

Excel 2007 recap

freeze panes

locking cells

select all by clicking the select-all spot in upper left

right-click, pick format cells

Protection tab > un-click Locked box

(This unlocks everything.)

protect the cells you want to protect

then go to the Review tab and click on the Protect Sheet button

(This will protect the cells you locked.)

locking worksheets

header/footer

View: normal, page break, set viewing area

Syntax

letter → text

number → number

= → calculation

=functionword(input1,input2,etc.)

=average(B3:B7)

=cell1 operator cell2

=B3/C7

relative and absolute references: \$column and \$row

=B3/\$C\$7

margins (.5 top and sides, .75 bottom, for example)

printing: shrink to fit

Save As PDF download from Microsoft

www.microsoft.com/downloads/details.aspx?FamilyId=4D951911-3E7E-4AE6-B059-A2E79ED87041&displaylang=en

splitting text (names, for example), hit Data tab, then text to columns

delimiter, in this case, is space

customizing Quick Access Toolbar

Importing from Outlook Contacts

Using Excel with Mail Merge

soft return: Alt+Enter

Auto Fill Options—Copy Cells vs. Fill Series

IF statements

IF(logical test is true, do this, otherwise do this)

=IF(B2>0, B2*\$E\$23," ")

