140
Previewing and adjusting page breaks	141
Inserting a Header or Footer	142
Selecting a predefined header or footer	143
Creating a custom header or footer	143
Using multiple headers and footers in your reports.....	145
Previewing Your Work	146
Printing with Quick Print	146
Selecting a Printer.....	147
Setting Sheet Printing Options	147
Printing gridlines or row and column headings.....	147
Printing row or column data labels on each page	148
Selecting miscellaneous sheet printing options	148
Setting the Print Area	149
Specifying What You Want to Print	150

Part 10: Charting Your Data 151

Anatomy of a Chart.....	152
Activating a Chart	153
Adding a New Data Series to a Chart	154
Adding a Title to a Chart	155
Changing the Axes for a Data Series	155
Changing the Chart Type for an Existing Chart or Data Series	156
Creating a Chart	156
Creating and Using a Chart Template.....	158
Displaying a Data Table in a Chart	159
Displaying Data Labels in a Chart.....	160
Formatting a Chart Element.....	160
Handling Missing Data or Charting Hidden Data	161

Inserting and Modifying Chart Legends	162
Adding a legend to a chart	162
Changing the names (titles) on a chart legend	162
Modifying a Chart Axis	163
Resizing, Moving, Copying, and Deleting an Embedded Chart	164
Resizing, Moving, and Deleting a Chart Element	165
Selecting a Chart Element	165
Updating the Source Data Range for a Chart or a Data Series	166
Using and Changing the Default Chart Type	167

Part 11: Working with Tables 169

Anatomy of a Table	170
Converting a Table to a Range	171
Creating a Table	171
Filtering Data in a Table	172
Filtering based on individual column entries	172
Filtering based on column data type	173
Filtering based on cell color	174
Formatting a Table	174
Applying a new style to a table	174
Formatting based on cell or column content	175
Inserting a Totals Row in a Table	175
Inserting and Deleting Table Rows and Columns	175
Adding and deleting table rows	176
Adding and deleting table columns	176
Referencing Table Data in a Formula	177
Referencing table data outside the table	177
Referencing table data using a calculated column	178
Removing Duplicate Values from a Table	179
Selecting Table Areas	180
Sorting Data in a Table	180
Sorting a single column based on column values	181
Sorting multiple columns based on column values	181
Sorting based on a custom sort order	182
Sorting based on color or conditional formatting icons	183

Part 12: Goal Seeking and What-If Analysis 185

Creating Data Input Tables	186
Creating a one-input table	186
Creating a two-input table	187
Finding Input Values that Produce the Desired Output	189
Using Scenario Manager	190
Creating a named scenario	190
Creating a scenario summary report	191
Displaying a named scenario	192

Part 13: Analyzing Data with PivotTables 193

Anatomy of a PivotTable	194
Changing the Summarization of a Value Field	195
Creating a PivotTable Report	195
Filtering a PivotTable Report.....	197
Filtering a PivotTable based on individual field items	197
Filtering a PivotTable based on field data type	198
Pre-filtering a PivotTable.....	199
Clearing PivotTable filters	199
Formatting a PivotTable Report	199
Applying a new style to a PivotTable	199
Formatting based on data values.....	200
Changing the number format of a PivotTable field	201
Grouping PivotTable Items	202
Creating a date group	202
Creating a number group	203
Creating a text group.....	204
Modifying a PivotTable Report	204
Modifying a report layout	204
Modifying a report structure	205
Displaying and hiding subtotals and grand totals	205
Expanding and collapsing field item levels	206
Refreshing a PivotTable Report	206

Glossary: Tech Talk..... 207***Index 215***