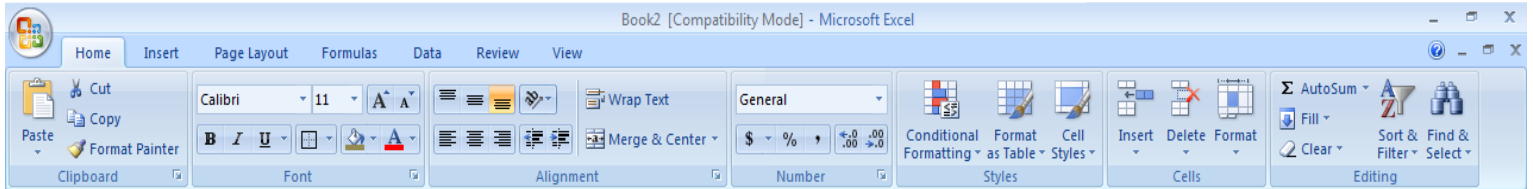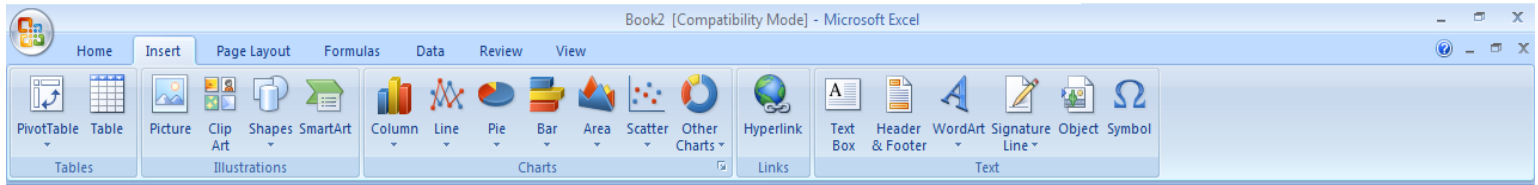# Gloucester County Library System

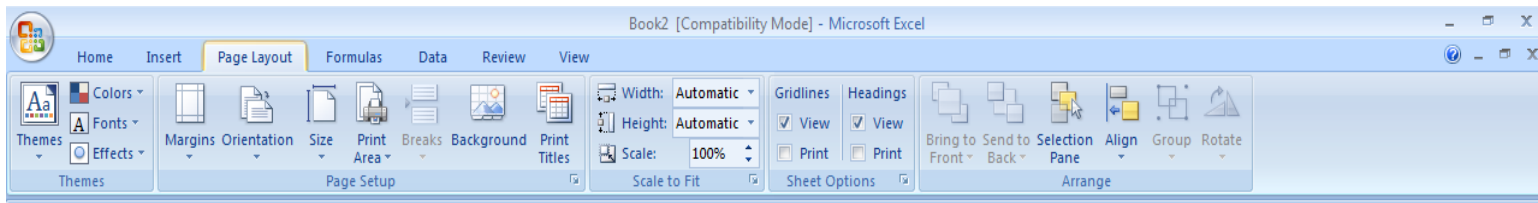## Microsoft Excel 2007 Ribbon layout with Excel Exercise
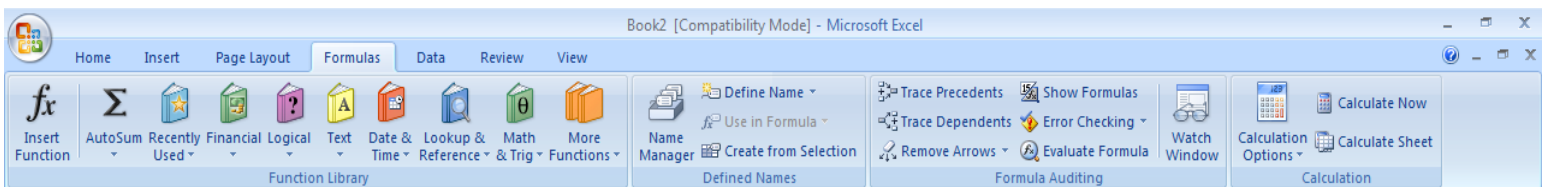
Home Tab: Used for Formatting & Editing

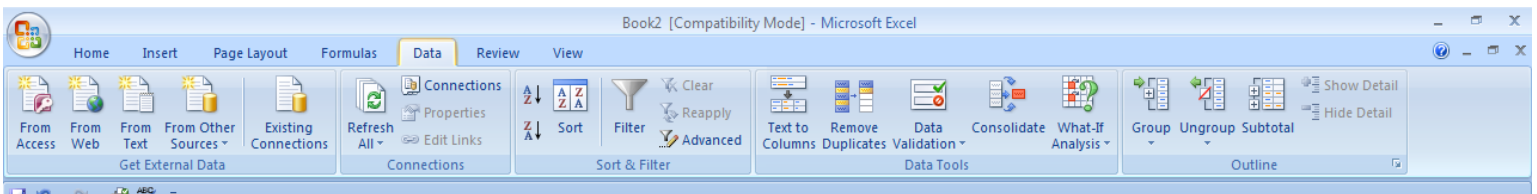Insert Tab: Used for Inserting shapes, charts, text boxes, pictures, headers/footers

Page Layout Tab: Used for margins, page orientation, and gridlines.
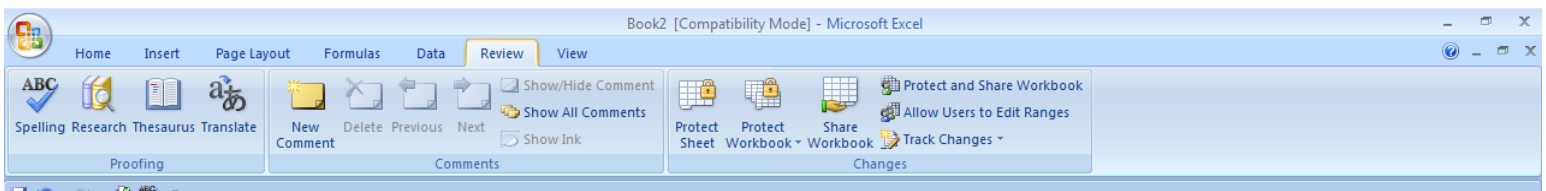

Formulas Tab: Used for functions and formulas.

Data Tab: Used for inserting data from other sources, sorting.

Review Tab: Spellcheck, workbook protection, thesaurus, comments

Start button

Recent Documents

Cell

ROW

COLUMN
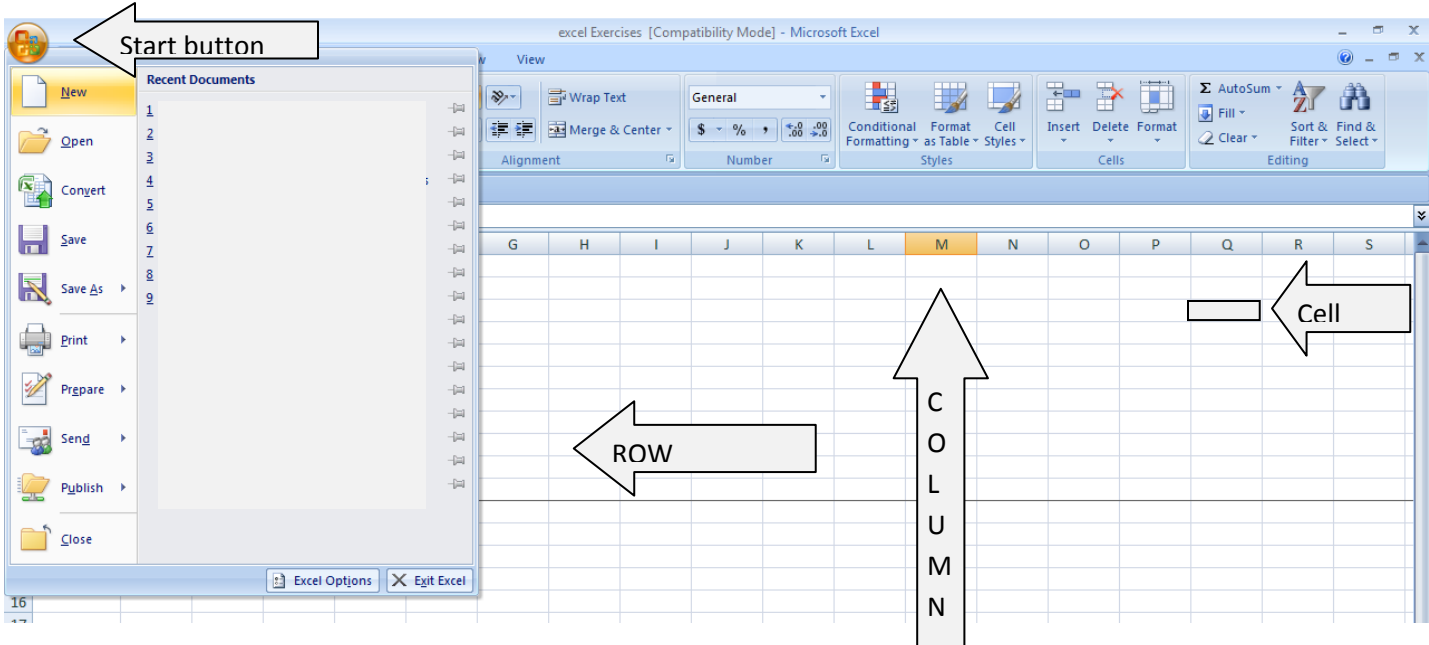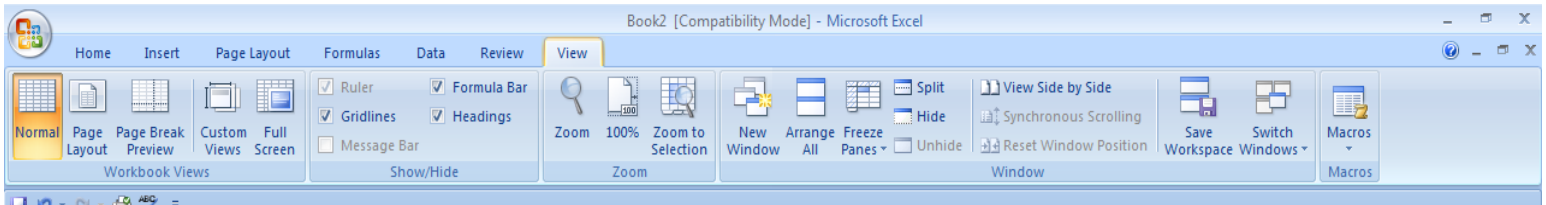
Excel 2007 exercises

1. In Cell A1, Type 2011 Monthly Expenses
   Highlight data and click on merge and center

2. Now enter the following data into appropriate cells.
   Hit (enter) or down key arrow after each entry.

   A3 = Rent
   A4 = Car
   A5 = Electric
   A6 = Gas
   A7 = Cable
   A8 = Phone
   A9 = Cell phone

3.   Now type January into cell B2. Auto fill to December
      Drag the fill handle across it will increase each month by one as you fill.

      Fill Handle

4.   Enter Expense data in to cells for 1st Quarter

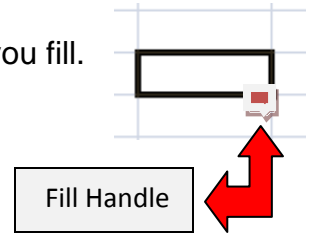|	A	B	C	D
2		January	February	March
3	Rent	700.00	700.00	700.00
4	Car	429.56	429.56	429.56
5	Electric	305.00	250.00	380.00
6	Gas	189.00	200.00	300.00
7	Cable	202.44	202.44	202.44
8	Phone	105.00	105.00	105.00
9	cell phone	89.00	105.00	200.00

5.   Right click on the sheet 1 tab (on bottom) Click on rename then type 2011
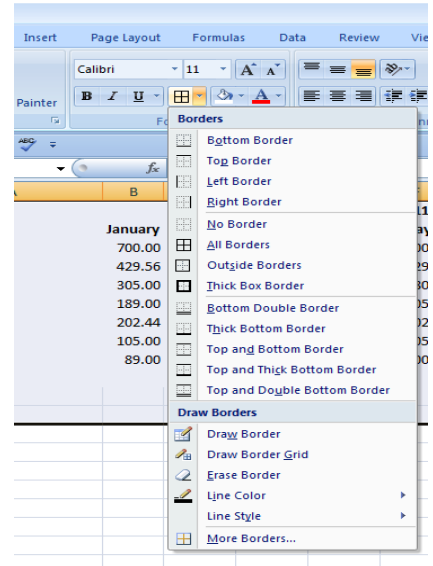   Monthly Expenses.

6.   Go to 2011 Total Monthly Expenses. On cell 11A type in Total Monthly Cost.

       Type in a formula: = B3+B4+B5+B6+B7+B8+B9   Enter

       Or use the AutoSum button Highlight B3 – B9 and hit   AutoSum

       Σ AutoSum ▾
       ⬇ Fill ▾
       🧽 Clear ▾
       Editi
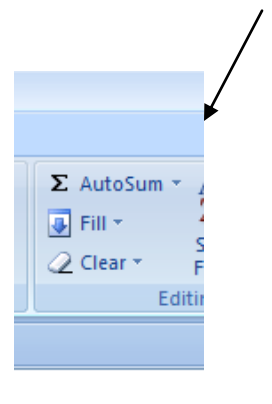
7. Highlight data area on the home tab click on the window and select all borders.

8. In cell N2type in the word Average.

   In cell N3 Type in formula =AVERAGE B3:M3   enter or

   Highlight Row 4 across to Column N the click on AutoSum drop down Select Average.

9. On cell A14 Type in Monthly Income. In Cell B14 type in $3600.56
   Grab the auto fill handle and drag across to M14

10. In cell A15 Type in Monthly Savings. To find out monthly Savings we will enter a formula. =B14-B11 if you drag the auto fill handle across you will get a monthly balance for each month.

11. To insert a chart. You will highlight the data in the cells click on insert and choose a chart.

12. You can now customize your spreadsheet by changing color and font sizes.

	January	February	March	April	May	June
Rent	700.00	700.00	700.00	700.00	700.00	700.00
Car	429.56	429.56	429.56	429.56	429.56	429.56
Electric	305.00	250.00	380.00	305.00	280.00	350.00
Gas	189.00	200.00	300.00	200.00	105.00	190.00
Cable	202.44	202.44	202.44	202.44	202.44	206.44
Phone	105.00	105.00	105.00	105.00	105.00	105.00

Freeholder Director Robert M. Damminger   Gloucester County   Freeholder Liaison Warren S. Wallace, Ed.D.