

Learn Microsoft® Office Excel® 2007 Step by Step, Level 1

Practice File Guide

To install the 2007 Microsoft® Office system software, your computer must meet the following minimum requirements:

- 500 megahertz (MHz) processor
- 256 megabytes (MB) RAM
- CD or DVD drive
- 2 gigabytes (GB) available hard disk space
Note: Hard disk requirements will vary depending on configuration; custom installation choices may require more or less hard disk space.
- Monitor with 800 × 600 screen resolution; 1024 × 768 or higher recommended
- Keyboard and mouse or compatible pointing device
- Internet connection, 128 kilobits per second (Kbps) or greater, for download and activation of products, accessing Microsoft Office Online and online Help topics, and any other Internet-dependent processes
- Windows Vista® with Service Pack 1 (SP1) or later, Windows® XP with Service Pack 2 (SP2), or Windows Server® 2003 or later
- Windows Internet Explorer® 7 or Microsoft Internet Explorer 6 with service packs

In addition to the hardware, software, and connections required to run the 2007 Microsoft Office system, you will need the following to successfully complete the exercises in this book:

- Microsoft Office Excel® 2007
- Access to a printer
- 10 MB of available hard disk space for the practice files

The practice files necessary to complete these exercises are available in the following file:

50123A-EN_Excel07_Stdnt_PracFiles.zip.

The exercises assume that you will extract these files into the *Documents\Microsoft Press\SBSEExcel2007* folder, but you can extract them into any folder of your choosing.

The practice files are organized in module-specific folders, as indicated in the table on the following page.

Microsoft Office Excel 2007 Step by Step Exercise Map

Page	Description	Folder\Practice File
6-7	Create and save a new workbook, save a workbook with a new name, and work with properties.	ExcelIntro\Exception Summary.xlsx
9-11	Insert, rename, move, hide, copy, and delete sheets	ExcelIntro\Exception Summary.xlsx
16-18	Change zoom level, zoom in on a range, switch and cascade workbooks, and add a button to the Quick Access Toolbar.	ExcelIntro\Exception Summary.xlsx ExcelIntro\Route Volume.xlsx
25-26	Enter data in different ways, including filling a data series.	Data\Series.xlsx
29-31	Insert columns, rows, and cells; and delete and move cells and groups of cells.	Data\Route Volume.xlsx
34-35	Copy column headers, move a column of data, and choose how data is pasted.	Data\2007Q1ShipmentsByCategory.xlsx
37-40	Find a specific value, replace every occurrence, and find a cell with specific formatting.	Data\Average Deliveries.xlsx
43-45	Check spelling, search for synonyms, and translate a word.	Data\Service Levels.xlsx
51-53	Change the formatting of data, and add a border and fill color to a cell range.	Formatting\VehicleMileSummary.xlsx
55-58	Create a style, apply the new style, and use the Format Painter.	Formatting\HourlyExceptions.xlsx
61-64	Create a table style, and apply it to a table; and create and apply a theme.	Formatting\HourlyTracking.xlsx
67-69	Assign date, phone number, and currency formats to cells.	Formatting\ExecutiveSearch.xlsx
75-77	Create, modify, and move a chart first within the worksheet and then to its own chart sheet.	ChartsDataTables\Yearly Package Volume.xlsx
80-81	Create a data table, add data, summarize the data, and rename the table.	ChartsDataTables\Driver Sort Times.xlsx
86-87	Assign range names.	Calculations\VehicleMiles.xlsx
93-94	Create and edit formulas that use table references, relative references, and absolute references.	Calculations\ITExpenses.xlsx
100-102	Create a custom header and a footer containing a graphic.	Printing\Review by Customer.xlsx
111-112	Preview a worksheet; and change its margins, orientation, size, page breaks, and page printing order.	Printing\Pickups by Hour.xlsx