**EXCEL 2007 REFERENCE GUIDE**

**TABS**

-With Excel 2007, Microsoft introduced a reorganized version of Excel, that may take a little getting used to. They rearranged where all of the commands are, to fit them into logical tabs, which they call “Ribbons”. The main tabs we use on a day to day basis are Home, Data, Review and View.

-if you hover your mouse over each tab, it will highlight, and clicking on each will allow you to move from tab to tab.

**Home Tab**

**-**This is by far the most common screen in Excel. About 90% of everything you do can be done from the Home tab. You will use the Find & Select, Sort & Filter, Format, and Conditional Formatting buttons a lot. Many of these features can be found in other tabs as well, but the Home tab consolidates most of the useful Excel commands into one location.

* Find & Select: Mostly, you will use this to locate a specific SKU on the spreadsheet using Find, or to replace text, using Replace. This functions more or less exactly as it has in all previous versions of Excel.
* Sort & Filter: Generally, you will only need to use the Custom Sort function. Excel 2007 allows you to add as many custom rules to a sort as you need, not only by values but also by color, and that is its primary usefulness. The priority goes from top to bottom, in that it will sort the first rule listed, then the next, and so on. You will frequently find it useful to sort by Attribute values, auction titles, cell colors, etc.
* Format: You will frequently need to tell Excel to format every cell with a row height of 12.75. Generally it is a good idea to apply this format to the cells as you begin a new project, otherwise when you copy a description in, it may want to automatically adjust the cell heights to accommodate it, and that make it difficult to navigate the spreadsheet.
* Conditional Formatting: This is another useful feature to Excel 2007, and can be used to quickly locate a variety of cell types. You can tell Excel to highlight every cell that contains a specific word, that exceeds a certain length, that is a duplicate value to another cell, and has other uses as well.

**Data Tab**

-You may not need to use to tab much, but occasionally you may use the Text to Columns button, which allows you take a single cell, and parse it out into multiple cells. This can be done two ways, either by a fixed width, like split after every 6 characters, or a delimited split, where you can specify where to split the data, like split at each comma, space, tab, or something like that.

**Review**

-This is where you find the spell check.

**View**

-This is the tab that allows you to freeze and unfreeze cell panes. The choices are Freeze Panes, Freeze Top Row and Freeze First Column.

**GENERAL USE**

-This is for miscellaneous features that aren’t really a part of any specific tabs.

* Office button: In the top left corner, this is similar in fuction to the File menu in previous versions. Its where the open, save, save as, print, etc commands are.
* Zoom: At the lower right of Excel, you will see a zoom slider, that can zoom in up to 400%, and zoom out up to 10% of your original document. This can be useful to see more cells on the screen, without necessarily having to hide and unhide cells.
* Hiding and unhiding: This can be very useful. If you select cells by complete row or column, you can hide them, so that you can see more of the cells to the right. A lot of the cells that you will not need to adjust at all can be hidden away, so that you only see the cells you need to see. This will make navigating your spreadsheet much quicker. To hide columns or rows, select it by clicking on the grey area. For rows, it will be the 1,2,3,4, etc and for columns, it’s the A,B,C,D, etc. When you have either the columns or rows you want to hide selected, if you right click within them, the context menu will pop up and you can select “Hide”. Those cells will be hidden so that they do not take up any space. If you hide columns D,E and F, you will see that your spreadsheet now goes directly to column G from column C. To unhide them, select the rows or columns that are before and after, right click and select unhide. Example: If you have columns D,E and F hidden, you would click on column C, and drag to column G, then right click/unhide. D,E and F will now be visable. NOTE: ALWAYS unhide all cells before submitting a spreadsheet for review.
* Switch between sheets: In the lower left of Excel, you will see around 3 sheets. Excel spreadsheets generally start out with 3 layers, with Sheet1 being renamed to Parts, Apparel or something. We use Sheet 2 as a place where we move any bad SKUs that we cannot complete the data for. You can also add and delete sheets, as needed.
* Undo/Redo: Depending on the Excel options, this will either be located directly to the right of the Office button in the top left corner, or below the command buttons. Undo will be a blue arrow going counter-clockwise, and if available, Redo will be a blue arrow going clockwise.

**FORMULAS**

- To open the formula dialog, find the small button that looks like *fx* next to the cell contents bar. That will open up a small window that allows you to find the formula you want to use.

* Concatenate: This is a very useful formula. What Concatenate does, is allow you add text to any cell. Most spreadsheets do not have the manufacturer name in the starter auction titles, so Concatenate can be used to add it.
* LEN: This formula is used to determine the number of characters a given cell has. Since our auction titles can only be a max 55 characters, this is a good formula to have.
* Trim: One of the easiest mistakes to make is to leave a space at the end of an auction title that takes up a character without actually being useful. What Trim does is remove spaces, but only at the beginning and ends of a cell. Any spaces in-between words are completely left alone.
* Lastly, we need to verify that our dealer costs are less than the retail costs. It doesn’t do us any good to sell a product for less than we paid for it. If our Seller Cost is in Column S, and our Retail Price is Column V, our formula would be to subtract Column S values from Column V values. Any number that is negative has a higher dealer cost than retail price, and can be moved to the BADSKUs sheet. It is a simple formula, and can be stated as the following: “=V2-S2”. This will apply the formula to row 2 of the sheet, and will subtract the values we want. To apply that formula to the rest of the sheet, all you have to do is double click on the black square in the lower right corner of the selected cell. The cursor will turn into a + symbol if you are over the right spot. Double clicking will apply that formula all the way down your sheet, as long as there are values for it to use.

**KEYBOARD SHORTCUTS**

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| CTRL+ARROW | jumps to the next cell with text |
| CTRL+SHIFT + ARROW | highlights the cell you are on - through the next cell with text..and while the cells are highlighted..if you need a couple lines more or less...use shift + the arrow up/down/left/right |
| SHIFT+ARROW | more controlled highlighting of cells...one at a time |
| END | brings you to the end of a string of text |
| CTRL + HOME | brings you to the first cell of your spreadsheet |
| CTRL + END | brings you the last cell of your spreadsheet |
| CTRL + C | copy text |
| CTRL + X | cut text |
| CTRL + V | paste text |
| CTRL + A | highlights everything |
| CTRL + F | opens the FIND box where you can search for a word or phrase in your document |
| CTRL + H | opens the SEARCH & REPLACE box where you can search for a word or phrase in your document and replace it with something else |
| CTRL + B | add or remove Bold formatting |
| CTRL + Z | undo |