Software Application Tutorial

Microsoft
Excel 2007 Advance

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For Assistance Call x3350

A Member of the Pennsylvania State System of Higher Education

TABLE OF CONTENTS

IMPORTING TEXT FILES 2-3

TEXT TO COLUMNS 4

COLUMN SIZING 5

CONDITIONAL FORMATTING 6-10

FORMATTING MULTIPLE WORKSHEETS.....11

LINKING WORKSHEETS 11

DEFINED NAMES.....12-13

GROUPING/UNGROUPING 14

SUBTOTAL 15-16

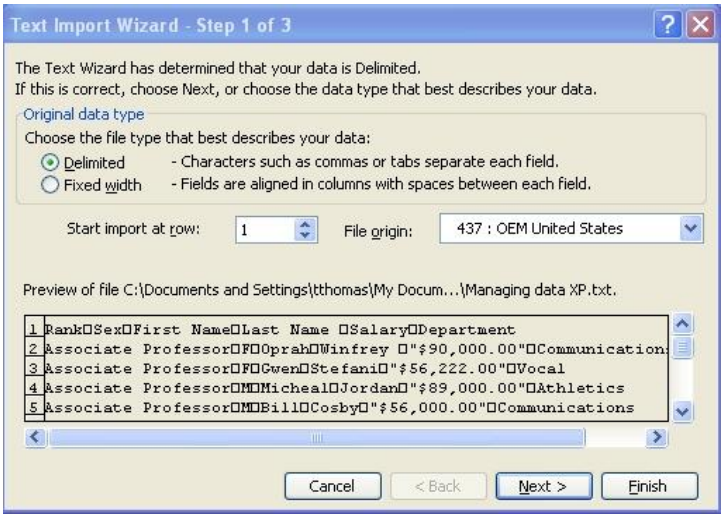
GRAPHICS 17-18

IMPORTING TEXT FILES

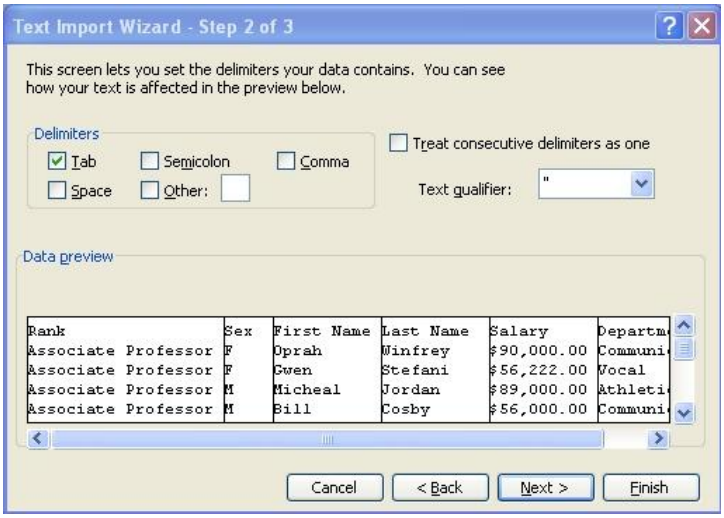
1. On your Data tab, select From Text
2. Locate and click import
3. The Text Import Wizard will appear

Text Import Wizard

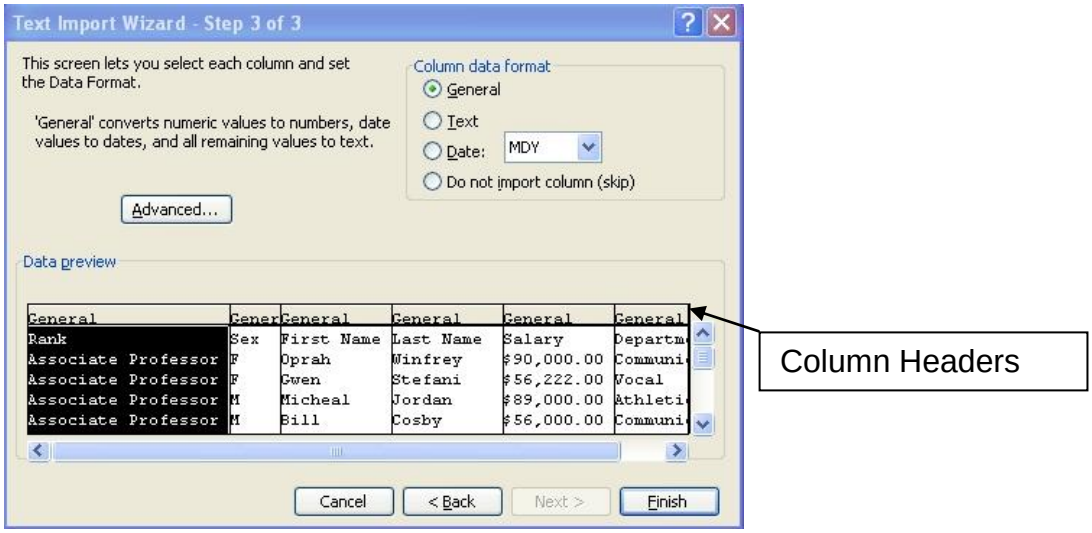
1. Choose the file type that describes your data. If you are unsure of the type leave the default settings > Click Next.
   - Delimited – information separated by characters such as commas or tabs
   - Fixed with – information separated by spaces between each file



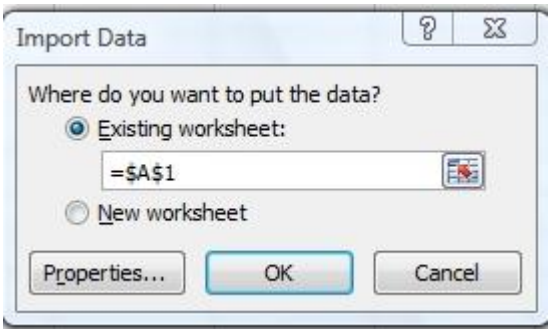
2. Select the delimiter(s) your data contains, if you are unsure leave the default. > Click Next



3. Select a format for each column. To select a column, click on the column headers



4. Click Finish
5. Select where you want to place your data

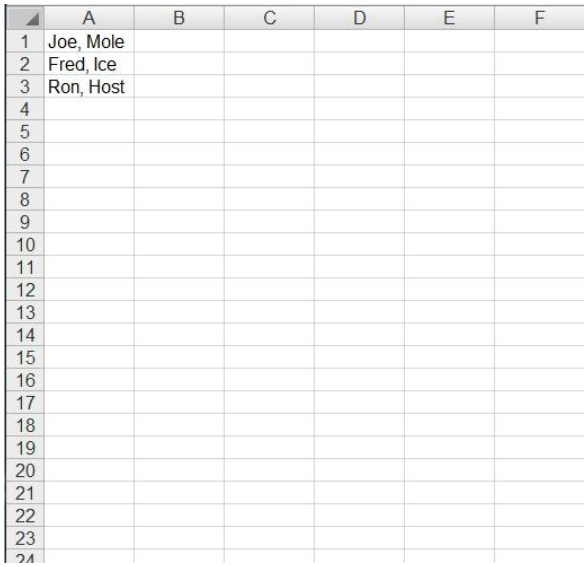


6. Save the spreadsheet as an Excel file

TEXT – TO – COLUMNS

Separate information in one cell to several cells.

1. Highlight the information you want to separate, make sure to leave room in the columns to the right for your data



2. Click Text to Columns, which is located on the Data tab in the Data Tools group

3. Follow steps 1- 4 above under the Text Import Wizard

COLUMN SIZING

On a worksheet, you can specify a column width of 0 (zero) to 255. This value represents the number of characters that can be displayed in a cell that is formatted with the standard font. The default column width is 8.43 characters. If the column width is set to 0, the column is hidden.

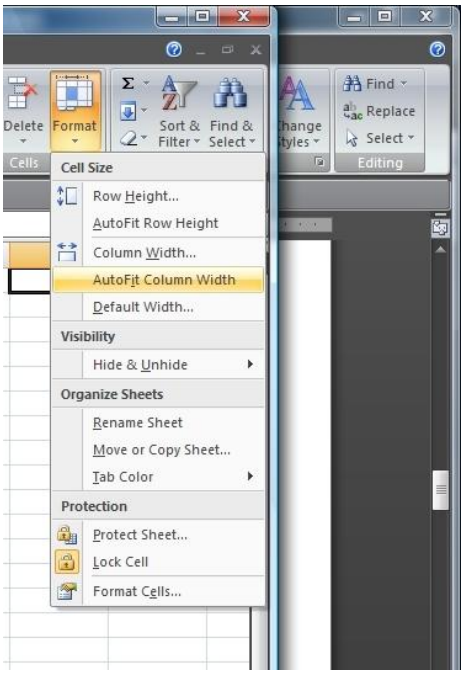
To quickly change column size:

1. Double click on the line between the column you want to size and the next column (You may do the same for rows)

	A	B	C	D	E	F
1	Rank	Sex	First Name	Last Name	Salary	Department
2	Associate Pro	F	Oprah	Winfrey	######	Communications
3	Associate Pro	F	Gwen	Stefani	######	Vocal
4	Associate Pro	M	Micheal	Jordan	######	Athletics
5	Associate Pro	M	Bill	Cosby	######	Communications
6	Associate Pro	F	Megan	Mullally	######	Drama
7	Associate Pro	M	Sean	Conery	######	Mathematics
8	Associate Pro	F	Lisa M.	Presley	######	Art
9	Associate Pro	M	Tim	Allen	######	Biology
10	Associate Pro	M	David	Arquette	######	Marketing
11	Associate Pro	M	Alec	Baldwin	######	Finance
12	Associate Pro	M	Nicholas	Cage	######	Biology
13	Professor	M	P	Diddy	######	Vocal
14	Professor	F	Sandra	Bullock	######	Political Science
15	Professor	M	Matt	Damon	######	Political Science
16	Professor	M	Jeff	Goldblum	######	Physics
17	Professor	M	Sean	Hayes	######	Management
18	Professor	M	Eric	McCormack	######	Art
19	Professor	F	Julia	Roberts	######	Computer Science
20	Professor	M	Marc	Anthony	######	Chemistry
21	Professor	M	Tim	McGraw	######	Marketing
22	Professor	F	Faith	Hill	######	Drama
23	Professor	F	Celine	Dion	######	Art

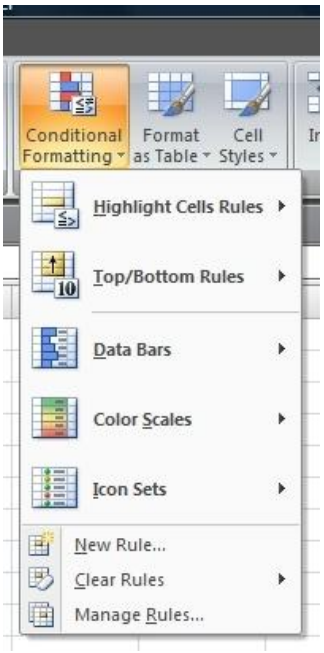
OR

1. Select the column or row you want to format
2. On the Home tab select the down arrow under Format in the Cells group and click AutoFit Column Width

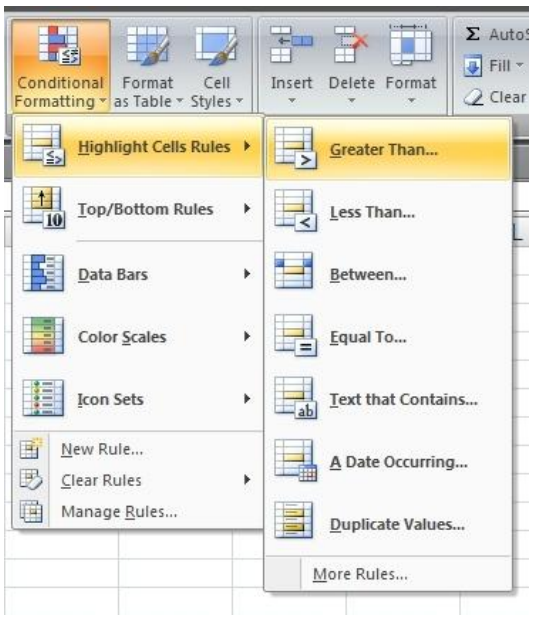


CONDITIONAL FORMATTING

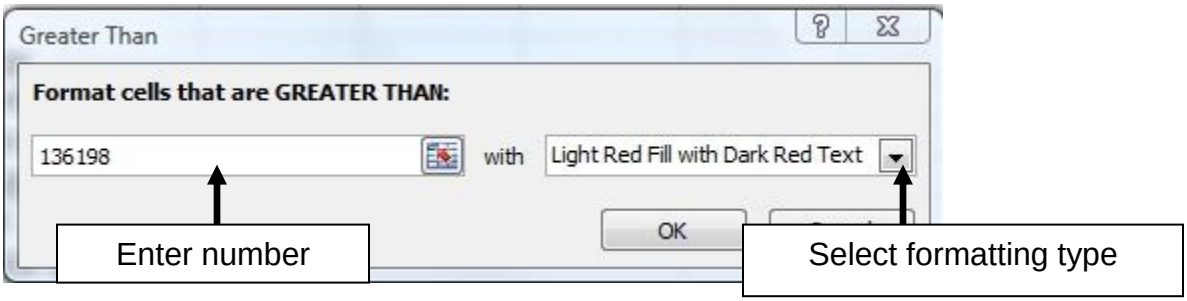
1. Select the cells where you want to apply the conditional formatting
2. On the Home tab, in the Styles group, select Conditional Formatting
3. Select the condition you want to use
4. Click Ok



Highlight Cells Rules: Highlights cells from terms you set

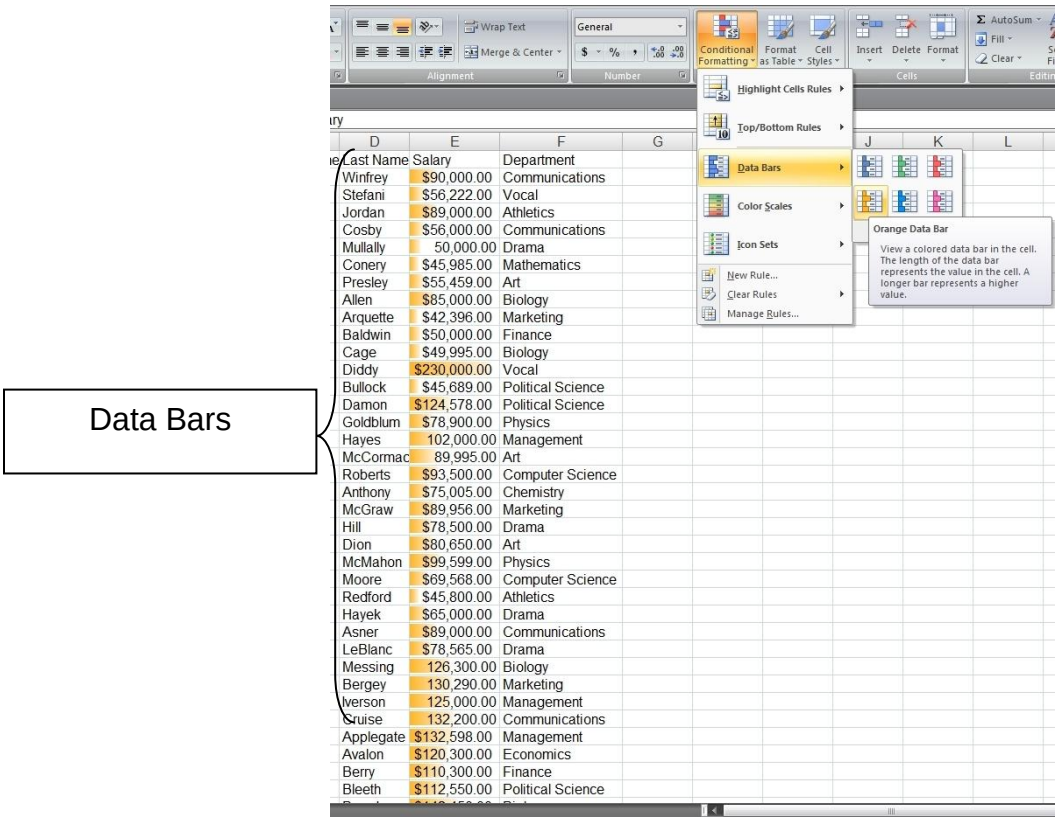


Example: *Greater Than*

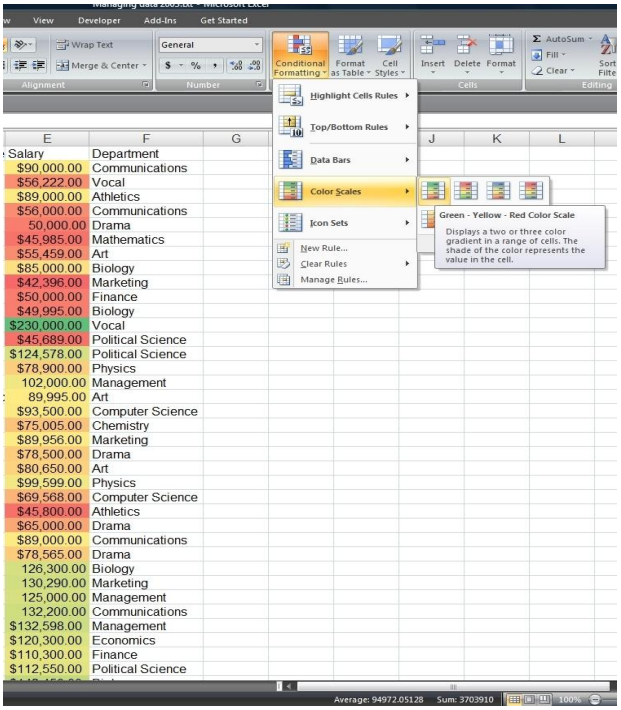


Top/Bottom Rules: formats your cells to what you specify if the values fall in the top 10, bottom 10, top 10% and bottom 10% of all values.

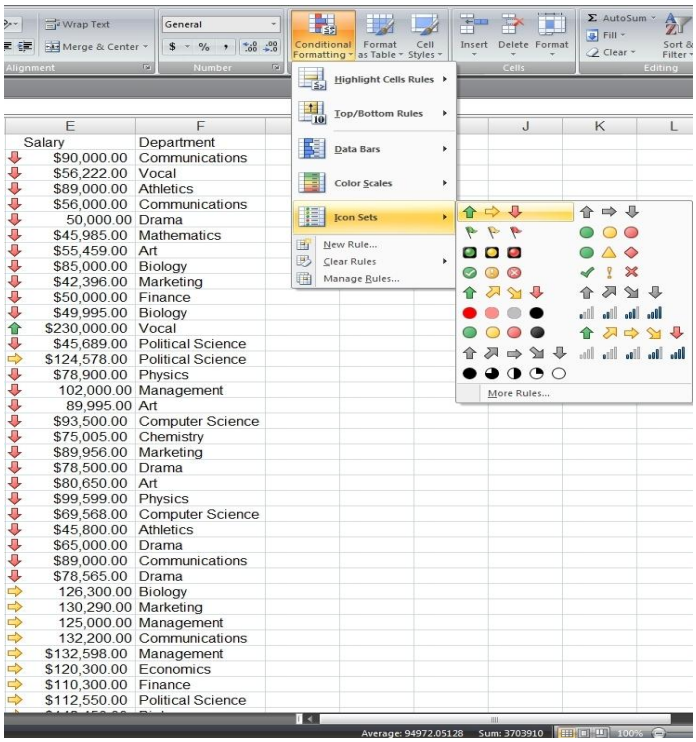
Data Bars, Color Scales and Icon Sets: Displays a colored bar graph, colored scale or icons relative to the data in the cells



Color Scales



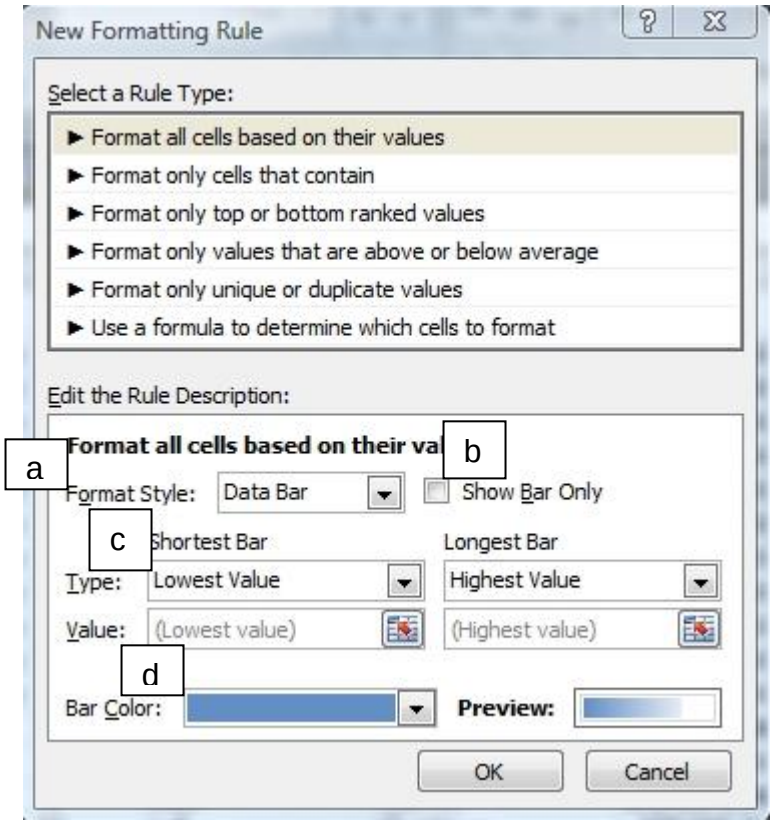
Icon Sets



CONDITIONAL FORMATTING RULES

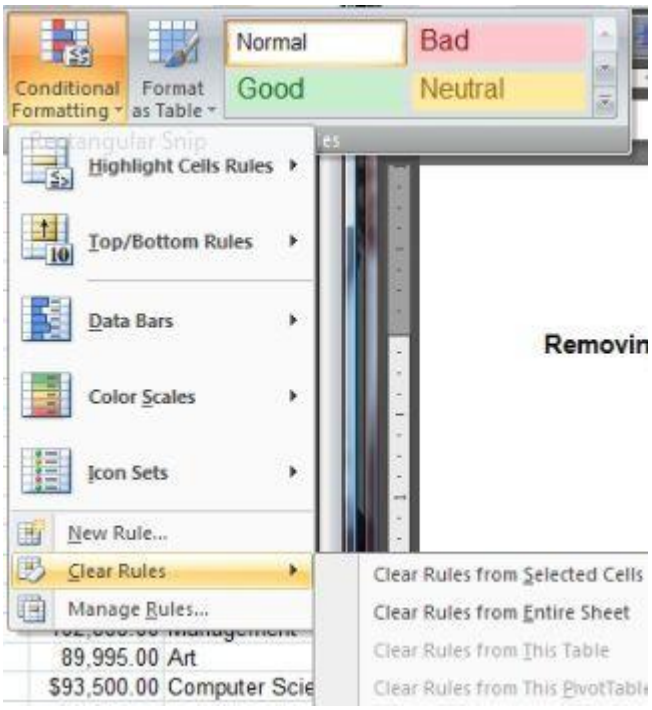
Creating a New Rule

1. Under Conditional Formatting, select New Rule
2. Select a rule type from the top of the box
3. Edit the rule in the bottom of the box
    a. Change the format of the condition
    b. Select if you want to display the bar (only available with the Data Bar option)
    c. Change the type of information you want to use
    d. Change the color of the bar



The second half of the box will change depending on the Rule Type.

Clearing rules



1. Click Conditional Formatting
2. Click Clear Rules and select which of the rules should be cleared

FORMATTING MULTIPLE WORKSHEETS

1. Select the sheets you want to format
   To select single sheets:
   a. Select the first sheet
   b. Hold down the Ctrl key on your keyboard and select the additional sheets
   To select a group of sheets
   a. Select the first sheet in the group
   b. Hold down the Shift key on your keyboard and select the last sheet in the group
2. Format the sheet
3. Unselect the sheet tabs

LINKING WORKSHEETS

1. Open the workbook with your source and dependent worksheets
2. Open the **source** worksheet, this is the worksheet which includes information that was used to create the link or embedded object. When you update the information in the source file, you also update the linked object in the destination file
3. Select the cell or range of cells that will be linked > right -click and select copy
4. Open the dependent worksheet; select the cell where the information will be placed
5. Right -click > select Paste Special > in the Paste Special box, click Paste Link

DEFINED NAMES

To help make functions easier to type, you can name a range of cells and use that range of cells in a function. You can name the range using the Define Name box or using the Name Box.

- **Named ranges** must begin with a letter and can't include spaces.
- The fewer the characters in the name the better chance of remembering the name of the range.

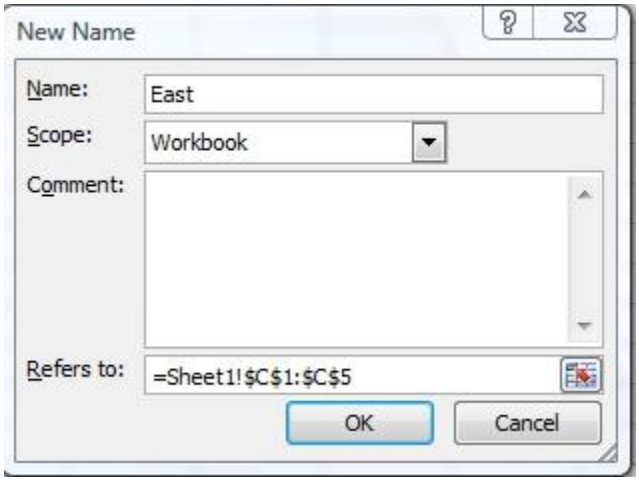
Define Name

1. Select the range of numbers you are defining.

	A	B	C	D
1	North	South	East	West
2	12	23	45	67
3	12	78	78	78
4	23	89	78	78
5	34	56	78	23

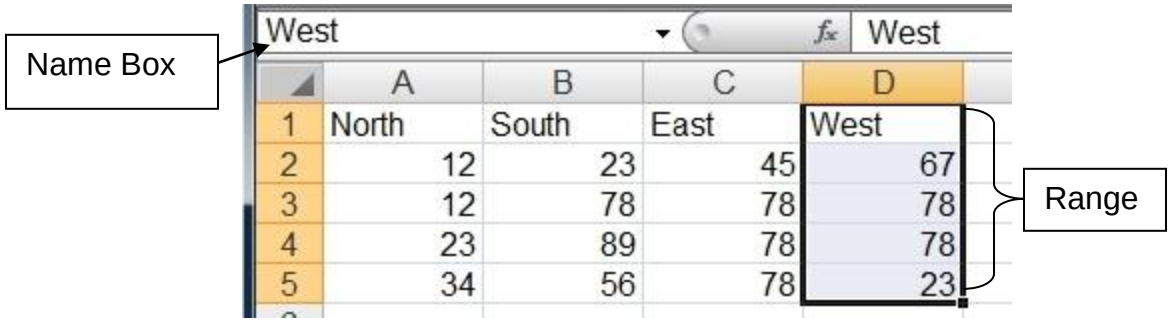
The header and range on this spreadsheet would be D1:D5

2. Select the Formulas tab and in the defined Names section select Define Name
3. The New Name box will appear > Type in a name > Click Ok



Name Box

1. Select the range of cells
2. In the Name box, type a name for the cells > Press Enter



	A	B	C	D
1	North	South	East	West
2	12	23	45	67
3	12	78	78	78
4	23	89	78	78
5	34	56	78	23

Entering Named Ranges in a function

Now that you've created a name range you can place the names in any function on the spreadsheet.

***Example**: Returning the SUM of the West range.*

AVERAGE =SUM(West)

	A	B	C	D	E	F	G
1	North	South	East	West			
2	12	23	45	67			
3	12	78	78	78			
4	23	89	78	78			
5	34	56	78	23			
6					=SUM(West)		
7							
8							

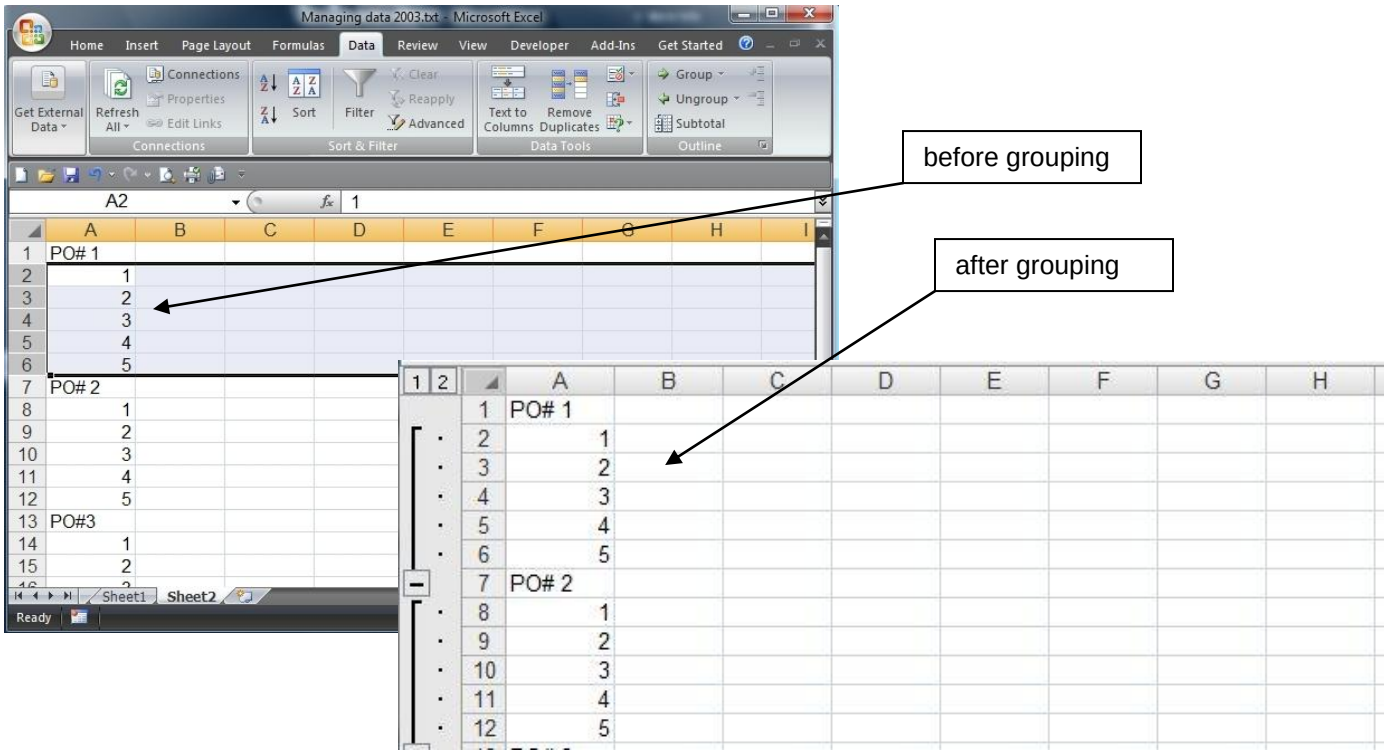
1. Select the cell where the result will be placed
2. Begin typing your formula using the names or use the Use in Formula option in the Defined Names group

GROUP/UNGROUP

Group

Tie a range of cells together so that they can be collapsed or expanded.

1. Highlight the columns or rows you want to group
2. Select the Data tab, and in the Outline group, click Group



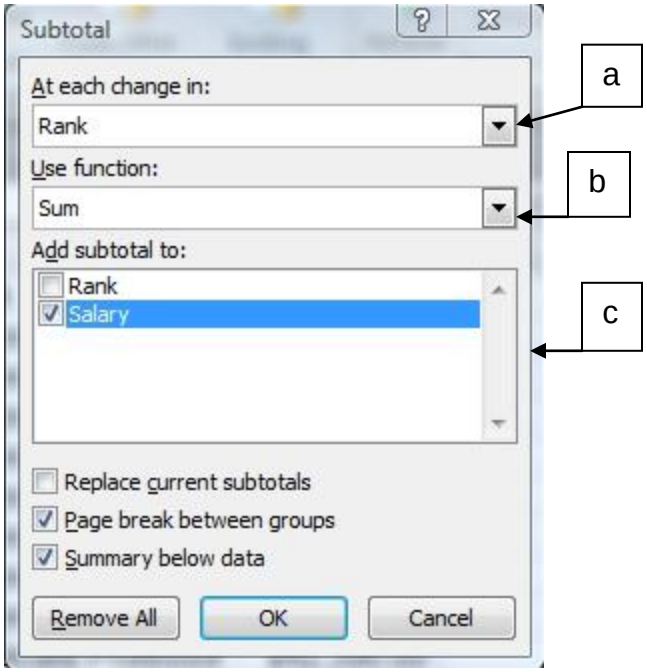
Ungroup

1. Highlight the columns or rows you want to ungroup
2. Select the Data tab, and in the Outline group, click Ungroup

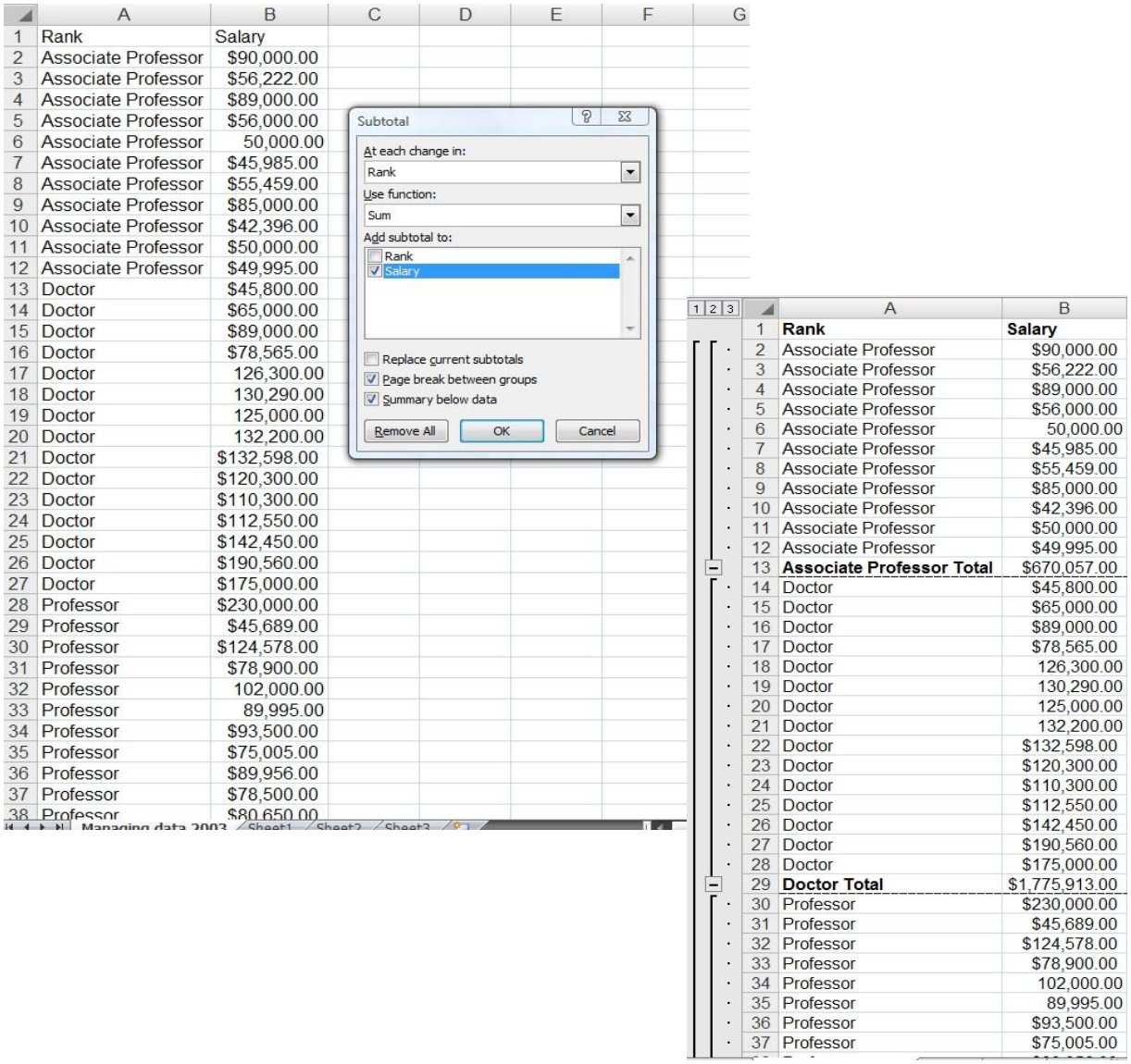
SUBTOTAL

Total several rows of related data automatically

1. Highlight the data you want to subtotal
2. Select the Data tab, and in the Outline group > click Subtotal
3. The Subtotal box will appear, make the appropriate changes > Click Ok
    a. Select where the subtotal change will occur
    b. Select what function to use
    c. Select the field for the subtotal



Example: *In the example I've created a subtotal for salaries for each change in rank.*



	A	B
1	Rank	Salary
2	Associate Professor	$90,000.00
3	Associate Professor	$56,222.00
4	Associate Professor	$89,000.00
5	Associate Professor	$56,000.00
6	Associate Professor	50,000.00
7	Associate Professor	$45,985.00
8	Associate Professor	$55,459.00
9	Associate Professor	$85,000.00
10	Associate Professor	$42,396.00
11	Associate Professor	$50,000.00
12	Associate Professor	$49,995.00
13	Doctor	$45,800.00
14	Doctor	$65,000.00
15	Doctor	$89,000.00
16	Doctor	$78,565.00
17	Doctor	126,300.00
18	Doctor	130,290.00
19	Doctor	125,000.00
20	Doctor	132,200.00
21	Doctor	$132,598.00
22	Doctor	$120,300.00
23	Doctor	$110,300.00
24	Doctor	$112,550.00
25	Doctor	$142,450.00
26	Doctor	$190,560.00
27	Doctor	$175,000.00
28	Professor	$230,000.00
29	Professor	$45,689.00
30	Professor	$124,578.00
31	Professor	$78,900.00
32	Professor	102,000.00
33	Professor	89,995.00
34	Professor	$93,500.00
35	Professor	$75,005.00
36	Professor	$89,956.00
37	Professor	$78,500.00
38	Professor	$80,650.00

	A	B
1	**Rank**	**Salary**
2	Associate Professor	$90,000.00
3	Associate Professor	$56,222.00
4	Associate Professor	$89,000.00
5	Associate Professor	$56,000.00
6	Associate Professor	50,000.00
7	Associate Professor	$45,985.00
8	Associate Professor	$55,459.00
9	Associate Professor	$85,000.00
10	Associate Professor	$42,396.00
11	Associate Professor	$50,000.00
12	Associate Professor	$49,995.00
13	**Associate Professor Total**	$670,057.00
14	Doctor	$45,800.00
15	Doctor	$65,000.00
16	Doctor	$89,000.00
17	Doctor	$78,565.00
18	Doctor	126,300.00
19	Doctor	130,290.00
20	Doctor	125,000.00
21	Doctor	132,200.00
22	Doctor	$132,598.00
23	Doctor	$120,300.00
24	Doctor	$110,300.00
25	Doctor	$112,550.00
26	Doctor	$142,450.00
27	Doctor	$190,560.00
28	Doctor	$175,000.00
29	**Doctor Total**	$1,775,913.00
30	Professor	$230,000.00
31	Professor	$45,689.00
32	Professor	$124,578.00
33	Professor	$78,900.00
34	Professor	102,000.00
35	Professor	89,995.00
36	Professor	$93,500.00
37	Professor	$75,005.00

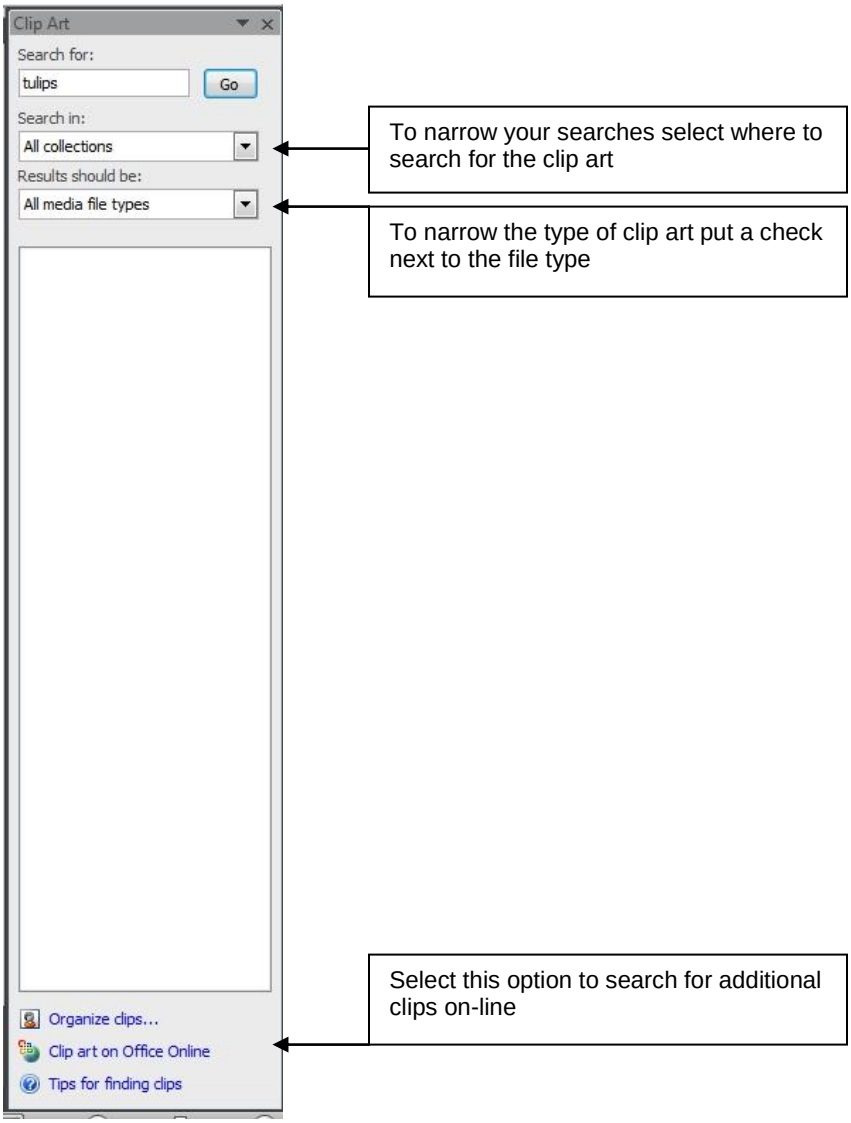
GRAPHICS

Click the Insert Tab – Select an option in the Illustrations Group

- Picture: Select a picture from a file
- Clip Art: Select to insert graphic clips
- Shapes: Select ready made shapes
- Smart Art: Select to insert a graphic that helps to communicate information

Clip Art

1. Type in your search criteria in the **Search for** box.
2. Select the image you would like to use in your spreadsheet form the preview window.

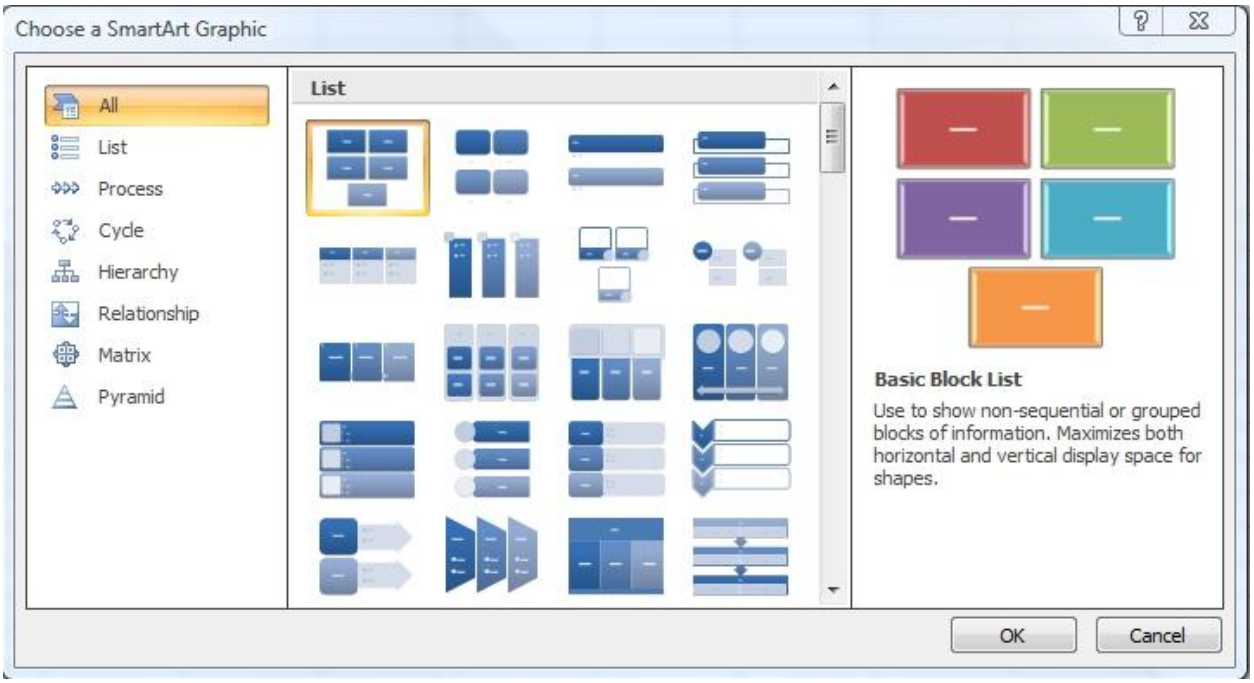


Shapes

1. Click Shapes
2. Select the wanted shape
3. Draw the object on the spreadsheet
    - Hint: Click and drag with your mouse

Smart Art

1. Click SmartArt
2. Select the type of SmartArt graphic you would like to use



3. Click Ok
4. Fill in the text fields on the SmartArt