

This guide will provide an overview of Excel 2007 by covering the following:

- Format Data into Table
- Sort and Filter
- Conditional Formatting
- Charts

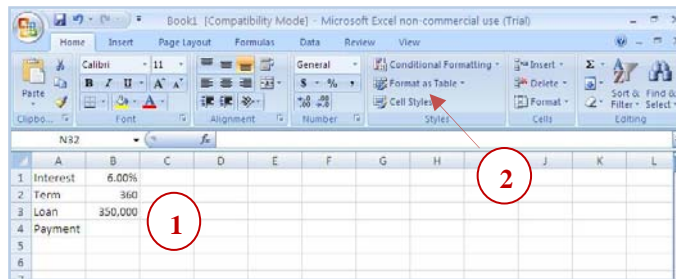
Chart Tools

Detailed Information

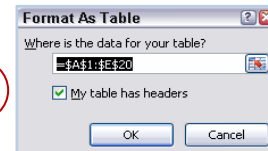
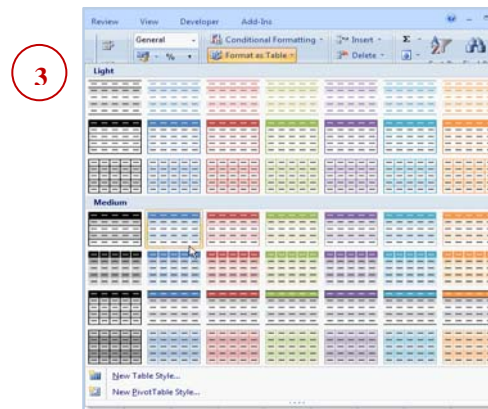
FORMAT AS TABLE

Microsoft has introduced a new concept of working with tables of data. Format as Table feature can make columns of data easy to read, while providing a set of tools to perform basic data analysis with a few mouse clicks.

1. Enter information on spreadsheet, then drag select data
2. From the Styles group, click on Format as Table.



3. Select formatting choice from gallery
4. Click ok to convert data range to table. Check box if table has headers.

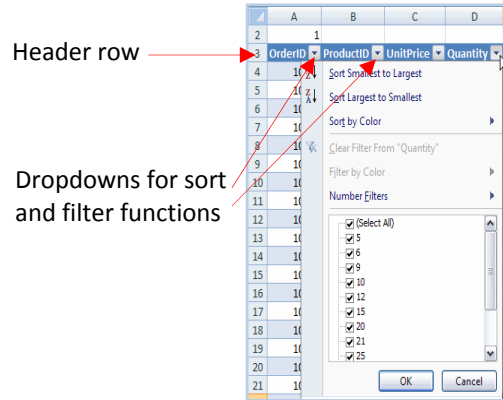


5. Formatted Table

	A	B	C	D
1	OrderID	ProductID	UnitPrice	Quantity
2	10248	11	14	12
3	10248	42	9.8	10
4	10248	72	34.8	5
5	10249	14	18.6	9
6	10249	51	42.4	40
7	10250	41	7.7	10
8	10250	51	42.4	35
9	10250	65	16.8	15
10	10251	22	16.8	6
11	10251	57	15.6	15
12	10251	65	16.8	20
13	10252	20	64.8	40

SORT AND FILTER

Sorting and filtering allows you to manipulate data in a worksheet based on a given set of criteria. When you Format as Table, the header row will have dropdowns with the sort and filter functions. Sort and filter is also available from the Data Tab.

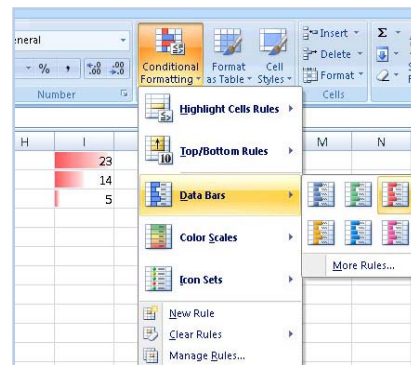


CONDITIONAL FORMATTING

Conditional formatting automatically applies formatting to one or more cells based on the value of the cell or the value of a formula. This feature makes it simple to highlight specific values or to identify values in a range.

Three new visualizations:

- Data Bars
- Color Scales
- Icon Sets



CHARTS

The new user interface makes it easy to explore the available chart types so that you can create the right chart for your data. Once you enter your worksheet data, you can select the chart you want to use.

Worksheet Data

Number of products	Sales	Market Share %
14	\$12,200.00	15%
20	\$60,000.00	33%
18	\$24,400.00	10%
22	\$32,000.00	42%

Chart created from worksheet data

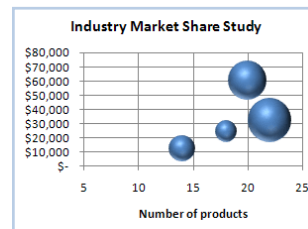
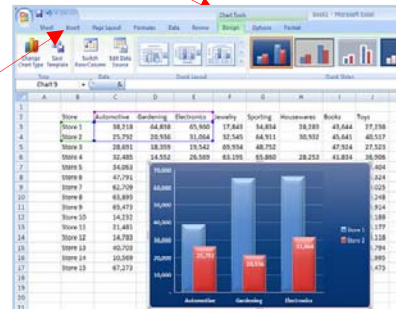


CHART TOOLS

When the chart/graph is finished, the Chart Tools will appear. In this group you will find commands necessary to customize your chart or graph.

Charts Tools are visible after inserting chart

Charts are found on the Insert Tab



Where to get Microsoft Office 2007 help:

IT Help Desk

Phone: (817) 531-4428 ext. 2

Email: helpdesk@txwes.edu

CETL

Phone: (817) 531-6530

Email: cetl@txwes.edu

Microsoft

Online: <http://office.microsoft.com>