

Table of Contents

Introduction..... 1

About This Book.....	1
How to Use This Book	2
What You Can Safely Ignore.....	2
Foolish Assumptions	3
How This Book Is Organized.....	3
Part I: Getting In on the Ground Floor	3
Part II: Editing Without Tears.....	4
Part III: Getting Organized and Staying That Way	4
Part IV: Digging Data Analysis.....	4
Part V: Life Beyond the Spreadsheet	4
Part VI: The Part of Tens	5
Conventions Used in This Book	5
Keyboard and mouse	5
Special icons	7
Where to Go from Here.....	8

Part I: Getting In on the Ground Floor..... 9

Chapter 1: The Excel 2007 User Experience11

Excel's Ribbon User Interface.....	12
Manipulating the Office Button	12
Bragging about the Ribbon	14
Adapting the Quick Access toolbar	18
Having fun with the Formula bar.....	21
What to do in the Worksheet area.....	22
Showing off the Status bar	27
Starting and Exiting Excel	29
Starting Excel from the Windows Vista Start menu	29
Starting Excel from the Windows XP Start menu	29
Pinning Excel to the Start menu	30
Creating an Excel desktop shortcut for Windows Vista.....	30
Creating an Excel desktop shortcut for Windows XP	31
Adding the Excel desktop shortcut to the Quick Launch toolbar	32
Exiting Excel	32
Help Is on the Way	33
Migrating to Excel 2007 from Earlier Versions	34
Cutting the Ribbon down to size.....	35
Finding the Standard Toolbar buttons equivalents	41

Finding the Formatting Toolbar buttons equivalents	43
Putting the Quick Access toolbar to excellent use	45
Getting good to go with Excel 2007	49

Chapter 2: Creating a Spreadsheet from Scratch51

So What Ya Gonna Put in That New Workbook of Yours?	52
The ins and outs of data entry.....	52
You must remember this	53
Doing the Data-Entry Thing	53
It Takes All Types	56
The telltale signs of text	56
How Excel evaluates its values	58
Fabricating those fabulous formulas!	64
If you want it, just point it out	67
Altering the natural order of operations	67
Formula flub-ups.....	68
Fixing Up Those Data Entry Flub-Ups.....	70
You really AutoCorrect that for me.....	70
Cell editing etiquette.....	71
Taking the Drudgery out of Data Entry	73
I'm just not complete without you	73
Fill 'er up with AutoFill	75
Inserting special symbols.....	80
Entries all around the block.....	81
Data entry express	82
How to Make Your Formulas Function Even Better	83
Inserting a function into a formula with the Function Wizard button	84
Editing a function with the Function Wizard button.....	87
I'd be totally lost without AutoSum	87
Making Sure That the Data Is Safe and Sound	90
The Save As dialog box in Windows Vista.....	91
The Save As dialog box in Windows XP.....	92
Changing the default file location	93
The difference between the XLSX and XLS file format	94
Saving the Workbook as a PDF File	95
Document Recovery to the Rescue	96

Part 11: Editing Without Tears97

Chapter 3: Making It All Look Pretty99

Choosing a Select Group of Cells	100
Point-and-click cell selections	100
Keyboard cell selections	104
Having Fun with the Format as Table Gallery	107

Cell Formatting from the Home Tab	109
Formatting Cells Close to the Source with the Mini Toolbar.....	113
Using the Format Cells Dialog Box.....	114
Getting comfortable with the number formats	114
The values behind the formatting.....	119
Make it a date!.....	121
Ogling some of the other number formats.....	122
Calibrating Columns	123
Rambling rows	124
Now you see it, now you don't	125
Futzing with the Fonts	126
Altering the Alignment	128
Intent on indents	130
From top to bottom.....	130
Tampering with how the text wraps	131
Reorienting cell entries.....	133
Shrink to fit.....	134
Bring on the borders!.....	135
Applying fill colors, patterns, and gradient effects to cells	136
Do It in Styles.....	138
Creating a new style for the gallery	138
Copying custom styles from one workbook into another.....	138
Fooling Around with the Format Painter	139

Chapter 4: Going through Changes141

Opening the Darned Thing Up for Editing	142
The Open dialog box in Excel 2007 running on Windows Vista	142
The Open dialog box in Excel 2007 running on Windows XP	144
Opening more than one workbook at a time	146
Opening recently edited workbooks	146
When you don't know where to find them.....	147
Opening files with a twist	149
Much Ado about Undo	150
Undo is Redo the second time around	150
What ya gonna do when you can't Undo?	151
Doing the Old Drag-and-Drop Thing	151
Copies, drag-and-drop style.....	153
Insertions courtesy of drag and drop.....	154
Formulas on AutoFill.....	155
Relatively speaking	156
Some things are absolutes!	157
Cut and paste, digital style.....	159
Paste it again, Sam	160
Keeping pace with the Paste Options.....	160
Paste it from the Clipboard task pane	161
So what's so special about Paste Special?	162

Let's Be Clear about Deleting Stuff.....	164
Sounding the all clear!	164
Get these cells outta here!.....	165
Staying in Step with Insert	166
Stamping Out Your Spelling Errors	167
Stamping Out Errors with Text to Speech.....	169

Chapter 5: Printing the Masterpiece173

Taking a Gander at the Pages in Page Layout View	174
Checking the Printout with Print Preview	175
Printing the Worksheet.....	177
Printing the Worksheet from the Print Dialog Box	178
Printing particular parts of the workbook.....	179
Setting and clearing the Print Area	181
My Page Was Set Up!.....	181
Using the buttons in the Page Setup group.....	182
Using the buttons in the Scale to Fit group.....	188
Using the Print buttons in the Sheet Options group.....	188
From Header to Footer	189
Adding an Auto Header or Auto Footer	190
Creating a custom header or footer	192
Solving Page Break Problems	196
Letting Your Formulas All Hang Out	198

Part III: Getting Organized and Staying That Way.....201

Chapter 6: Maintaining the Worksheet203

Zeroing In with Zoom.....	204
Splitting the Difference	206
Fixed Headings Courtesy of Freeze Panes	209
Electronic Sticky Notes	212
Adding a comment to a cell	212
Comments in review.....	214
Editing the comments in a worksheet	215
Getting your comments in print	216
The Cell Name Game.....	216
If I only had a name	216
Name that formula!.....	217
Naming constants.....	218
Seek and Ye Shall Find	220
You Can Be Replaced!	223
Do Your Research.....	224
You Can Be So Calculating	226
Putting on the Protection.....	227

Chapter 7: Maintaining Multiple Worksheets231

Juggling Worksheets	232
Sliding between the sheets	232
Editing en masse.....	235
Don't Short-Sheet Me!.....	236
A worksheet by any other name	237
A sheet tab by any other color	238
Getting your sheets in order	239
Opening Windows on Your Worksheets	240
Comparing Two Worksheets Side by Side.....	245
Moving and Copying Sheets to Other Workbooks	246
To Sum Up	249

Part IV: Digging Data Analysis253**Chapter 8: Doing What-If Analysis255**

Playing what-if with Data Tables	256
Creating a one-variable data table	256
Creating a two-variable data table	259
Playing What-If with Goal Seeking.....	261
Examining Different Cases with Scenario Manager	264
Setting up the various scenarios	264
Producing a summary report.....	266

Chapter 9: Playing with Pivot Tables269

Pivot Tables: The Ultimate Data Summary	269
Producing a Pivot Table	270
Formatting a Pivot Table	273
Refining the Pivot Table style	274
Formatting the values in the pivot table	275
Sorting and Filtering the Pivot Table Data.....	275
Filtering the report.....	276
Filtering individual Column and Row fields	276
Sorting the pivot table	278
Modifying a Pivot Table.....	278
Modifying the pivot table fields.....	278
Pivoting the table's fields	279
Modifying the table's summary function	280
Get Smart with a Pivot Chart.....	281
Moving a pivot chart to its own sheet	282
Filtering a pivot chart	283
Formatting a pivot chart.....	283

Part V: Life Beyond the Spreadsheet285**Chapter 10: Charming Charts and Gorgeous Graphics287**

Making Professional-Looking Charts	287
Creating a new chart	288
Moving and resizing an embedded chart in a worksheet	290
Moving an embedded chart onto its own chart sheet	290
Customizing the chart type and style from the Design tab	291
Customizing chart elements from the Layout tab.....	292
Editing the titles in a chart.....	295
Formatting chart elements from the Format tab.....	296
Adding Great Looking Graphics	299
Telling all with a text box	300
The wonderful world of Clip Art.....	302
Inserting pictures from graphics files.....	305
Editing Clip Art and imported pictures	305
Formatting Clip Art and imported pictures	305
Adding preset graphic shapes	307
Working with WordArt	308
Make mine SmartArt	310
Theme for a day.....	313
Controlling How Graphic Objects Overlap	314
Reordering the layering of graphic objects	314
Grouping graphic objects.....	315
Hiding graphic objects.....	315
Printing Just the Charts.....	317

Chapter 11: Getting on the Data List319

Creating a Data List.....	319
Adding records to a data list.....	321
Sorting Records in a Data List	329
Sorting records on a single field.....	330
Sorting records on multiple fields.....	331
Filtering the Records in a Data List.....	333
Using readymade number filters	334
Using readymade date filters	335
Getting creative with custom filtering	336
Importing External Data	339
Querying an Access database table	339
Performing a New Web query	341

Chapter 12: Hyperlinks and Macros	343
Using Add-Ins in Excel 2007	343
Adding Hyperlinks to a Worksheet	345
Automating Commands with Macros	348
Recording new macros	348
Running macros	352
Assigning macros to the Quick Access toolbar	353
 <i>Part VI: The Part of Tens</i>	355
 Chapter 13: Top Ten New Features in Excel 2007	357
 Chapter 14: Top Ten Beginner Basics	361
 Chapter 15: The Ten Commandments of Excel 2007	363
 <i>Index</i>	365