

Microsoft Excel 2007 Guide

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INSTRUCTOR INFORMATION

• At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is

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Microsoft Excel file. 4 Use Tools to Evaluate Results The tools in this exercise make it easier for you to evaluate and obtain more accurate quantitation results. 5 Work With Quantitation Reports In this exercise, you generate reports using specified templates, then review these reports in Microsoft Excel.

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3 • we hypothesize that • we propose • we introduce • we develop • the data suggest 3. Generate questions and be aware of your understanding Reading is an active task. Before and during your reading, ask yourself these questions:

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change > For Excel 2007+ use the formatting tools on the Home tab of the ribbon or for Excel 2003 use the formatting icons on the toolbar. Move, insert and copy columns, rows and cells using the Mouse + SHIFT or CTRL. 40. Move column, row or cells: Select the range of cells, column(s) or row(s) > hover your