Microsoft®
Excel 2007
Quick Reference Tutorial

RARE IT

Keyboard Shortcuts

Alt + Page Down	Move right one screen
Alt + Page Up	Move left one screen
Ctrl + 0 (zero)	Hide Columns
Ctrl + 1	Launch **Format cells** dialog box
Ctrl + 9	Hide rows
Ctrl + A	Select all (entire worksheet)
Ctrl + C	Copy selected cells
Ctrl + Down Arrow	Move to the bottom of data in a column
Ctrl + End	Move to the bottom right cell in the used area of a worksheet
Ctrl + F	Find
Ctrl + G	Show **Go To** dialog box
Ctrl + H	Find & Replace
Ctrl + Home	Move to the top left cell of a worksheet
Ctrl + Left Arrow	Move to the beginning of data in a row
Ctrl + Right Arrow	Move to the end of data in a row
Ctrl + N	New workbook
Ctrl + O	Open an existing workbook
Ctrl + P	Print
Ctrl + Shift + $	Currency format
Ctrl + Shift + %	Percent format
Ctrl + Shift + (	Show hidden rows
Ctrl + Shift +)	Show hidden Columns
Ctrl + Shift + 8	Select a range
Ctrl + Up Arrow	Move to the top of data in a column
Ctrl + V	Paste
Ctrl + W	Close workbook
Ctrl + X	Cut
Ctrl + Z	Undo
Ctrl + ;	Enter the current date.
Ctrl +S	Save existing workbook
F1	Help
F11	Create a chart
F12	Save as
F4 or (Ctrl + F)	Repeat
F7	Spell Check
F9	Recalculate worksheets
Page Down	Move down one screen
Page Up	Move up one screen

Creating Subtotals

If you have numeric data organized with clear column and row headings, you can use Excel to create automatic subtotals and grand totals for the data.

	A	B	C	D
1	Region	Product	Units sold	Price per unit
2	East	TypeA	23	$ 2,000.00
3	East	TypeB	7	$ 1,500.00
4	East	TypeC	13	$ 2,350.00
5	West	TypeD	12	$ 4,000.00
6	West	TypeC	12	$ 2,350.00

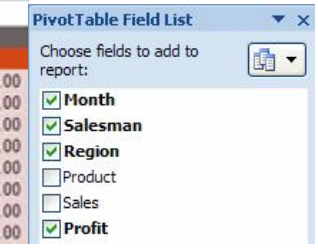
To use Excel's subtotal feature, select the range of data you want to apply subtotals to and click the Subtotal button on the Data Ribbon. Be sure to include the column labels in your selection so Excel will be able to discern what numbers to total.
The drop list under the "At each change in" heading gives you options as to the number of rows that will be totalled. (Totals will be applied every time the values under the chosen column label changes.)
The "Use function" drop list lets you choose from a list of functions including SUM, AVERAGE, COUNT, PRODUCT, and STDEV to apply to your data. The function you choose (normally SUM) will be used to calculate the totals.
If you choose to apply totals to each change in the region column while using the Sum function for the profit column, and with no page breaks, the resulting worksheet will look like this.

	A	B	C	D	E
1	Region	Product	Units sold	Price per unit	Profit
2	East	TypeA	23	$ 2,000.00	$ 46,000.00
3	East	TypeB	7	$ 1,500.00	$ 10,500.00
4	East	TypeC	13	$ 2,350.00	$ 30,550.00
5	East Total				$ 87,050.00
6	West	TypeD	12	$ 4,000.00	$ 48,000.00
7	West	TypeC	12	$ 2,350.00	$ 28,200.00
8	West	TypeA	12	$ 2,000.00	$ 24,000.00
9	West Total				$100,200.00
10	South	TypeE	12	$ 5,450.00	$ 65,400.00
11	South	TypeC	10	$ 2,350.00	$ 23,500.00
12	South	TypeB	8	$ 1,500.00	$ 12,000.00
13	South Total				$100,900.00
14	Grand Total				$288,150.00
15					

Creating a Basic PivotTable

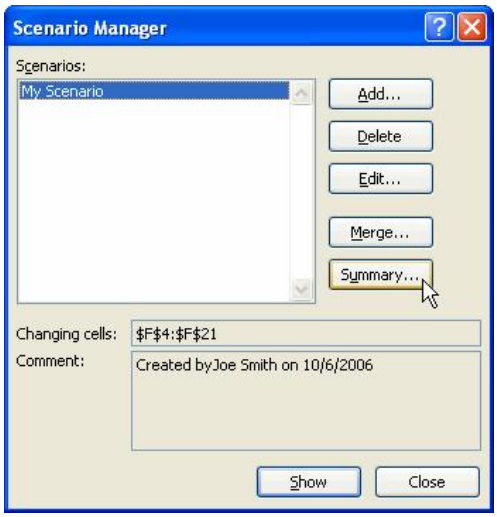
1. Select a range of cells containing column and row headers to use and click the PivotTable command in the Insert Ribbon.
2. Choose where to place the PivotTable, either on a new or existing worksheet.
3. A PivotTable list will appear on the right with the names of fields defined by the row and column headers.
4. Place checkmarks beside the fields you want to use in the PivotTable. Excel automatically sorts the data in a way it feels is best.
5. Right-click the PivotTable and add a check mark to "Classic PivotTable Layout" to enable the ability to physically pivot the table fields in the table.

	A	B	C	D	E	F
1		The company				
2		Profit Table				
3	Month	Salesman	Region	Product	Sales	Profit
4	Month 1	A.Smith	Northeast	Type 1	120	$ 240.00
5	Month 1	J.Adams	Southwest	Type 2	270	$ 540.00
6	Month 1	B.Doe	North	Type 3	300	$ 600.00
7	Month 1	M.Parker	Midwest	Type 4	440	$ 880.00
8	Month 1	A.Smith	East	Type 5	390	$ 780.00
9	Month 1	J.Adams	West	Type 6	525	$1,050.00
10	Month 2	A.Smith	Northeast	Type 1	204	$ 408.00
11	Month 2	J.Adams	Southwest	Type 2	252	$ 504.00



Creating a Scenario

Use scenarios to experiment with data in a spreadsheet. To create a scenario in Excel, begin with the worksheet that you want to add scenarios to, and click What If Analysis → Scenario Manager in the Data ribbon. Specify the changing values on your spreadsheet.
Scenario results are available by clicking the Summary button.



Using Goal Seek

Goal Seek is a useful what-if analysis tool. With Goal Seek, Excel will find a value for a specified cell that makes a given worksheet formula equal to a value that you define.

Set a formula to a value (goal) that you would like to attain, and then specify one of the cells that the formula references as a cell that Excel can adjust in order to reach the goal.

In the diagram, Excel has determined that 300 units (B2) need to be sold in order to reach even. Therefore, selling over 300 will result in a profit.

	A	B	
1	Manufacturing Budget		
2	Units sold		300
3	Price per unit	$	5.00
4	Total income	$	1,500.00
5	Cost per unit	$	4.75
6	Overhead	$	75.00
7	Total expenses	$	1,500.00
8	Profit	$	-

All About Hyperlinks

A hyperlink is an item in a file that links to another location in the same file, or to another file altogether. Excel makes use of hyperlinks just like a Web browsing program. Here are some things to remember about hyperlinks:

- A hyperlink is used as a clickable link to another object.
- A URL (Uniform Resource Locator) is associated with a hyperlink to provide information on how to retrieve the linked object.
- You can create hyperlinks to locations within the same file, to local or remote files, to Web pages, to media objects, and to e-mail recipients.
- Hyperlinks can be created in the form of a word, phrase, symbol, picture, or graphic.
- Web pages in the World Wide Web are often linked together with hyperlinks.
- When you retrieve a remote file or object (like a Web page) by clicking a hyperlink, the information is transported to your computer via the hardware infrastructure of the Internet.
- Hyperlinks should link to publicly available files or Web pages. If Sue sends me a workbook with a hyperlink to a file on her computer, I am probably not going to be able to access that file (unless we are on the same network and that file or folder is shared).

To insert a hyperlink in Excel; click the Hyperlink command and enter the URL of the object/location you want to link to. Click the link in the Excel workbook to follow its path.

Share a Workbook with Others

1. Click Share Workbook on the Review Ribbon.
2. Click the checkbox in the Editing tab to allow simultaneous changes to be made by two or more users.
3. Click the Advanced tab for more options.

Using VLOOKUP to Find Data

1. Click an empty cell to make it the active cell.
2. Enter =VLOOKUP(value to match, lookup table name or range, number of the column from left side of table, true/false)
3. The data you are looking for (the value in the third argument), if found, will be displayed in the active cell.

HLOOKUP works in much the same way as VLOOKUP, only data is found in a table in a horizontal manner. The third argument becomes the number of the row from the top of the table.

Saving WorkBook as PDF or XPS

1. Visit http://office.microsoft.com to download the PDF/XPS add-in.
2. Click Office Menu → Save As → PDF or XPS.
3. Save as type PDF (Portable Document Format, small size and good quality) or XPS (XML Paper Specification, easy to use in nearly every Office 2007 suite).
4. To view a PDF, download the free Adobe Acrobat reader from http://www.adobe.com.
5. PDF and XPS files can be easily e-mailed to other users. You can also create a hyperlink in an Excel file to view either type.