

Microsoft Excel 2007

Basic Overview: This software was designed to help calculate and display data in an organized fashion.

Creating a meaningful spreadsheet

- Inputting Data
- Displaying Data
- Simple functions
- Creating Drop Down Menus

Inputting Data

1. Click on any cell
2. Type the required data needed for your spreadsheet. It can be numbers or words
3. To adjust the color, font, units, and size of the cell, right click on the desired cell and click "Format Cells". It will open a new window up where you can adjust these specific traits.

*You may adjust the width and height of a specific cell(s) by clicking on the corresponding letter or number of the cell. For adjusting the height, hover to the top of the corresponding letter or number of the cell until the cursor changes into a cross with arrows on the top and bottom. For adjusting the width, hover to the left or right of the corresponding letter or number of the cell until the cursor changes into a cross with arrows on the left and right of the bottom. When this happens, click and drag to the desired width or height you want.

Displaying Data

1. Highlight desired cells to be displayed in data
2. Click on the "Insert" tab
3. Click on the type of graph you would like such as "Column", "Line", "Bar", "Chart", etc.

Simple Functions

1. To add two or more cells together, click on an empty cell.
2. Then in upper part of your screen you will see a dialog box where you can enter text.
3. In the dialog box write, "=SUM(" and then the identity of the cell "," then the identity of the other cell(s) ")". For example: "=SUM(A1,A2,B5)", this will add those specific cells together.

*To subtract the cells, give the other number a negative value and add them. Other functions can be found by looking in the help menu of excel.

Creating Drop Down Menus

1. Write the title of the desired cell
2. In the bottom click on the "Sheet2" tab
3. In this sheet, write the title of the desired cell AND the options of the title below in different cells.
4. Highlight the options only
5. Click on the text box right above "A", and type in the same title you did originally for the cell on "Sheet1"
6. Go back to "Sheet1" and select a cell below your title
7. Click the "Data" tab at the top
8. Click on "Data Validation" and then "Data Validation.."
9. In the "Allow" box, change it to "List"
10. In the "Source" box write the same title as you did originally for the cell on "Sheet1"

Video reference: http://www.youtube.com/watch?v=7DkoRjd_8L4