



HILLSBOROUGH
Community College

Microsoft Excel 2007 Module 2

<http://pds.hccfl.edu/pds>

Microsoft Excel 2007: Module 2

August 2007

The material contained in this training material is copyrighted ©2007 Hillsborough Community College Department of Professional Development and Web Services and may not be reproduced without express, written permission. Other trademarks, trade names, logos, designs, brand names, and product services mentioned in this publication may be trademarks or registered trademarks of third parties.

Table of Contents

Objectives	1
Automatically Number Rows	3
Sort	4
Format Cells - Currency	5
Format Cells - Percent.	6
Insert Charts into other Office Documents.	7
Insert Graphics	8
Create IF statement	10
Insert a Comment	11
AutoFormat a Worksheet.	12
Conditionally Format a Worksheet	13
Format the Header and Footer	14
Share a Workbook	15

Objectives

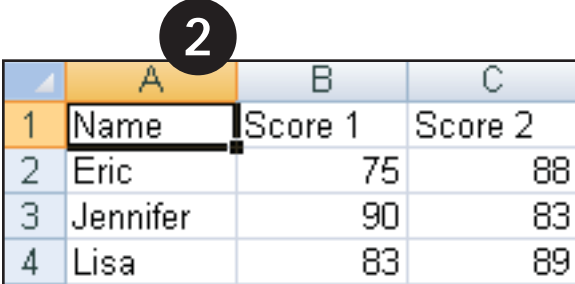
Upon completion of this module, participants will be able to:

1. Automatically number rows;
2. Sort the worksheet;
3. Format the cells to currency;
4. Format the cells to percent;
5. Insert a chart into another Microsoft Office Document;
6. Insert a graphic into a worksheet;
7. Create IF Statements;
8. Insert a comment into a worksheet;
9. Use autofill to format the body of a worksheet;
10. Use conditional formatting to format the body of a worksheet;
11. Format the header and footer of a worksheet;
12. Set up a workbook to be shared simultaneously.

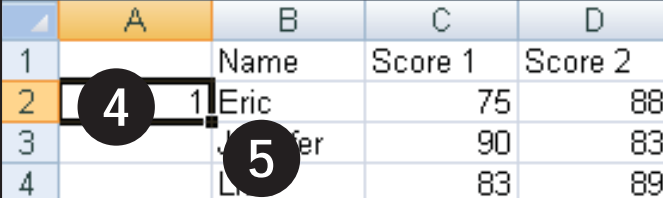
Automatically Number Rows

Due to headings there will be instances when you will want to have the rows numbered automatically, starting at row 2.

1. Open the Excel workbook **Excel 2**.
 - A. Click the **Office Button**.
 - B. Click **Open**.
 - C. Select the folder in which the document is stored.
 e.g. **Desktop>PDWS Workshops>Excel>Excel II>Excel2007_M2.xlsx>Rows sheet**.

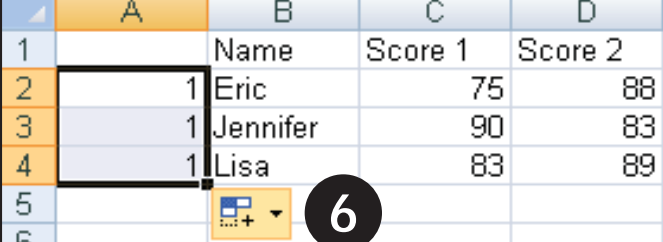


	A	B	C
1	Name	Score 1	Score 2
2	Eric	75	88
3	Jennifer	90	83
4	Lisa	83	89

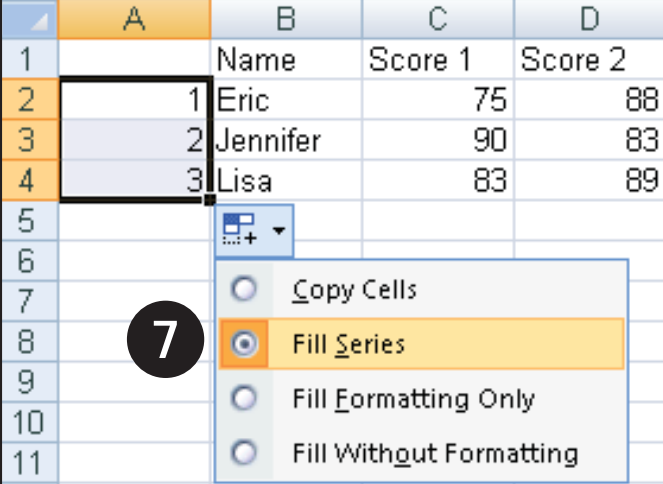


	A	B	C	D
1		Name	Score 1	Score 2
2	1	Eric	75	88
3		Jennifer	90	83
4		Lisa	83	89

2. Click on **Column A**.
3. From the **Home tab>Cells group**, click on **Insert>Insert Sheet Column**. The column is inserted before the original column A. The new column is now column A.
4. In cell **A2** type the number **1**.
5. Use the fill handle to drag the numbers to the last cell number that you need.
6. The **AutoFill** options box appears in the low right corner of the last cell.
7. Click the down triangle and select **Fill Series**.



	A	B	C	D
1		Name	Score 1	Score 2
2	1	Eric	75	88
3		Jennifer	90	83
4		Lisa	83	89



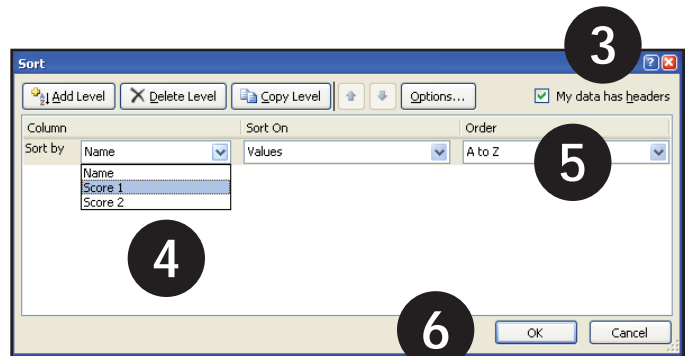
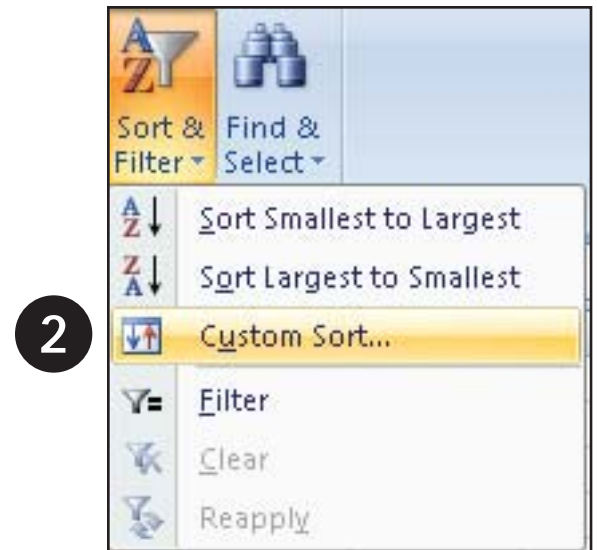
	A	B	C	D
1		Name	Score 1	Score 2
2	1	Eric	75	88
3		Jennifer	90	83
4		Lisa	83	89

Sort the Worksheet

After creating your Excel worksheet, you can sort your columns and rows in ascending or descending order.

1. In the current Excel document, select all cells to be sorted, by highlighting the cells.
Ex. cells B1:D4.
2. From the **Home tab>Editing group**, click **Sort & Filter**. The Sort & Filter menu opens. Select **Custom Sort**.
3. If the first row in your selection contains column headings, then select **My data has headers**.
4. Click the **Down Arrow** under Sort by. Choose the column to be sorted. Ex. Score 1.
5. Select **Smallest to Largest**.
6. Click **OK**.

	A	B	C	D
1		Name	Score 1	Score 2
2	1	Eric	75	88
3	2	Jennifer	90	83
4	3	Lisa	83	89



	A	B	C	D
1		Name	Score 1	Score 2
2	1	Eric	75	88
3	2	Lisa	83	89
4	3	Jennifer	90	83

Sort the Worksheet

Sort by Score 2.

Format Cells to Currency Style

The Format Cells Menu allows you to format your cells to currency style.

1. In the current Excel Workbook, select the **Currency** sheet tab.
2. Highlight all cells that require the currency format.
3. From the **Home tab>Number group**, click the **Currency** button.



Note: All cells have the \$ symbol. In true accounting format, only the first number and totals should have the \$ symbol.

4. To remove the \$ symbol from unneeded rows, highlight those cells.
5. From the **Home tab>Cells group**, click **Format > Format Cells**. The Format cells dialog box opens.
6. Select the **Number** tab; select **Currency**.
7. Click the down triangle under symbol and select **None**.
8. Click **OK**.

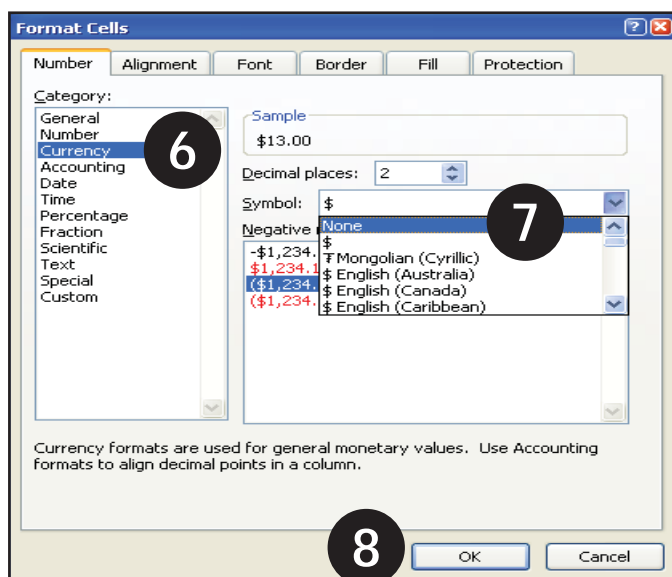


Note: You can also select the triangle next to the \$ button and select **More Accounting Formats**.

	A	B	C	D	E
1	Income	Jan	Feb	Mar	Apr
2	Rent	250	300	250	300
3	Sale	125	635	258	300
4	Misc	26	12	10	13
5					



	A	B	C	D	E
1	Income	Jan	Feb	Mar	Apr
2	Rent	\$ 250.00	\$ 300.00	\$ 250.00	\$ 300.00
3	Sale	\$ 125.00	\$ 635.00	\$ 258.00	\$ 300.00
4	Misc	\$ 26.00	\$ 12.00	\$ 10.00	\$ 13.00
5					



	A	B	C	D	E
1	Income	Jan	Feb	Mar	Apr
2	Rent	\$ 250.00	\$ 300.00	\$ 250.00	\$ 300.00
3	Sales	125.00	635.00	258.00	300.00
4	Misc	26.00	12.00	10.00	13.00

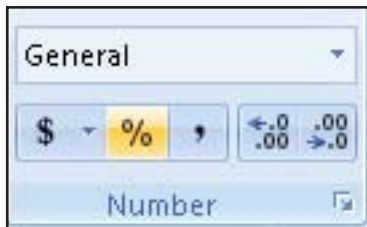
Format Cells to Percent Style

The Format Cells Menu allows you to format your cells to percent style.

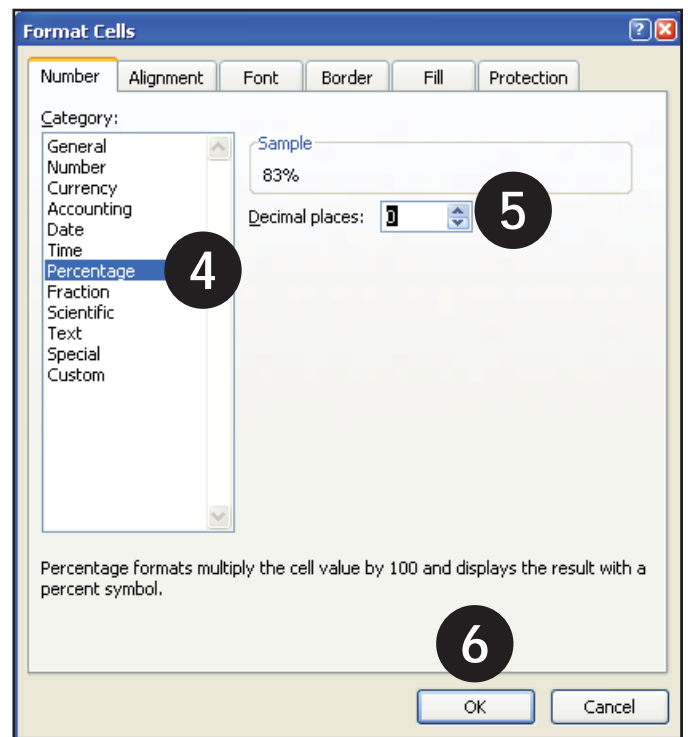
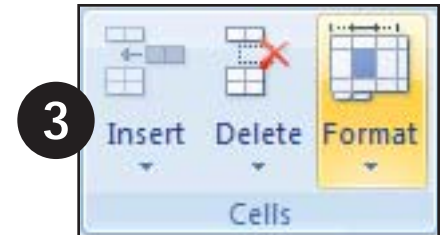
1. In the current Excel Workbook, select the **Percent** sheet tab.
2. Highlight all cells that require the percent format.
3. From the **Home tab>Cells group**, click **Format >Format Cells**. The **Format Cells** dialog box opens.
4. Select the **Number** tab. Under **Category**, select **Percentage**.
5. Under **Decimal places**, use the arrows to select **0**.
6. Click **OK**.



Note: You can also use the **Percent Icon** in the **Home tab>Number group**.



	A	B	C
1	Name	Score 1	Score 2
2	Eric	0.75	0.88
3	Lisa	0.83	0.89
4	Jennifer	0.9	0.83



	A	B	C
1	Name	Score 1	Score 2
2	Eric	75%	88%
3	Lisa	83%	89%
4	Jennifer	90%	83%

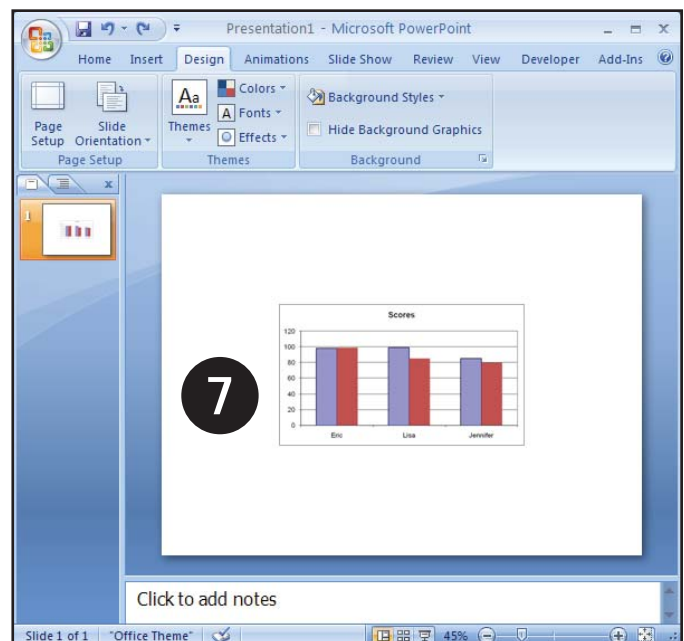
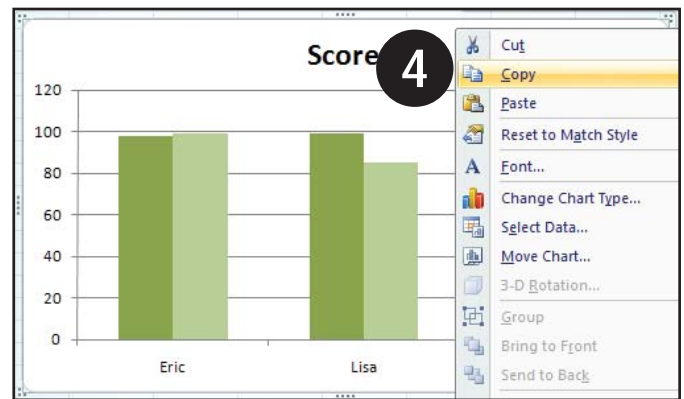
Changing Cells to Percent

In the current spreadsheet, type Score 3 in cell D1. Add scores for all students. Change the score values to show percentage.

Insert a Chart into a Different Office Document

After creating charts in Excel, you can insert them into a PowerPoint Presentation or any other Microsoft Office document.

1. In the current Excel Workbook, select the **Chart** sheet tab.
2. Open a **PowerPoint Presentation**.
3. In the Excel document, right click on the chart.
4. Select **Copy**.
5. In the PowerPoint document right click in a blank slide.
6. Click **Paste**.
7. The chart is inserted into a PowerPoint Presentation.



Insert a Chart

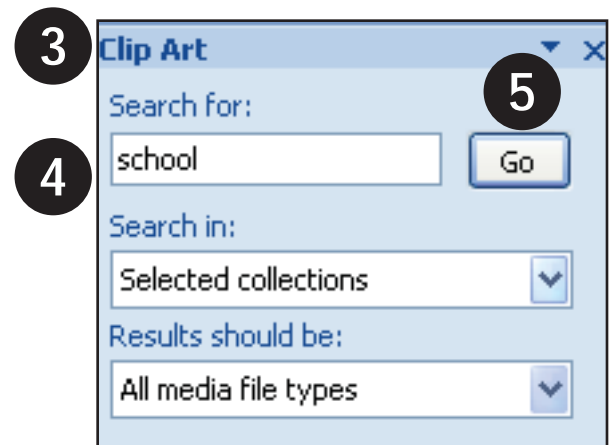
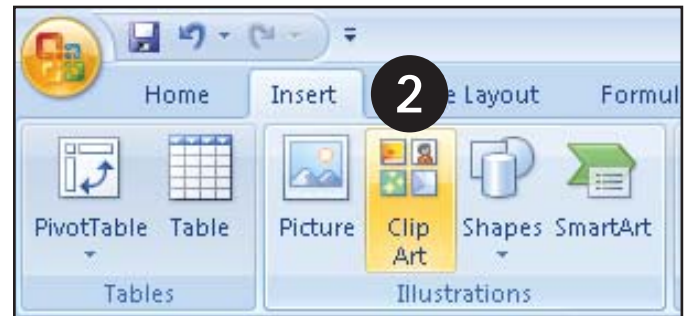
Insert a chart into a Word document. Open a blank Word document and follow the steps to place the chart.

Insert Clip Art into a Worksheet

Worksheets can contain graphics or logos.

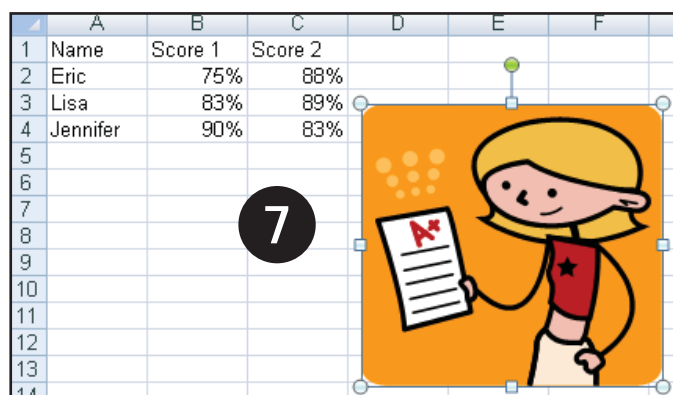
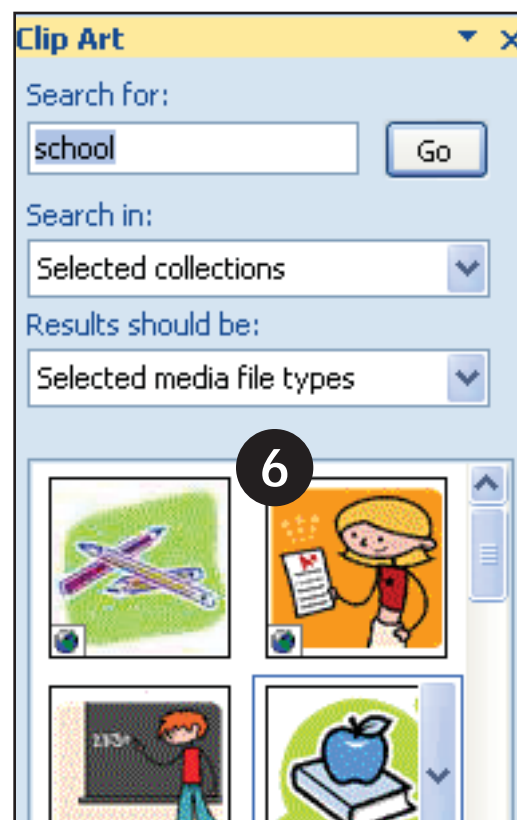
1. In the current Excel Workbook, select the **Clip Art** sheet tab.
2. From the **Insert tab>Illustrations group**, click **Clip Art**.
3. The Insert Clip Art Task Pane opens on the right side of the screen.
4. In the Search Text Box, type **School**.
5. Click **Go**.

	A	B	C
1	Name	Score 1	Score 2
2	Eric	75	88
3	Jennifer	90	83
4	Lisa	83	89



Insert Clip Art into a Worksheet Cont.

6. Select the desired clip art by **double-clicking** on the image.
7. The image is inserted into the Excel worksheet.



Inserting a Logo

Insert an HCC Logo into a blank sheet. Go to **Insert tab>Illustrations group>Picture**. Use the following picture file **Desktop>PDWS Workshops>Excel>Excel II> hcc_logo.jpg**

Using an IF Statement

The IF function is useful when you want to assign a value to a cell based on a logical test.

1. In the current Excel Workbook, select the **IF Statement** sheet tab.
2. Select cell C2, click on **fx icon** on the formula bar. The **Insert Function** dialog box appears.
3. In the **Search for a function** box, type in **IF**.
4. Click **Go**.
5. Select **IF** from the **Select a Function** box.
6. Click **OK**. The **Function Arguments** dialog box opens.
7. In **Logical Test** box type **B2>80**.
8. In **Value_if_true** box type **Pass**.
9. In **value_if_false** box type **Fail**.
10. Click **OK**.
11. Use the **Fill handle** to fill in the remaining cells.

	A	B	C	D
1	Name	Score 1	Pass/Fail	Certificate
2	Eric	75		
3	Lisa	83		
4	Jennifer	90		

	A	B	C	D
1	Name	Score 1	Pass/Fail	Certificate
2	Eric	75		

Insert Function

Search for a function: Go

Or select a category: Recommended

Select a function:

- IF
- LINEST
- CELL
- VLOOKUP
- INDEX
- CUBEVALUE
- AND

IF(logical_test,value_if_true,value_if_false)

Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE.

[Help on this function](#) OK Cancel

Function Arguments

IF

Logical_test = FALSE

Value_if_true = "Pass"

Value_if_false =

Check whether a condition is met, and returns one value if TRUE, and another value if FALSE.

Value_if_false is the value that is returned if Logical_test is FALSE. If omitted, FALSE is returned.

Formula result =

[Help on this function](#) OK Cancel

	A	B	C
1	Name	Score 1	Pass/Fail
2	Eric	75	Fail
3	Lisa	83	Pass
4	Jennifer	90	Pass

IF Statement

In Column D, Create an IF Statement for any passing student to receive a certificate.

*Any text used in formulas needs to be in **Quotes**.

Insert a Comment into an Excel Worksheet

Comments are used to identify entries that would otherwise be difficult to understand or to provide overall workbook comments.

1. In the current Excel Workbook, select the **Comments** sheet tab.
2. Click cell **A6**.
3. From the **Review tab>Comments group**, click **New Comment**.
4. Type the comment into the comment box.
5. Press **Enter**.
6. Note the red triangle at the top right corner of cell A6.
7. Move the mouse over the red triangle and the comment box is displayed.



	A	B	C	
1	Name	Score 1	Score 2	
2	Eric	75	88	
3	Lisa	83	89	
4	Jennifer	90	83	
5				
6				
7				
8				
9				



To View the Comments on the Screen

8. From the **Review tab>Comments group**, click on **Show All Comments**.

To Delete the Comments on the Worksheet

9. Select the cell that has a comment.
10. From the **Review tab>Comments group**, click on **Delete**.

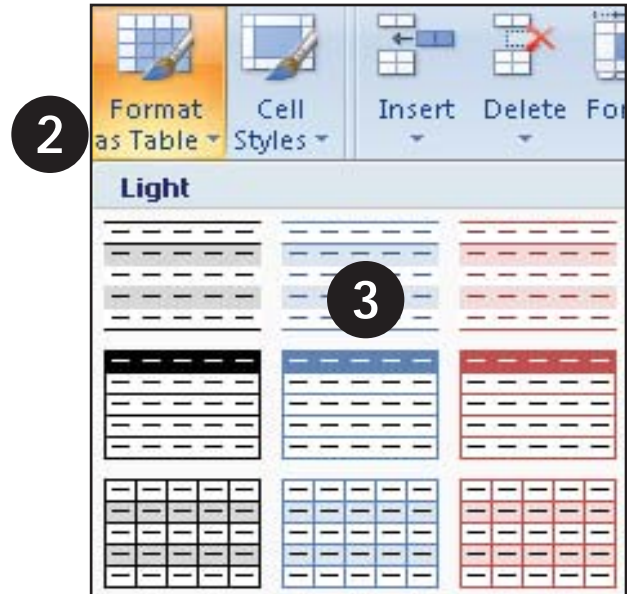


Autoformat a Worksheet

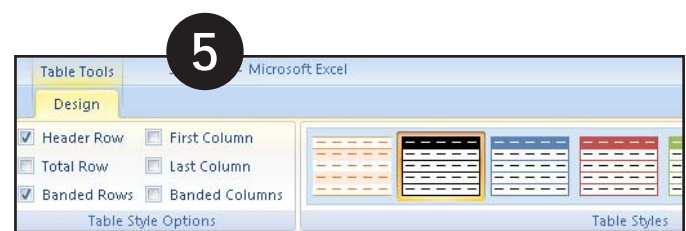
Autoformatting a worksheet allows you to format the body of the worksheet in a professional looking style.

1. In the current Excel Workbook, select the **Autoformat** sheet tab. Click on a cell in the data range that you want to autoformat.
2. From the **Home tab>Styles group**, click **Format as Table**.
3. The **Autoformat** box appears. You will see a preview of the style in the drop down panel. Select a style by clicking on it.
4. Select **OK**, if you see a dialog box asking to verify the range of your data. The worksheet format changes to the selected style.
5. An additional group of commands also appears, in the **Table Tools/ Design** tab to further customize your table.

	A	B	C	D	E
1		Jan	Feb	Mar	Apr
2	Rent	250	300	250	300
3	Sales	125	635	258	300
4	Misc	26	12	10	13



	A	B	C	D	E
1	Column	Jan	Feb	Mar	Apr
2	Rent	250	300	250	300
3	Sales	125	635	258	300
4	Misc	26	12	10	13



Autoformat

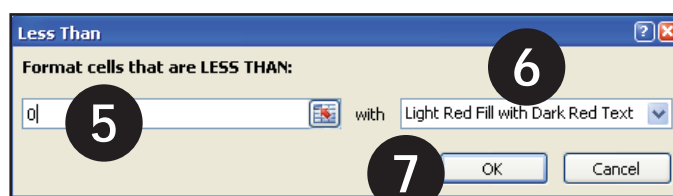
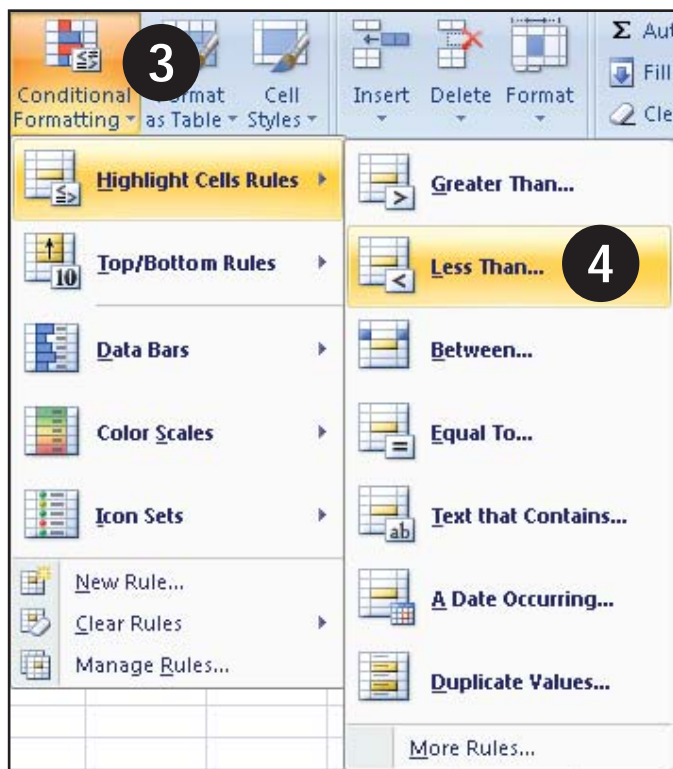
In the open worksheet, choose a different style format using Autoformat.

Conditional Formatting

Conditional formatting allows you to apply formatting that appears only when the value in a cell meets a specified condition.

1. In the current Excel Workbook, select the **Conditional** sheet tab.
2. Select cells **D2:D5**.
3. From the **Home tab>Styles group**, click **Conditional Formatting**.
4. The **Conditional Formatting** menu appears. Select **less than** from the **Highlight Cells Rules** submenu.
5. In the **Less Than** dialog box, enter **0**.
6. In the color drop down box, select a color combination.
7. Click **OK**.
8. Note the changes to the worksheet.

	A	B	C	D
1		Income	Expenses	Net
2	Jan	1000	750	250
3	Feb	650	800	-150
4	Mar	900	700	200
5	Apr	800	900	-100





	A	B	C	D
1		Income	Expenses	Net
2	Jan	1000	750	250
3	Feb	650	800	-150
4	Mar	900	700	200
5	Apr	800	900	-100

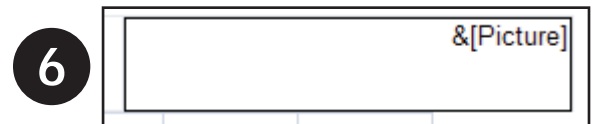
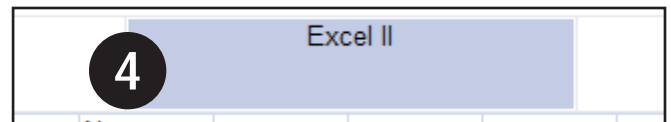
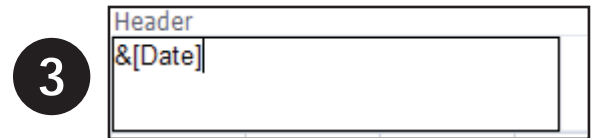
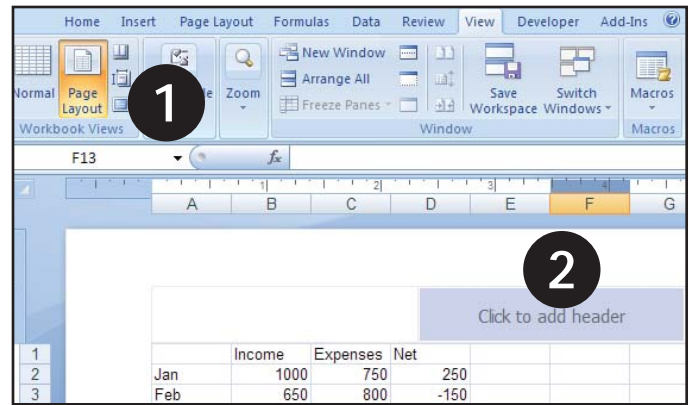
Conditional Formatting

Follow the steps that you just learned and use greater than, 50 and change the color format to another combination.

Format the Header and Footer

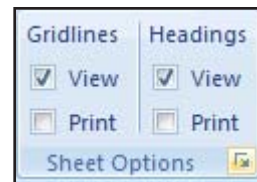
There are many features than can be included in the three sections of the header and footer of a document. Some options are the page number, date, time, file path, sheet name and an image.

1. Go to the **View tab>Workbook Views group** and select **Page Layout**.
2. To add a header, double click on **Click to add header**.
3. Click on the **Header & Footer Tools/Design** tab. Click in the left section of the header and select  to insert the date.
4. Click in the center section of the header and type an appropriate title for the worksheet.
5. Click in the right section of the header. Select the  button to insert a picture.
6. Navigate to the picture and click **Insert**.



Note: You can select **Gridlines** and **Print** to print gridlines from the **Page Layout** tab.

Select the **More Options** button in the lower right corner of the **Sheet Options** group for the **Page Setup** dialog box.



Header and Footer

Set up the header to include the file name, sheet name and the date. Set up the footer to include the HCC logo and the page number.



Share a Workbook

If you have a workbook in which more than one person needs to add or modify data at the same time, you can make the file shareable.

1. Go to the **Review tab>Changes group** and click on **Share Workbook**.
2. Select the **Allow changes by more than one user...** checkbox.
3. You can view a list of people that have the file open.
4. Select the **Advanced** tab. Make any necessary changes to the settings for tracking changes, update changes and conflicts.



Note: Each time you save the shared workbook, you can view the changes that other users have saved.

When you save changes to a shared workbook, another person might have edited the same cells. When this happens, you are prompted with a conflict resolution dialog box so you can choose which changes to keep.

