Advanced Microsoft Excel 2007

Working with Multiple Worksheets

Importing Data
- Click the Data Menu, go to Get External Data group
- Choose import source

- Locate your file source, locate your file, click Import
- This will open the Import Wizard for the file type
- Set your criteria for importing and click Finish

Sorting a list
- Select a column, row, or a range of data that needs to be sorted
- Click the Data Menu Tab, go to the Sort & Filter group, click Sort
The **Sort Window** will open
- Select your criteria, click **OK**

**Filtering a list**
- Click anywhere within the list or range of data to filter
- Click **Data Menu Tab**, go to the **Sort & Filter** group, Click **Filter**
- Filter(s) will appear in the selected cell(s)
- To remove a filter, click the **Data Menu Tab**, go to the **Sort & Filter** group, click **Filter** again

FYI:
- ✓ You are able to sort each column by choosing any criteria, or you can use the custom feature
- ✓ If you need to sort only a few columns and rows, select your column(s) range and proceed with the filtering
- ✓ You may also use the Advanced Filter option by clicking on Data Menu, Sort & Filter group, Advanced Filter

**Conditional Formatting**
*Conditional Formatting allows for cells of a certain value or criteria to be formatted differently based on the set criteria*
- Select required range of cells (do not include text and numerical values within the same range)
- Click the **Home Menu Tab**, go to the **Styles** group
- Click **Conditional Formatting**
- Make your selection from the given list or choose **New Rule** to set a criteria
- Set a criteria for the Rule
- Choose a unique Formatting for that Rule
- Click **OK**

**Paste Special**

*Allows selective pasting options and the ability to transpose the selection (for example changing columns to rows and rows to columns)*

- Select the cell range to be pasted
- **Right-Click** on the selected cell range and click **Copy**
- Click and select the first cell of the destination range (the new location to paste in the worksheet or the first cell on a separate worksheet)
- **Right-Click** and choose **Paste Special**
● Make Paste Selections or choose All
● Click the Transpose box
● Click OK

**Using Formulas and Functions**

**Formatting your own Formulas**

- Click and select the cell where you want the value of a calculation
- Formulas must begin with the = sign
  - + = addition
  - * = multiplication
  - - = subtraction
  - / = division
  - % = percentage or rate
  - () = groups a cell value, for example if you wanted to take the total of a cell in column B multiplied by a cell in column C, but then add the total of that value to a cell value in column D...it would be formatted as =(B4*C4)+D4
  - : = creates a range, so if you wanted the column range of cell B3 through B16, it would be formatted as B3:B16
  - , = to use specific cell values, for example if you wanted cells A12, A15, and A18, it would be formatted as (A12,A15,A18)
- Enter a formula, click Enter

**Using Functions in Excel**

- Click and select the cell where you want the value of a calculation
- Click the Function Icon next to the formula bar or click the Formulas Menu Tab, go to the Function Library group, click Insert Function
- Select a function by category (Financial, Statistical, Database, Logical, etc) using the drop down menu, or search for it by name
- Select your function
- Click OK
• This opens the **Function Argument** window  
• Make sure that the cell data range is correct, click **OK**

### Showing Formulas instead of Formula Values on a Worksheet

- Click the **Formulas Menu Tab**  
- Go to the **Formula Auditing group**  
- Click **Show Formulas**

### Splitting and Freezing Panes on a Worksheet

*Splitting and Freezing Panes allows for keeping rows and columns visible when working within a large worksheet*

*To **Split** a worksheet into multiple views:*
  - Select the Column or Row, or cell where a split pane is desired (splits will be inserted left of a selected column or above a row. If a cell is selected, it will split left of the column and above the row)
  - Click the **View Menu Tab**  
  - Go to the **Window group**  
  - Select **Split**

*To **Freeze** a column or row and keep it visible when scrolling a large worksheet:*
  - Select the Column or Row to freeze  
  - Click the **View Menu Tab**  
  - Go to the **Window group**  
  - Select **Freeze Panes**  
  - Make your selection

### Working with charts

#### Creating a chart

- Select the cell range(s) that you would like to include in the chart (hold the Ctrl key on the keyboard and select different ranges from the worksheet if you aren’t creating a chart using the all of the information)
- Click the **Insert Menu Tab**, go to the **Charts group**, make a selection or open the group dialogue box for more options and make a selection
Select your Chart type
Click OK

Formatting the Chart – where is your mouse positioned?
- Right-click on either Axis, choose Format Axis from the menu
- Select the option that best suites your need for changes (number, line style, line color, alignment, etc.)

- Right-click on the plot area of the chart, choose Format Plot Area and select your choice (patterns, font and properties)
Right-click on the chart area, choose **Format Chart Area**
Right-click on the data series in the chart, choose **Format Data Series**
Right-click on the legend in the chart, choose **Format Legend**
Make your changes

**Changing the Chart Type**
- Right-click on the chart area, choose **Change Chart Type**
- Select a new chart type
- Click **OK**

**Removing Chart Items**
- Right-click on any of the series date in the chart (line, column, etc.), click **Select Data**
- That will open the **Select Data Source** window
To remove data from the chart, make sure the correct data series is selected, click **Remove**.

**Adding Chart Items**

- Right-click on any of the series data in the chart (line, column, etc.), click **Select Data**.
- That will open the **Select Data Source** window.
- To add data to the chart, click **Add**.
- The **Edit Series** window will open, this allows for navigating back to the worksheet.
- Clear the Series Name and Values fields.
- Click the select button in the Series name field.
- Select the Column or Row Heading from the worksheet. It will automatically encode within the field of the Edit Series window.

- Click the select button in the Series values field.
- Select the cell range from the worksheet that is desired for the chart. It will automatically encode within the field of the Edit Series window.
- Click **OK**.
Adding a Trendline
- Right-Click on the line in a chart that requires a trendline
- Select Add Trendline
- Select Type and formatting
- Click Close

Headers and Footers
- Select the Worksheet or Chart in the Workbook that needs a Header or Footer
- Click the Insert Menu Tab, go to the Text group
- Click Header & Footer
- Click Custom Header or Custom Footer
- Enter information
- Click OK

Workbook Protection
- Click Review Menu, go to Changes group
- Select Protect Sheet or Protect Workbook
- Enter password, click OK
- Re-enter password, click OK

Help

Using the Help wizard
- Click Question Mark Icon in upper right corner of the screen
- Type in your question
- Click Search
- Click a topic to get help with
- Follow the step-by-step instructions