

# Microsoft<sup>®</sup> Office Excel<sup>®</sup> 2007 Step by Step

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# Contents

About the Author.....	ix
Features and Conventions.....	xi
Using the Book's CD.....	xiii
What's on the CD?.....	xiii
Minimum System Requirements.....	xv
Installing the Practice Files.....	xv
Using the Practice Files.....	xvi
Uninstalling the Practice Files.....	xvii
Getting Help.....	xix
Getting Help with This Book and Its Companion CD.....	xix
Getting Help with Office Excel 2007.....	xix
The Microsoft Business Certification Program.....	xxi
Quick Reference.....	xxvii
<b>1 What's New in Excel 2007?</b>	<b>1</b>
Becoming Familiar with the New User Interface.....	2
Managing Larger Data Collections.....	2
Using the New Microsoft Office File Format.....	4
Formatting Cells and Worksheets.....	5
Managing Data Tables More Effectively.....	5
Creating Formulas More Easily by Using Formula AutoComplete.....	6
Summarizing Data Using New Functions.....	7
Creating Powerful Conditional Formats.....	8
Creating More Attractive Charts.....	9
Controlling Printouts More Carefully.....	10

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<b>2</b>	<b>Setting Up a Workbook</b>	<b>13</b>
	Creating Workbooks . . . . .	14
	Modifying Workbooks . . . . .	18
	Modifying Worksheets . . . . .	21
	Customizing the Excel 2007 Program Window . . . . .	26
<b>3</b>	<b>Working with Data and Data Tables</b>	<b>35</b>
	Entering and Revising Data . . . . .	36
	Moving Data Within a Workbook . . . . .	40
	Finding and Replacing Data . . . . .	44
	Correcting and Expanding Upon Worksheet Data . . . . .	48
	Defining a Table . . . . .	52
<b>4</b>	<b>Performing Calculations on Data</b>	<b>59</b>
	Naming Groups of Data . . . . .	60
	Creating Formulas to Calculate Values . . . . .	64
	Summarizing Data That Meets Specific Conditions . . . . .	71
	Finding and Correcting Errors in Calculations . . . . .	75
<b>5</b>	<b>Changing Document Appearance</b>	<b>85</b>
	Formatting Cells . . . . .	86
	Defining Styles . . . . .	92
	Applying Workbook Themes and Table Styles . . . . .	96
	Making Numbers Easier to Read . . . . .	102
	Changing the Appearance of Data Based on Its Value . . . . .	107
	Adding Images to a Document . . . . .	114
<b>6</b>	<b>Focusing on Specific Data Using Filters</b>	<b>121</b>
	Limiting Data That Appears on Your Screen . . . . .	122
	Manipulating List Data . . . . .	127
	Defining Valid Sets of Values for Ranges of Cells . . . . .	132
<b>7</b>	<b>Reordering and Summarizing Data</b>	<b>139</b>
	Sorting Data Lists . . . . .	140
	Organizing Data into Levels . . . . .	147
	Looking Up Information in a Data List . . . . .	153

<b>8</b>	<b>Combining Data from Multiple Sources</b>	<b>159</b>
	Using Data Lists as Templates for Other Lists . . . . .	160
	Linking to Data in Other Worksheets and Workbooks . . . . .	166
	Consolidating Multiple Sets of Data into a Single Workbook . . . . .	172
	Grouping Multiple Sets of Data . . . . .	175
<b>9</b>	<b>Analyzing Alternative Data Sets</b>	<b>179</b>
	Defining and Editing Alternative Data Sets . . . . .	180
	Defining Multiple Alternative Data Sets . . . . .	183
	Varying Your Data to Get a Desired Result Using Goal Seek . . . . .	187
	Finding Optimal Solutions with Solver . . . . .	190
	Analyzing Data with Descriptive Statistics . . . . .	196
<b>10</b>	<b>Creating Dynamic Lists with PivotTables</b>	<b>201</b>
	Analyzing Data Dynamically with PivotTables . . . . .	202
	Filtering, Showing, and Hiding PivotTable Data . . . . .	211
	Editing PivotTables . . . . .	218
	Formatting PivotTables . . . . .	223
	Creating PivotTables from External Data . . . . .	230
<b>11</b>	<b>Creating Charts and Graphics</b>	<b>237</b>
	Creating Charts . . . . .	238
	Customizing the Appearance of Charts . . . . .	244
	Finding Trends in Your Data . . . . .	250
	Creating Dynamic Charts Using PivotCharts . . . . .	252
	Creating Diagrams by Using SmartArt . . . . .	258
<b>12</b>	<b>Printing</b>	<b>267</b>
	Adding Headers and Footers to Printed Pages . . . . .	268
	Preparing Worksheets for Printing . . . . .	272
	Printing Data Lists . . . . .	281
	Printing Parts of Data Lists . . . . .	283
	Printing Charts . . . . .	288

<b>13</b>	<b>Automating Repetitive Tasks with Macros</b>	<b>291</b>
	Introducing Macros . . . . .	292
	Creating and Modifying Macros . . . . .	299
	Running Macros When a Button Is Clicked . . . . .	303
	Running Macros When a Workbook Is Opened . . . . .	308
<b>14</b>	<b>Working with Other Microsoft Office System Programs</b>	<b>313</b>
	Including Microsoft Office System Documents in Excel 2007 Worksheets . . . . .	314
	Storing Excel 2007 Documents as Parts of Other Microsoft Office System Documents . . . . .	317
	Creating Hyperlinks . . . . .	320
	Pasting Charts into Other Documents . . . . .	325
<b>15</b>	<b>Collaborating with Colleagues</b>	<b>329</b>
	Sharing Data Lists . . . . .	330
	Managing Comments . . . . .	333
	Tracking and Managing Colleagues' Changes . . . . .	336
	Protecting Workbooks and Worksheets . . . . .	340
	Authenticating Workbooks . . . . .	345
	Saving Workbooks for the Web . . . . .	347
	Glossary . . . . .	353
	Index . . . . .	357



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# 5 Changing Document Appearance

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## In this chapter, you will learn to:

- ✓ Format a cell.
  - ✓ Define styles.
  - ✓ Apply a workbook theme.
  - ✓ Make numbers easier to read.
  - ✓ Change data's appearance based on its value.
  - ✓ Add an image to a document.
- 

Entering data into a workbook efficiently saves you time, but you must also ensure that your data is easy to read. Microsoft® Office Excel® 2007 gives you a wide variety of ways to make your data easier to understand; for example, you can change the font, character size, or color used to present a cell's contents. Changing how data appears on a worksheet helps set the contents of a cell apart from the contents of surrounding cells. The simplest example of that concept is a data label. If a column on your worksheet has a list of days, you can set a label (for example, *Day*) apart easily by presenting it in bold type that's noticeably larger than the type used to present the data to which it refers. To save time, you can define a number of custom formats and then apply them quickly to the desired cells.

You might also want to specially format a cell's contents to reflect the value in that cell. For instance, Jenny Lysaker, the chief operating officer of Consolidated Messenger, might want to create a worksheet that displays the percentage of improperly delivered packages from each regional distribution center. If that percentage exceeds a threshold, she could have Office Excel 2007 display a red traffic light icon, indicating that the center's performance is out of tolerance and requires attention.

In addition to changing how data appears in the cells of your worksheet, you can also use headers and footers to add page numbers, current data, or graphics to the top and bottom of every printed page.

In this chapter, you'll learn how to change the appearance of data, apply existing formats to data, make numbers easier to read, change data's appearance based on its value, make printouts easier to follow, and position your data on the printed page.

**See Also** Do you need only a quick refresher on the topics in this chapter? See the Quick Reference entries on pages xxvii–lxiii.



**Important** Before you can use the practice sites provided for this chapter, you need to install them from the book's companion CD to their default location. See "Using the Book's CD" on page xiii for more information.

## Formatting Cells

Office Excel 2007 spreadsheets can hold and process lots of data, but when you manage numerous spreadsheets it can be hard to remember from a worksheet's title exactly what data is kept in that worksheet. Data labels give you and your colleagues information about data in a worksheet, but it's important to format the labels so that they stand out visually. To make your data labels or any other data stand out, you can change the format of the cells in which the data is stored.

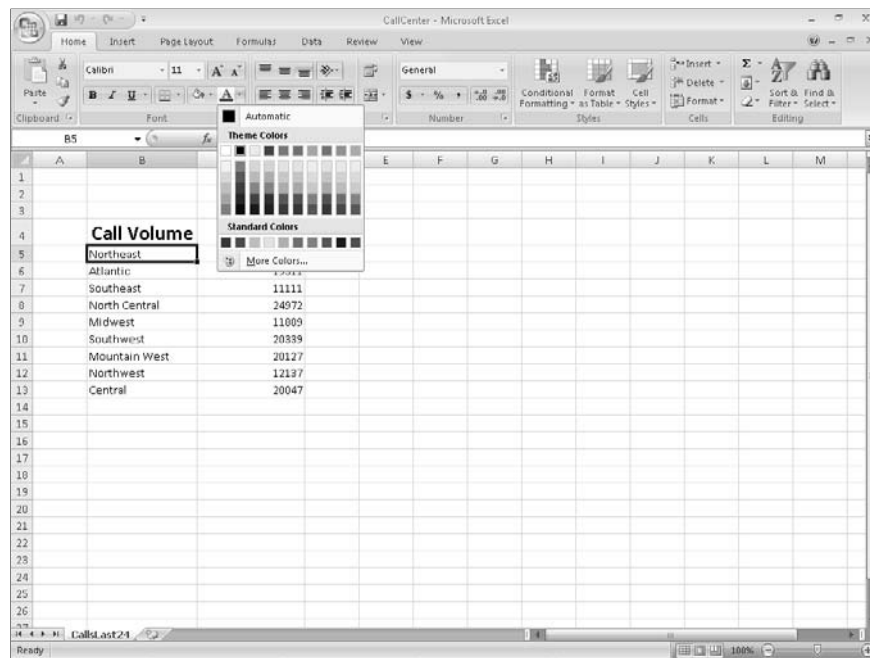
	A	B	C	D	E
1					
2					
3					
4		<b>Call Volume</b>			
5		Northeast	13769		
6		Atlantic	19511		
7		Southeast	11111		
8		North Central	24972		
9		Midwest	11809		
10		Southwest	20339		
11		Mountain West	20127		
12		Northwest	12137		
13		Central	20047		
14					
15					
16					

Most of the tools you need to change a cell's format can be found on the user interface's Home tab. You can apply the formatting represented on a button by selecting the cells you want to apply the style to and then clicking the appropriate button. If you want to set your data labels apart by making them appear bold, click the Bold button. If you

have already made a cell's contents bold, selecting the cell and clicking the Bold button will remove the formatting.

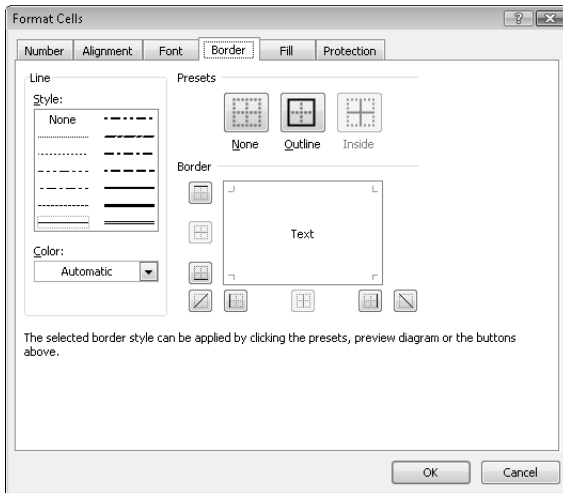
**Tip** Deleting a cell's contents doesn't delete the cell's formatting. To delete a cell's formatting, select the cell and then, on the Home tab, in the Editing group, click the Clear button and then click Clear Formats.

Items in the Home tab's Font group that give you choices, such as the Font Color control, have a down arrow at the right edge of the control. Clicking the down arrow displays a list of options accessible for that control, such as the fonts available on your system or the colors you can assign to a cell.



Another way you can make a cell stand apart from its neighbors is to add a border around the cell. To place a border around one or more cells, select the cells and then choose the border type you want by clicking the down arrow in the Font group's Border control and selecting the type of border to apply. Excel 2007 does provide more options—to display the full range of border types and styles, open the Border control's drop-down list and then click More Borders. The Border tab of the Format Cells dialog box contains the full range of tools you can use to define your cells' borders.





Another way you can make a group of cells stand apart from its neighbors is to change its shading, or the color that fills the cells. On a worksheet that tracks total package volume for the past month, Jenny Lysaker could change the fill color of the cells holding her data labels to make the labels stand out even more than by changing the formatting of the text used to display the labels.

**Tip** You can display the most commonly used formatting controls by right-clicking a selected range. When you do, a minitoolbar containing a subset of the Home tab formatting tools appears at the top of the shortcut menu.

If you want to change the attributes of every cell in a row or column, you can click the header of the row or column you want to format and then select your desired format.

One task you can't perform using the tools on the Home tab of the user interface is to change the standard font for a workbook, which is used in the Name box and on the formula bar. The standard font when you install Excel 2007 is Calibri, a simple font that is easy to read on a computer screen and on the printed page. If you want to choose another font, click the Microsoft Office Button and then click Excel Options. On the Popular page of the Excel Options dialog box, set the values in the Use this font and Font size list boxes to pick your new display font.

**Important** The new standard font doesn't take effect until you quit Excel 2007 and restart the program.

In this exercise, you emphasize a worksheet's title by changing the format of cell data, adding a border to a cell range, and then changing a cell range's fill color. After those tasks are complete, you change the default font for the workbook.

**USE** the *VehicleMileSummary* workbook in the practice file folder for this topic. This practice file is located in the *My Documents\Microsoft Press\Excel SBS\Appearance* folder.

**BE SURE TO** start Excel 2007 before beginning this exercise.

**OPEN** the *VehicleMileSummary* workbook.

1. Click cell D2.
2. On the **Home** tab of the user interface, in the **Font** group, click the **Bold** button.  
Excel 2007 displays the cell's contents in bold type.
3. In the **Font** group, click the **Font Size** control down arrow and then click **18**.  
Excel 2007 increases the size of the text in cell D2.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2				<b>Vehicle Mile Summary</b>											
3															
4				Day											
5		VehicleID	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday							
6		V101	159	144	124	108	125	165							
7		V102	113	106	111	116	119	97							
8		V103	87	154	124	120	111	100							
9		V104	137	100	150	96	127	150							
10		V105	86	132	154	97	154	165							
11		V106	159	163	155	101	89	160							
12		V107	111	165	155	92	91	94							
13		V108	101	162	123	87	93	140							
14		V109	164	159	116	97	149	120							
15		V110	100	107	143	144	152	132							
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															

4. Select cells B5 and C4.
5. On the **Home** tab, in the **Font** group, click the **Bold** button.  
Excel 2007 displays the cells' contents in bold type.
6. Select the cell ranges B6:B15 and C5:H5.

7. On the **Home** tab, in the **Font** group, click the **Italic** button.  
Excel 2007 displays the cells' contents in italic type.

	A	B	C	D	E	F	G	H	I
1									
2			<b>Vehicle Mile Summary</b>						
3									
4			<b>Day</b>						
5		<b>VehicleID</b>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	
6		V101	159	144	124	108	125	165	
7		V102	113	106	111	116	119	97	
8		V103	87	154	124	128	111	100	
9		V104	137	100	158	96	127	158	
10		V105	86	132	154	97	154	165	
11		V106	159	163	155	101	89	160	
12		V107	111	165	155	92	91	94	
13		V108	101	162	123	87	93	140	
14		V109	164	159	116	97	149	120	
15		V110	100	107	143	144	152	132	
16									
17									

8. Select the cell range C6:H15.
9. On the **Home** tab, in the **Font** group, click the **Border** control down arrow and then click **Outside Borders**.  
Excel 2007 places a border around the outside edge of the selected cells.
10. Select the cell range B4:H15.
11. On the **Home** tab, in the **Font** group, click the **Border** control down arrow and then click **Thick Box Border**.  
Excel 2007 places a thick border around the outside edge of the selected cells.
12. Select the cell ranges B4:B15 and C4:H5.
13. On the **Home** tab, in the **Font** group, click the **Fill Color** control down arrow and then, in the **Standard Colors** section of the color palette, click the yellow button.  
Excel 2007 changes the selected cells' background color to yellow.

	Day					
VehicleID	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
V101	159	144	124	100	125	165
V102	113	106	111	116	119	97
V103	87	154	124	128	111	100
V104	137	100	158	96	127	158
V105	86	132	154	97	154	165
V106	159	163	155	101	89	160
V107	111	165	155	92	91	94
V108	101	162	123	87	93	140
V109	164	159	116	97	140	120
V110	100	107	143	144	152	132

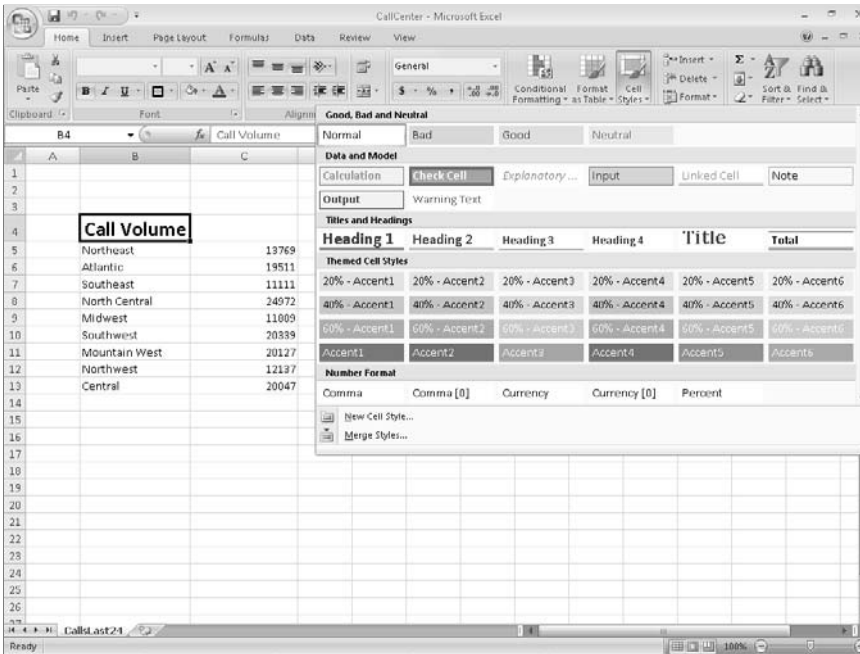
14. Click the **Microsoft Office Button** and then click **Excel Options**.  
The **Excel Options** dialog box appears.
15. If necessary, click **Popular** to display the **Popular** tab.
16. In the **When creating new workbooks** section, click the **Use this font** field down arrow and then click **Verdana**.  
*Verdana* appears in the **Use this font** field.
17. Click **Cancel**.  
The **Excel Options** dialog box disappears without saving your change.



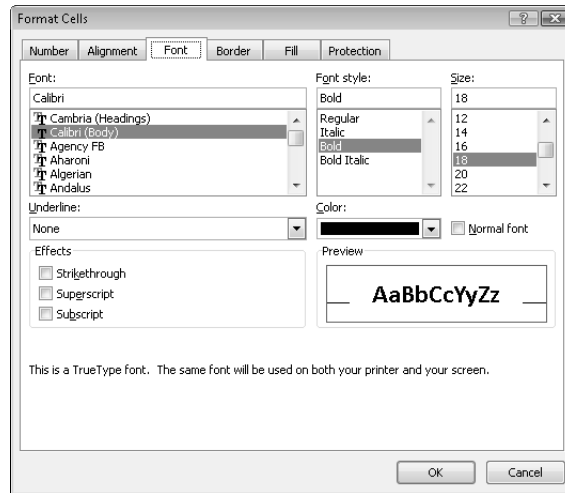
**CLOSE** the *VehicleMileSummary* workbook.

## Defining Styles

As you work with Excel 2007, you will probably develop preferred formats for data labels, titles, and other worksheet elements. Instead of adding the format's characteristics one element at a time to the target cells, you can have Excel 2007 store the format and recall it as needed. You can find the predefined formats available to you by displaying the Home tab of the user interface and then, in the Styles group, clicking Cell Styles.



Clicking a style from the Cell Styles gallery applies the style to the selected cells, but Excel 2007 goes a step beyond previous versions of the program by displaying a live preview of a format when you hover your mouse pointer on it. If none of the existing styles is what you want, you can create your own style by displaying the Cell Styles gallery and, at the bottom of the gallery, clicking New Cell Style to display the Style dialog box. In the Style dialog box, type the name of your new style in the Style name field and then click Format. The Format Cells dialog box appears.



After you set the characteristics of your new style, click OK to make your style available in the Cell Styles gallery. If you ever want to delete a style, display the Cell Styles gallery, right-click the style, and then click Delete.

The Style dialog box is quite versatile, but it's overkill if all you want to do is apply formatting changes you made to a cell to the contents of another cell. To do so, use the Format Painter button, found in the Home tab's Clipboard group. Just click the cell that has the format you want to copy, click the Format Painter button, and select the target cells to have Excel 2007 apply the copied format to the target range.

In this exercise, you create a style, apply the new style to a data label, and then use the Format Painter to apply the style to the contents of another cell.

**USE** the *HourlyExceptions* workbook in the practice file folder for this topic. This practice file is located in the *My Documents\Microsoft Press\Excel SBS\Appearance* folder.

**OPEN** the *HourlyExceptions* workbook.

1. On the **Home** tab, in the **Styles** group, click **Cell Styles** and then click **New Cell Style**.

The **Style** dialog box appears.



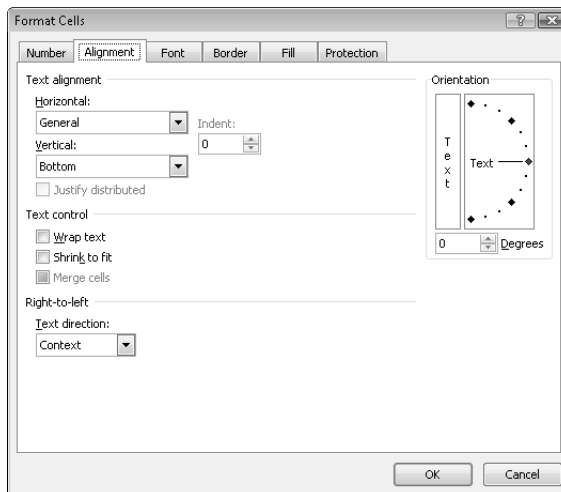
2. In the **Style name** field, type **Crosstab Column Heading**.

3. Click the **Format** button.

The **Format Cells** dialog box appears.

4. Click the **Alignment** tab.

The **Alignment** tab of the **Format Cells** dialog box appears.



5. Click the **Horizontal** field down arrow and then click **Center**.

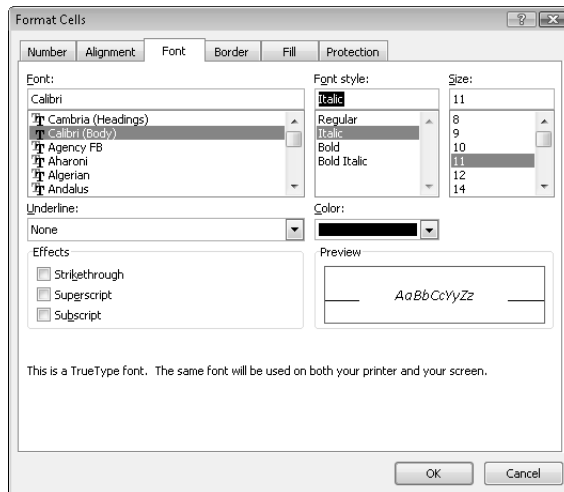
**Center** appears in the **Horizontal** field.

6. Click the **Font** tab.

The **Font** tab of the **Format Cells** dialog box appears.

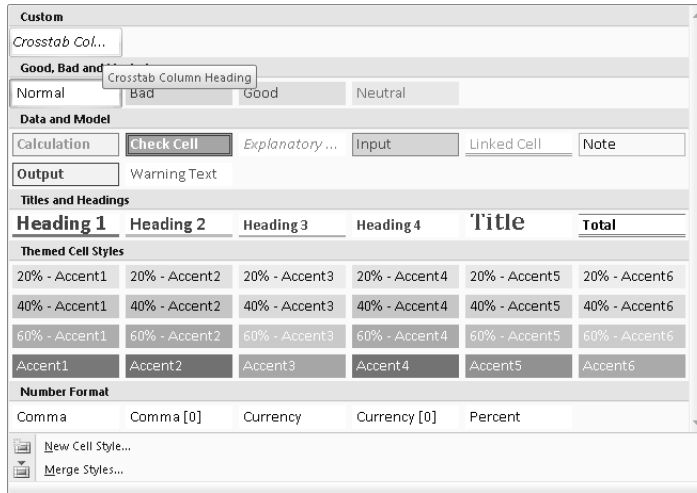
- In the **Font** style list, click **Italic**.

The text in the **Preview** pane appears in italicized text.



- Click the **Number** tab.  
The **Number** tab of the **Format Cells** dialog box appears.
- In the **Category** list, click **Time**.  
The available time formats appear.
- In the **Type** pane, click **1:30 PM**.
- Click **OK** to accept the default time format.  
The **Format Cells** dialog box disappears, and your new style's definition appears in the **Style** dialog box.
- Click **OK**.  
The **Style** dialog box disappears.
- Select cells C4:N4.
- On the **Home** tab, in the **Styles** group, click **Cell Styles**.  
Your new style appears at the top of the gallery, in the **Custom** group.





15. Click the **Crosstab Column Heading** style.

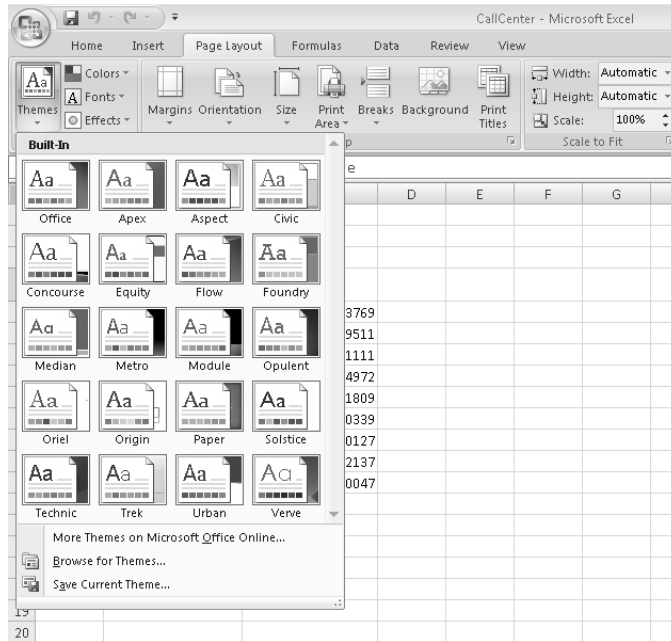
Excel 2007 applies your new style to the selected cells.



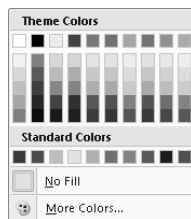
**CLOSE** the *HourlyExceptions* workbook.

## Applying Workbook Themes and Table Styles

The 2007 Microsoft Office system includes powerful new design tools that enable you to create attractive, professional documents quickly. The Excel 2007 product team implemented the new design capabilities by defining workbook themes and table styles. A *theme* is a way to specify the fonts, colors, and graphic effects that appear in a workbook. Excel 2007 comes with many themes installed.



To apply an existing workbook theme, display the Page Layout tab of the user interface. Then, in the Themes group, click Themes and then click the theme you want to apply to your workbook. By default, Excel 2007 applies the Office theme to your workbooks.

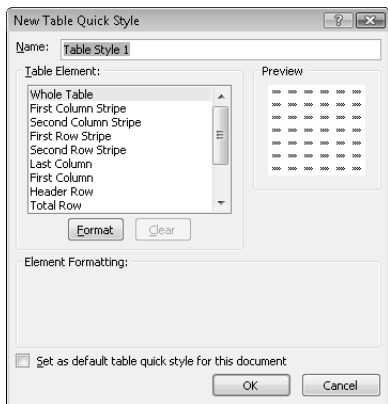


The theme colors appear in the top segment of the color palette—the standard colors and the More Colors link, which displays the Colors dialog box, appear at the bottom of the palette. If you format workbook elements using colors from the theme colors portion of the color palette, applying a different theme changes that object's colors.

You can change a theme's colors, fonts, and graphic effects by displaying the Page Layout tab on the user interface and then, in the Themes group, selecting new values by using the Colors, Fonts, and Effects buttons' drop-down lists. To save your changes as a new theme, display the Page Layout tab of the user interface, and then, in the Themes group, click Themes and then click Save Current Theme. Use the controls in the dialog box that appears to record your theme for later use. Later, when you click the Themes button, your custom theme will appear at the top of the gallery.

**Note** When you save a theme, you save it as an Office Theme file. You can apply the theme to Microsoft Office Word 2007 and Microsoft Office PowerPoint® 2007 files as well.

Just as you can define themes and apply them to entire workbooks, you can apply and define table styles. You select a table's initial style when you create it; to create a new table style, display the Home tab of the user interface and then, in the Styles group, click Format as Table. In the Format as Table gallery, click New Table Style to display the New Table Quick Style dialog box.



Type a name for the new style, select the first table element you want to format, and then click Format to display the Format Cells dialog box. Define the element's formatting and then click OK. When the New Table Quick Style dialog box reappears, its Preview pane displays the overall table style and the Element Formatting section displays the selected element's appearance. Also, in the Table Element list, Excel 2007 displays the element's name in bold to indicate it has been changed.

If you want to make your new style the default for any new tables created in the current workbook, select the Set as default table quick style for this document check box. When you click OK, Excel 2007 saves your custom table style.

**See Also** For more information on creating Excel 2007 tables, see "Defining a Table" in Chapter 3.

In this exercise, you will create a new workbook theme, change a workbook's theme, create a new table style, and apply the new style to a table.



**USE** the *HourlyTracking* workbook in the practice file folder for this topic. This practice file is located in the *My Documents\Microsoft Press\Excel SBS\Appearance* folder.

**OPEN** the *HourlyTracking* workbook.

1. If necessary, click any cell in the table.
2. On the **Home** tab of the ribbon, in the **Styles** group, click **Format as Table** and then click the style at the upper-left corner of the **Table Styles** gallery.  
Excel 2007 applies the style to the table.
3. On the **Home** tab of the user interface, in the **Styles** group, click **Format as Table** and then click **New Table Style**.

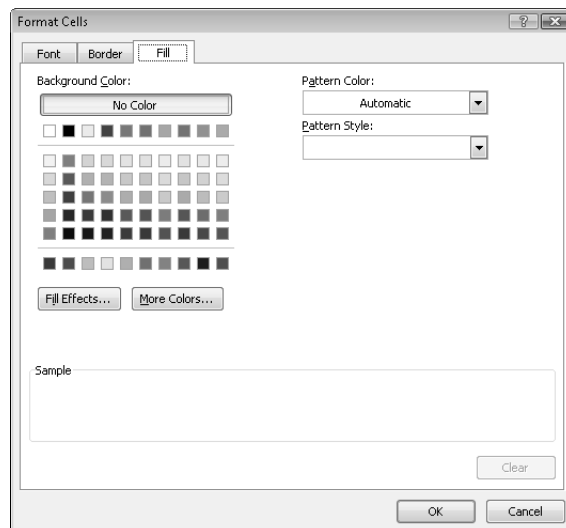
The **New Table Quick Style** dialog box appears.

4. In the **Name** field, type **Exception Default**.
5. In the **Table Element** list, click **Header Row**.
6. Click **Format**.

The **Format Cells** dialog box appears.

7. Click the **Fill** tab.

The **Fill** tab appears.



8. In the first row of color squares, just below the **No Color** button, click the third square from the left.

The new background color appears in the **Sample** pane of the dialog box.

9. Click **OK**.

The **Format Cells** dialog box disappears. When the **New Table Quick Style** dialog box reappears, the **Header Row** table element appears in bold, and the **Preview** pane's header row is shaded.

10. In the **Table Element** list, click **Second Row Stripe** and then click **Format**.

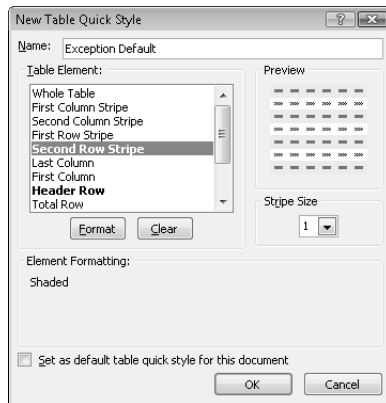
The **Format Cells** dialog box appears.

11. Click the **No Color** button and click the third square from the left again.

The new background color appears in the **Sample** pane of the dialog box.

12. Click **OK**.

The **Format Cells** dialog box disappears. When the **New Table Quick Style** dialog box reappears, the **Second Row Stripe** table element appears in bold, and every second row is shaded in the **Preview** pane.



13. Click **OK**.

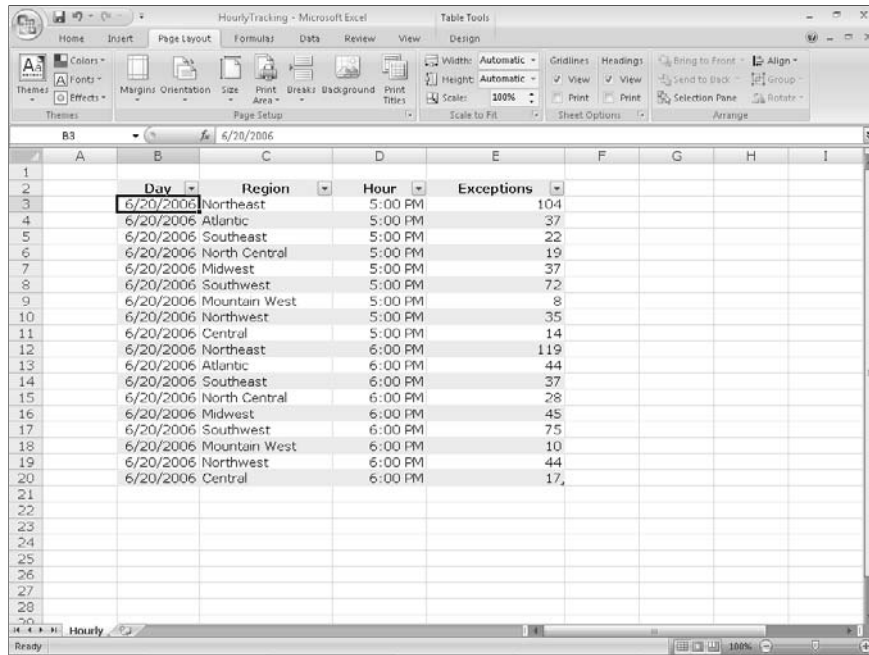
The **New Table Quick Style** dialog box disappears.

14. On the **Home** tab, in the **Styles** group, click **Format as Table**. In the gallery that appears, in the **Custom** section, click the new format.

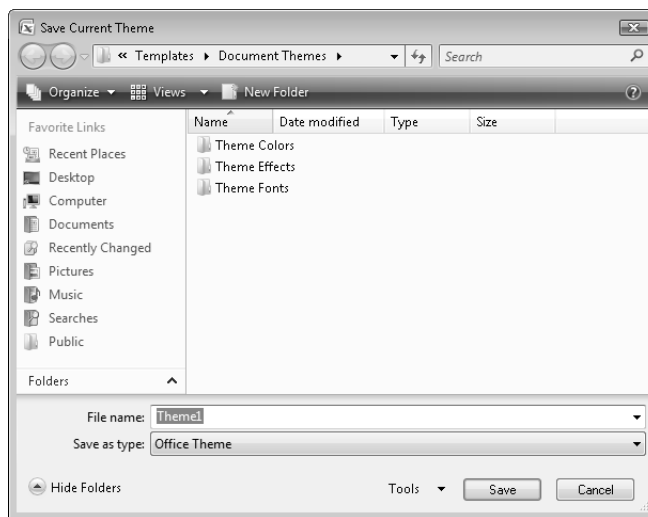
Excel 2007 applies the new format.

15. On the **Page Layout** tab, in the **Themes** group, click the **Fonts** control down arrow and then click **Verdana**.

Excel 2007 changes the theme's font to **Verdana**.



16. In the **Themes** group, click the **Themes** button and then click **Save Current Theme**. The **Save Current Theme** dialog box appears.



17. In the **File name** field, type **Verdana Office** and then click **Save**. Excel 2007 saves your theme.

18. In the **Themes** group, click the **Themes** button and then click **Origin**.  
Excel 2007 applies the new theme to your workbook.

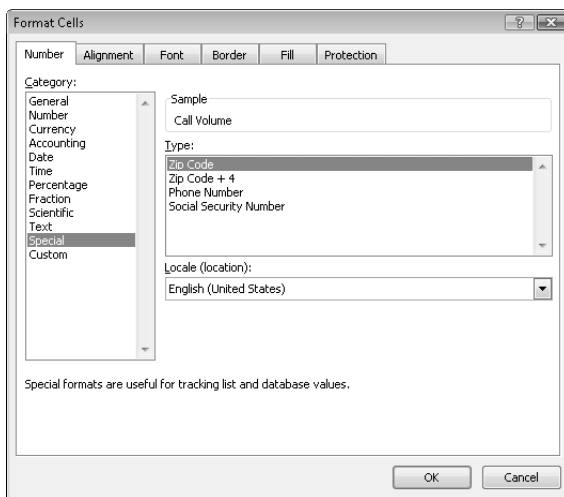


**CLOSE** the *HourlyTracking* workbook.

## Making Numbers Easier to Read

Changing the format of the cells in your worksheet can make your data much easier to read, both by setting data labels apart from the actual data and by adding borders to define the boundaries between labels and data even more clearly. Of course, using formatting options to change the font and appearance of a cell's contents doesn't help with idiosyncratic data types such as dates, phone numbers, or currency.

For example, consider U.S. phone numbers. These numbers are 10 digits long and have a 3-digit area code, a 3-digit exchange, and a 4-digit line number written in the form (###) ###-####. Although you can certainly type a phone number with the expected formatting in a cell, it's much simpler to simply type the 10 digits and have Excel 2007 change the data's appearance. You can tell Excel 2007 to expect a phone number in a cell by opening the Format Cells dialog box to the Number tab and displaying the formats under the Special category.



Clicking Phone Number from the Type list tells Excel 2007 to format 10-digit numbers in the standard phone number format. As you can see by comparing the contents of the active cell and the contents of the formula bar in the next graphic, the underlying data isn't changed, just its appearance in the cell.

	A	B	C	D	E	F	G	H	I	J
1										
2										
3						<b>Phone Number</b>				
4						(503) 555-0106				
5										
6										
7										

**Troubleshooting** If you type a nine-digit number in a field that expects a phone number, you won't see an error message; instead, you'll see a two-digit area code. For example, the number 425555012 would be displayed as (42) 555-5012. An 11-digit number would be displayed with a 4-digit area code.

Just as you can instruct Excel 2007 to expect a phone number in a cell, you can also have it expect a date or a currency amount. You can make those changes from the Format Cells dialog box by choosing either the Date category or the Currency category. The Date category enables you to pick the format for the date (and determine whether the date's appearance changes due to the Locale setting of the operating system on the computer viewing the workbook). In a similar vein, selecting the Currency category displays controls to set the number of places after the decimal point, the currency symbol to use, and the way in which Excel 2007 should display negative numbers.

**Tip** The new Excel 2007 user interface enables you to set the most common format changes by using the controls in the Home tab's Number group.

You can also create a custom numeric format to add a word or phrase to a number in a cell. For example, you can add the phrase *per month* to a cell with a formula that calculates average monthly sales for a year to ensure that you and your colleagues will recognize the figure as a monthly average. To create a custom number format, click the Home tab and then click the Number group's dialog expander to display the Format Cells dialog box. Then, if necessary, click the Number tab.

In the Category list, click Custom to display the available custom number formats in the Type list. You can then click the base format you want and modify it in the Type box. For example, clicking the 0.00 format causes Excel 2007 to format any number in a cell with two digits to the right of the decimal point.

**Tip** The zeros in the format indicate that the position in the format can accept any number as a valid value.



To customize the format, click in the Type box and add any symbols or text you want to the format. For example, typing a dollar sign to the left of the existing format and then typing “per month” to the right of the existing format causes the number 1500 to be displayed as \$1500.00 per month.

**Important** You need to enclose any text in quotes so that Excel 2007 recognizes the text as a string to be displayed in the cell.

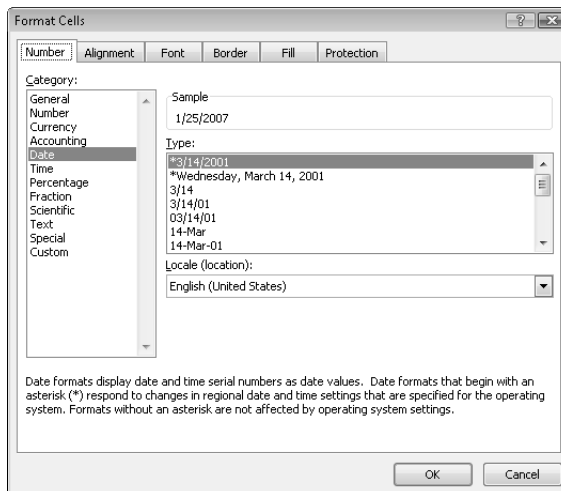
In this exercise, you assign date, phone number, and currency formats to ranges of cells in your worksheet. After you assign the formats, you test them by entering customer data.

**USE** the *ExecutiveSearch* workbook in the practice file folder for this topic. This practice file is located in the *My Documents\Microsoft Press\Excel SBS\Appearance* folder.

**OPEN** the *ExecutiveSearch* workbook.

1. Click cell A3.
2. On the **Home** tab, in the **Font** group, click the dialog expander.  
The **Format Cells** dialog box appears.
3. If necessary, click the **Number** tab.
4. In the **Category** list, click **Date**.

The **Type** list appears with a list of date formats.



5. In the **Type** list, click **3/14/01**.

**Caution** Be sure to click the format without the asterisk in front of the sample date.

6. Click **OK**.

Excel 2007 assigns the chosen format to the cell.

7. Click cell G3.

8. On the **Home** tab, in the **Font** group, click the dialog expander.

The **Format Cells** dialog box appears.

9. If necessary, click the **Number** tab.

The **Number** tab of the dialog box appears.

10. In the **Category** list, click **Special**.

The **Type** list appears with a list of special formats.

11. In the **Type** list, click **Phone Number** and then click **OK**.

The contents of the cell change to *(425) 555-0102*, matching the format you chose earlier, and the **Format Cells** dialog box disappears.

12. Click cell H3.

13. On the **Home** tab, in the **Font** group, click the dialog expander.

The **Format Cells** dialog box appears.

14. If necessary, click the **Number** tab.

The **Number** tab of the dialog box appears.

15. In the **Category** list, click **Custom**.

The contents of the **Type** list are updated to reflect your choice.





CLOSE the *ExecutiveSearch* workbook.

## Changing the Appearance of Data Based on Its Value

Recording package volumes, vehicle miles, and other business data in a worksheet enables you to make important decisions about your operations. And as you saw earlier in this chapter, you can change the appearance of data labels and the worksheet itself to make interpreting your data easier.

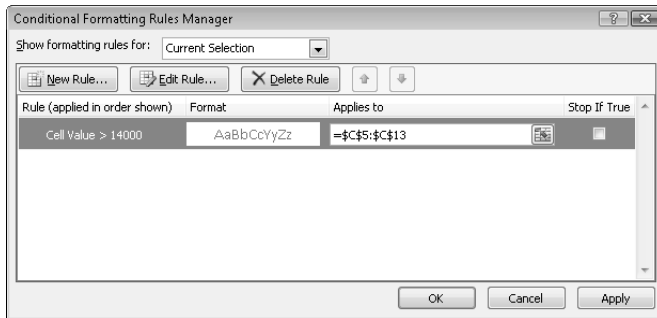
Another way you can make your data easier to interpret is to have Excel 2007 change the appearance of your data based on its value. These formats are called *conditional formats* because the data must meet certain conditions to have a format applied to it. For instance, if chief operating officer Jenny Lysaker wanted to highlight any Thursdays with higher-than-average weekday package volumes, she could define a conditional format that tests the value in the cell recording total sales, and that will change the format of the cell's contents when the condition is met.

In previous versions of Excel, you could have a maximum of three conditional formats. There's no such limit in Excel 2007; you may have as many conditional formats as you like. The other major limitation of conditional formats in Excel 2003 and earlier versions was that Excel stopped evaluating conditional formats as soon as it found one that applied to a cell. In other words, you couldn't have multiple conditions be true for the same cell! In Excel 2007, you can control whether Excel 2007 stops or continues after it discovers that a specific condition applies to a cell.

To create a conditional format, you select the cells to which you want to apply the format, display the Home tab of the user interface, and then, in the Styles group, click Conditional Formatting to display a menu of possible conditional formats. Excel 2007 enables you to create all the conditional formats available in previous versions of the program and offers many more conditional formats than were previously available. Prior to Excel 2007, you could create conditional formats to highlight cells that contained values meeting a certain condition. For example, you could highlight all cells that contain a value over 100, contain a date before 1/28/2007, or contain an order amount between \$100 and \$500. In Excel 2007, you can define conditional formats that change how the program displays data in cells that contain values above or below the average values of

the related cells, that contain values near the top or bottom of the value range, or that contain values duplicated elsewhere in the selected range.

When you select which kind of condition to create, Excel 2007 displays a dialog box that contains fields and controls you can use to define your rule. To display all your rules, display the Home tab and then, in the Styles group, click Conditional Formatting. From the menu that appears, click Manage Rules to display the Conditional Formatting Rules Manager.

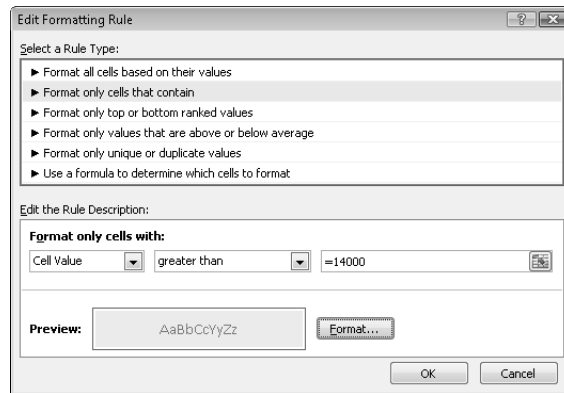


The Conditional Formatting Rules Manager, which is new in Excel 2007, enables you to control your conditional formats in the following ways:

- Creates a new rule by clicking the New Rule button
- Changes a rule by clicking the rule and then clicking the Edit Rule button
- Removes a rule by clicking the rule and then clicking the Delete Rule button
- Moves a rule up or down in the order by clicking the Move Up or Move Down button
- Controls whether Excel 2007 continues evaluating conditional formats after it finds a rule to apply by selecting or clearing a rule's Stop If True check box
- Saves any new rules and closes the Conditional Formatting Rules Manager by clicking OK
- Saves any new rules without closing the Conditional Formatting Rules Manager by clicking Apply
- Discards any unsaved changes by clicking Cancel

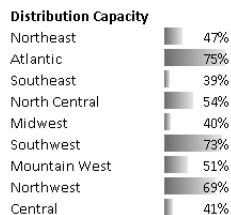
**Note** Clicking the New Rule button in the Conditional Formatting Rules Manager displays the New Formatting Rule dialog box. The commands in the New Formatting Rule dialog box duplicate the options displayed when you click the Home tab's Conditional Formatting button.

After you create a rule, you can change the format applied if the rule is true by clicking the rule and then clicking the Edit Rule button to display the Edit Formatting Rule dialog box. In that dialog box, click the Format button to display the Format Cells dialog box. After you define your format, click OK.



**Important** Excel 2007 doesn't check to make sure that your conditions are logically consistent, so you need to be sure that you enter your conditions correctly.

Excel 2007 also enables you to create three new types of conditional formats: data bars, color scales, and icon sets. Data bars summarize the relative magnitude of values in a cell range by extending a band of color across the cell.



Color scales compare the relative magnitude of values in a cell range by applying colors from a two- or three-color set to your cells. The intensity of a cell's color reflects the value's tendency toward the top or bottom of the values in the range.

Distribution Capacity	
Northeast	47%
Atlantic	75%
Southeast	39%
North Central	54%
Midwest	40%
Southwest	73%
Mountain West	51%
Northwest	69%
Central	41%

Icon sets are collections of three, four, or five images that Excel 2007 displays when certain rules are met.

Distribution Capacity	
Northeast	
Atlantic	
Southeast	
North Central	
Midwest	
Southwest	
Mountain West	
Northwest	
Central	

When you click a color scale or icon set in the Conditional Formatting Rule Manager and then click the Edit Rule button, you can control when Excel 2007 applies a color or icon to your data.

**Caution** Be sure to not include cells that contain summary formulas in your conditionally formatted ranges. The values, which could be much higher or lower than your regular cell data, could throw off your formatting comparisons.

In this exercise, you create a series of conditional formats to change the appearance of data in worksheet cells displaying the package volume and delivery exception rates of a regional distribution center.



**USE** the *Dashboard* workbook in the practice file folder for this topic. This practice file is located in the *My Documents\Microsoft Press\Excel SBS\Appearance* folder.

**OPEN** the *Dashboard* workbook.

1. Select cells C4:C12.
2. On the **Home** tab, in the **Styles** group, click **Conditional Formatting**. From the menu that appears, point to **Color Scales**, and then, in the top row of the palette that appears, click the second pattern from the left.

Excel 2007 formats the selected range.

The screenshot shows an Excel spreadsheet with the following data:

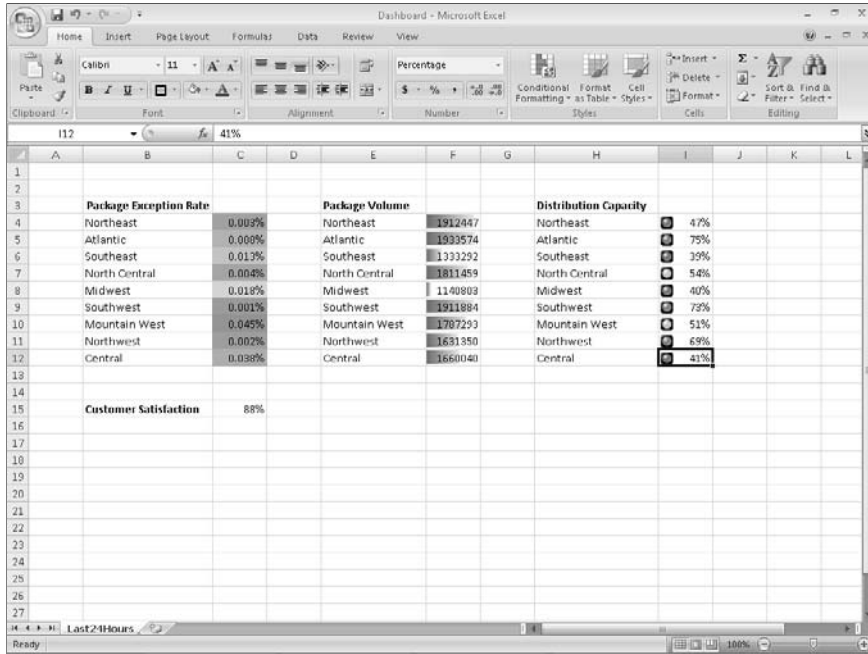
	Package Exception Rate	Package Volume	Distribution Capacity
Northeast	0.003%	1912447	Northeast 47%
Atlantic	0.006%	1933574	Atlantic 75%
Southeast	0.013%	1333292	Southeast 39%
North Central	0.004%	1811459	North Central 54%
Midwest	0.016%	1140803	Midwest 40%
Southwest	0.001%	1911884	Southwest 73%
Mountain West	0.045%	1767293	Mountain West 51%
Northwest	0.002%	1631850	Northwest 69%
Central	0.036%	1660040	Central 41%

Below the package data, there is a row for Customer Satisfaction:

Customer Satisfaction	88%
-----------------------	-----

3. Select cells F4:F12.
4. On the **Home** tab, in the **Styles** group, click **Conditional Formatting**. From the menu that appears, point to **Data Bars**, and then click the light blue data bar format.  
Excel 2007 formats the selected range.
5. Select cells I4:I12.
6. On the **Home** tab, in the **Styles** group, click **Conditional Formatting**. From the menu that appears, point to **Icon Sets**, and then, in the left-hand column of the list of formats that appears, click the three traffic lights.  
Excel 2007 formats the selected cells.



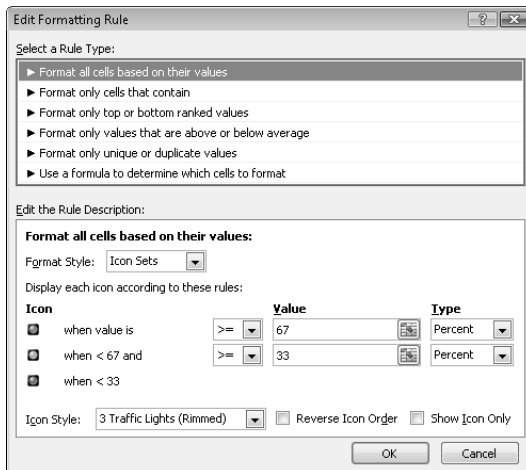


7. With the range I4:I12 still selected, on the Home tab, in the Styles group, click Conditional Formatting, and then click Manage Rules.

The Conditional Formatting Rules Manager appears.

8. Click the icon set rule and then click Edit Rule.

The Edit Formatting Rule dialog box appears.



9. Select the **Reverse Icon Order** check box.

Excel 2007 reconfigures the rules so the red light icon is at the top and the green light icon is at the bottom.

10. In the red light icon's row, click the **Type** field down arrow and then click **Percent**.

11. In the red light icon's **Value** field, type **80**.

12. In the yellow light icon's row, click the **Type** field down arrow and then click **Percent**.

13. In the yellow light icon **Value** field, type **67**.

14. Click **OK** twice to clear the **Edit Formatting Rule** dialog box and the **Conditional Formatting Rules Manager**.

Excel 2007 formats the selected cell range.

15. Click cell C15.

16. On the **Home** tab, in the **Styles** group, click **Conditional Formatting**. From the menu that appears, point to **Highlight Cells Rules** and then click **Less Than**.

The **Less Than** dialog box appears.

17. In the left field, type **96%**.

18. Click the **With** field down arrow and then click **Red text**.

19. Click **OK**.

The **Less Than** dialog box disappears, and Excel 2007 displays the text in cell C15 in red.

Dashboard - Microsoft Excel

Package Exception Rate		Package Volume		Distribution Capacity	
Northeast	0.003%	Northeast	1912447	Northeast	47%
Atlantic	0.006%	Atlantic	1933574	Atlantic	75%
Southeast	0.013%	Southeast	1332292	Southeast	39%
North Central	0.004%	North Central	1811469	North Central	54%
Midwest	0.018%	Midwest	1140803	Midwest	40%
Southwest	0.001%	Southwest	1911884	Southwest	73%
Mountain West	0.045%	Mountain West	1787293	Mountain West	51%
Northwest	0.002%	Northwest	1681350	Northwest	69%
Central	0.038%	Central	1660040	Central	41%

Customer Satisfaction	88%
-----------------------	-----



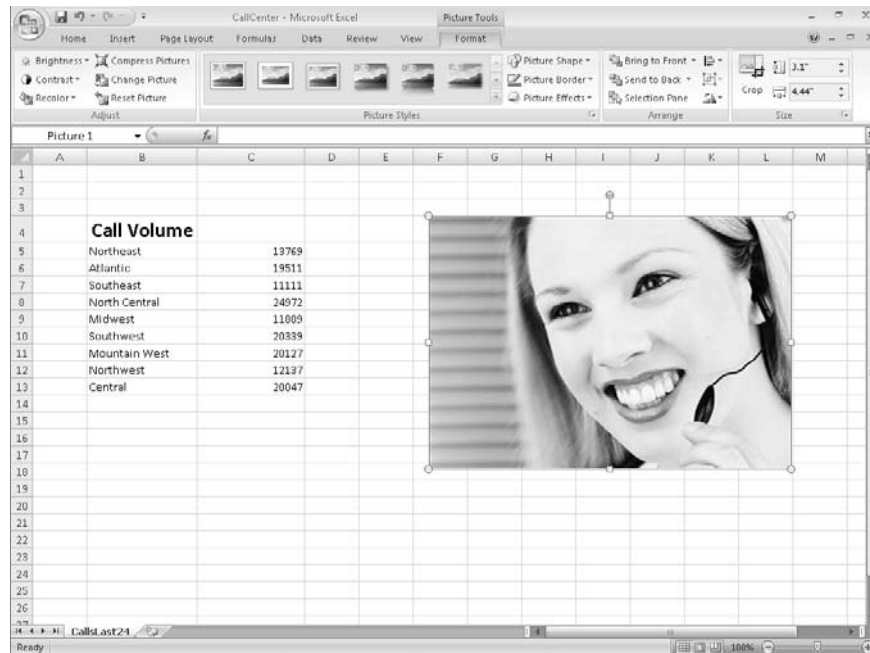
**CLOSE** the *Dashboard* workbook.

## Adding Images to a Document

Establishing a strong corporate identity helps customers remember your organization and the products and services you offer. Setting aside the obvious need for sound management, two important physical attributes of a strong retail business are a well-conceived shop space and an eye-catching, easy-to-remember logo. After you or your graphic artist has created a logo, you should add the logo to all your documents, especially any that might be seen by your customers. Not only does the logo mark the documents as coming from your company but it also serves as an advertisement, encouraging anyone who sees your worksheets to call or visit your company.

One way to add a picture to a worksheet is to display the Insert tab of the user interface and then, in the Illustrations group, click Picture. Clicking Picture displays the Insert Picture dialog box, which enables you to locate the picture you want to add from your hard disk. When you insert a picture, the Picture Tools contextual tab appears with the

Format contextual tab right below it. You can use the tools on the Format contextual tab to change the picture's contrast, brightness, and so on. The controls in the Picture Styles group enable you to place a border around the picture, change the picture's shape, or change a picture's effects (such as shadow, reflection, or rotation in three dimensions). Other tools, found in the Arrange and Size groups, enable you to rotate, reposition, and resize the picture.



You can also resize a picture by clicking it and then dragging one of the handles that appear on the graphic. If you accidentally resize a graphic by dragging a handle, just click the Undo button to remove your change. If you want to generate a repeating image in the background of a worksheet, forming a tiled pattern behind your worksheet's data, you can display the Page Layout tab of the user interface and then, in the Page Setup group, click Background. In the Sheet Background dialog box, click the image that you want to serve as the background pattern for your worksheet and click OK.

**Tip** To remove a background image from a worksheet, display the Page Layout tab of the user interface and then, in the Page Setup group, click Delete Background.

In this exercise, you add an image to an existing worksheet, change the graphic's location on the worksheet, reduce the size of the graphic, change the image's brightness and contrast, rotate and crop the image, delete the image, and then set the image as a repeating background for the worksheet.

**USE** the *CallCenter* workbook and the *callcenter.jpg* image file in the practice file folder for this topic. This practice file is located in the *My Documents\Microsoft Press\Excel SBS\Appearance* folder.

**OPEN** the *CallCenter* workbook.

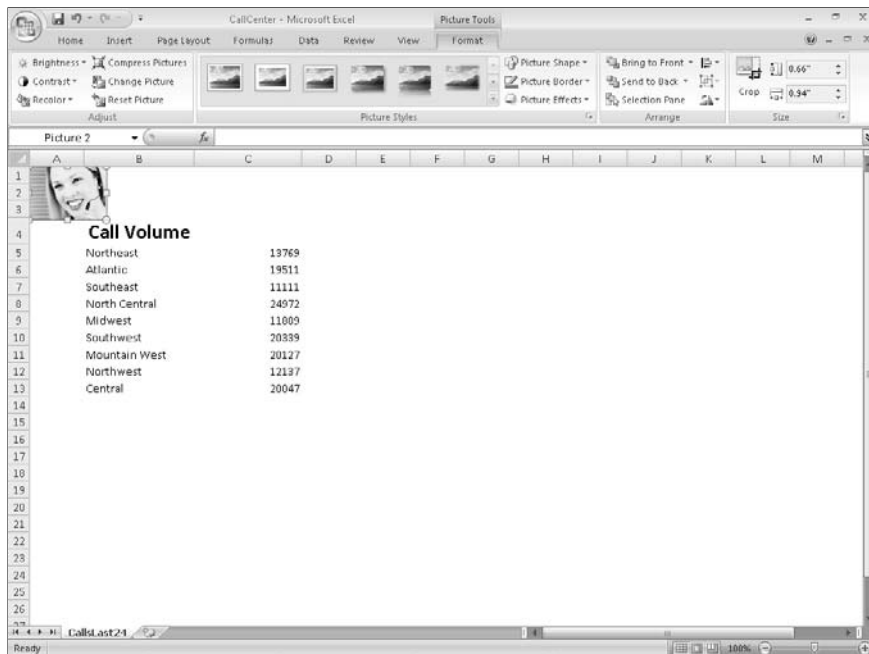
1. On the **Insert** tab, click **Picture**.

The **Insert Picture** dialog box appears.

2. Browse to the *My Documents\Microsoft Press\Excel SBS\Appearance* folder and then double-click **callcenter.jpg**.

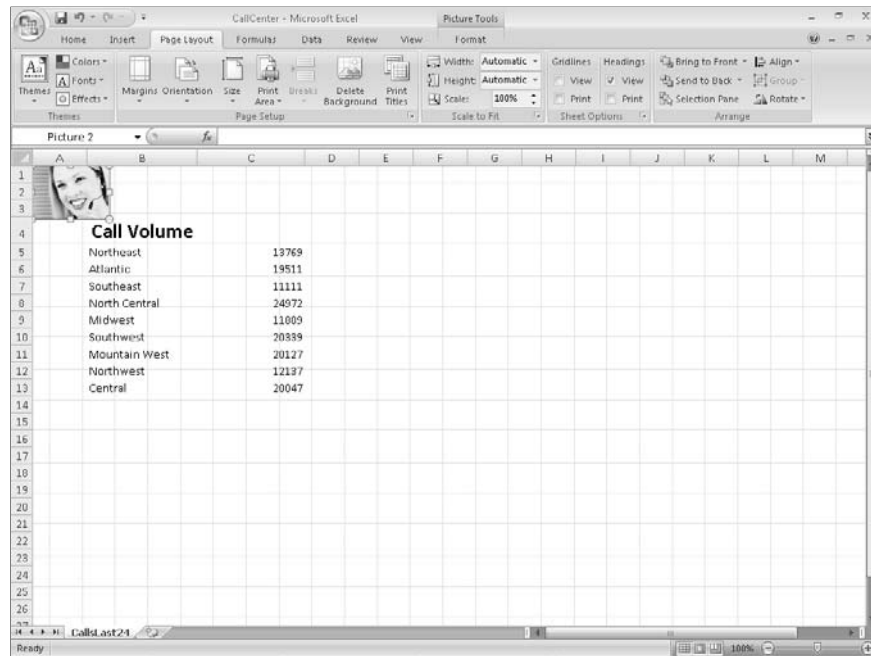
The image appears on your worksheet.

3. Move the image to the upper-left corner of the worksheet, grab the handle at the lower-right corner of the image, and drag it up and to the left until it no longer obscures the Call Volume label.



4. On the **Page Layout** tab, in the **Page Setup** group, click **Background**.  
The **Sheet Background** dialog box appears.
5. Browse to the *My Documents\Microsoft Press\Excel SBS\Appearance* folder and then double-click **acbluprt.jpg**.

Excel 2007 repeats the image to form a background pattern.



6. On the **Page Layout** tab, in the **Page Setup** group, click **Delete Background**.  
Excel 2007 removes the background image.



**CLOSE** the *CallCenter* workbook.

**CLOSE** Excel.

## Key Points

- If you don't like the default font in which Excel 2007 displays your data, you can change it.
- You can use cell formatting, including borders, alignment, and fill colors, to emphasize certain cells in your worksheets. This emphasis is particularly useful for making column and row labels stand out from the data.
- Excel 2007 comes with a number of existing styles that enable you to change the appearance of individual cells. You can also create new styles to make formatting your workbooks easier.
- If you want to apply the formatting from one cell to another cell, use the Format Painter to copy the format quickly.
- There are quite a few built-in document themes and table formats you can apply to groups of cells. If you see one you like, use it and save yourself lots of formatting time.
- Conditional formats enable you to set rules so that Excel 2007 changes the appearance of a cell's contents based on its value.
- Adding images can make your worksheets more visually appealing and make your data easier to understand.