Gloucester County Library System

Gloucester County Library System
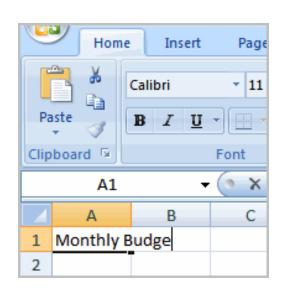
EXCEL 2007

Introduction

What is Excel?

Microsoft Excel is an electronic spreadsheet program. It is capable of performing many different types of calculations and can organize both numerical and textual data.

Class objective

Insert text and numbers into excel workbooks to be able to use it to calculate, analyze, and organize data. in this lesson, you will learn how to create a new workbook, insert and delete text, navigate a worksheet, and save an excel workbook.
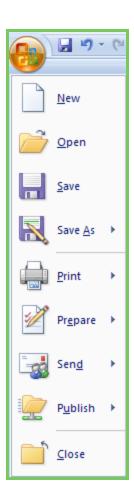
Spreadsheet Anatomy

Parts of a spreadsheet

- **Cell -** The box where the numbers, the labels, or the formulas are entered.

- **Column -** The collection of cells in a line from top to bottom.

- **Row -** The collection of cells in a line from side to side.

- **Worksheet -** The single page of rows and columns that is on the screen.

- **Workbook -** The collection of pages (worksheets) that make up one file.

- **Range -** A group of cells that are next to each other.

- **Mouse pointer** - The arrow or other marker that indicates where the mouse is pointing.

- **Formula -** A mathematical expression that gives instructions to the computer about what to do with the contents of specified cells.

Microsoft Office Button
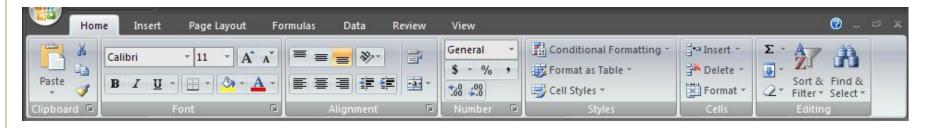

Quick Access Toolbar

- The **Microsoft Office Button** is in the top left corner of the window and provides access to open, save, and print documents.

- Click on the **Microsoft Office Button** and then click on the desired option.

- Menu options with an arrow have additional choices available in the area to the right.

- The Excel Options button at the bottom of the window allows the user to make adjustments to Excel such as color scheme, workbook options, formula options, and spelling.

- The **Quick Access Toolbar** is just to the right of the Microsoft Office Button.

- When the cursor is over a button, the name of the button is displayed.

- The options available when Microsoft Office 2007 is first installed include Save, Undo, and Redo.

The Ribbon

The **Ribbon runs across the top of the window.**

The **Ribbon consists of 3 types of items.**

• **Tabs –** This is the main level and includes Home, Insert, Page Layout, etc.

• **Groups –** Each tab has several groups that show related items together.

• **Commands** – A command is a button in a group or an item in a list.

Some tabs are only available when a particular item is selected.
For example, the Picture Tools tab is only shown when a picture is clicked on**.**
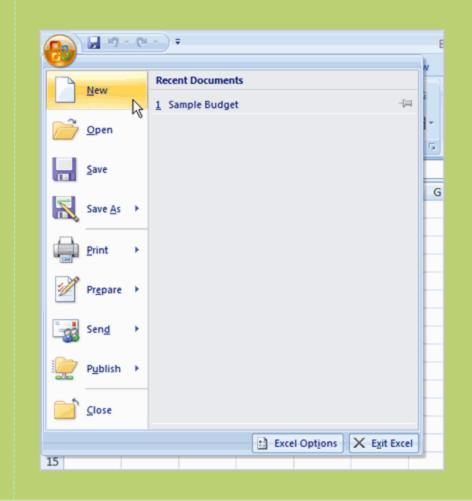
Excel

Keyboard Shortcuts

- Press the Alt key on the keyboard to display the keystrokes for the tabs and Mini toolbar.

- Press the desired key such as H for the Home tab.

- Continue pressing the indicated keys and/or down arrow to make the desired choices.

- To remove the keystroke markers from the screen, press the Alt key.

Help

- Click on the Microsoft Office Excel Help button in the top right corner.

- Type the desired word in the search box and then press the Enter key.

- Choose the desired topic from the ones displayed.

- To research another topic, enter the desired word in the search box and then press the Enter key.

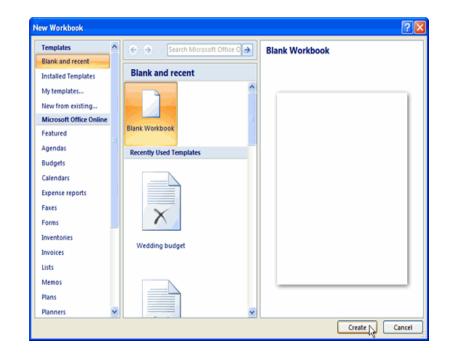- Note – An active Internet connection will find more results.

Workbook

- To Create a New, Blank Workbook:

- Left-click on to the Microsoft Office Button.

- Select New. The New Workbook dialog box opens and Blank Workbook

Create

TO CREATE
A NEW, BLANK WORKBOOK
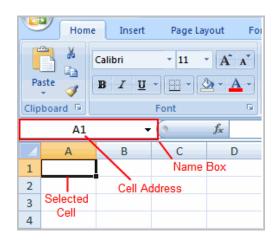
CLICK ONTO THE
CREATE BUTTON

Creating a spreadsheet

Plan

• What should the spreadsheet accomplish?

• What should be on this spreadsheet?

• What should the spreadsheet do with the information?

• What information must be on the spreadsheet to get the desired results?

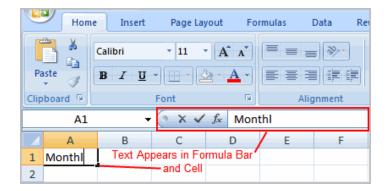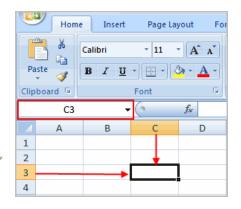• Sketch out a picture of the spreadsheet. Where will things be?

Workbook

1. Left-click a cell to select it. Each rectangle in the worksheet is called a cell. As you select a cell, the cell address appears in the Name Box.

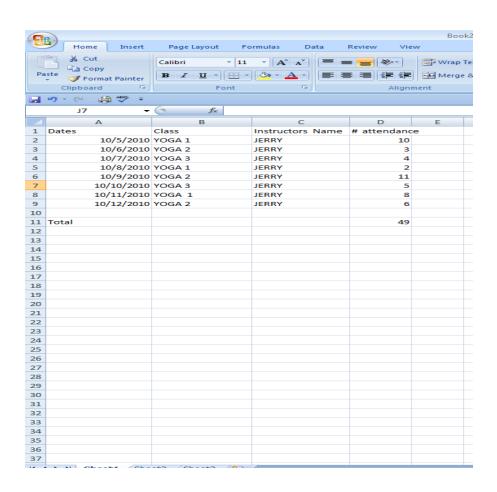2. Enter text into the cell using your keyboard. The text appears in the cell and in the formula bar.

3. Each cell has a name, or a cell address based on the column and row it is in. For example, this cell is C3 since it is where column C and row 3 intersect.

Challenge!

Open Excel.

- Open 2011 Excel workbook.

- Enter text into cells.

- Save the spreadsheet.

	Dates	Class	Instructors Name	# attendance	
1	Dates	Class	Instructors Name	# attendance	
2	10/5/2010	YOGA 1	JERRY	10	
3	10/6/2010	YOGA 2	JERRY	3	
4	10/7/2010	YOGA 3	JERRY	4	
5	10/8/2010	YOGA 1	JERRY	2	
6	10/9/2010	YOGA 2	JERRY	11	
7	10/10/2010	YOGA 3	JERRY	5	
8	10/11/2010	YOGA 1	JERRY	8	
9	10/12/2010	YOGA 2	JERRY	6	
10					
11	Total			49	

Working with Cells

- *Seeing what is in a cell*

- Click in the cell.

- Look at the Input Line.

- Note * A formula will have an = sign followed by numbers, cell names, etc.

- *Changing Information in a Cell*

- Click in the cell to be changed.

- Type in the new information.

- Note * The new information replaces the old information.

- To make a change without losing the original information, click on the Input Line below the toolbars and make the desired changes

- OR double click in the cell and make the desired changes.

- Press the Enter key.

Excel

Filling in a Form

- Open the desired form.

- Find the appropriate cell and enter the information

Forecasting with a Spreadsheet
Steps to Follow

- Enter the information to indicate a possible situation.

- Print a copy and/or save the file.

- Enter the information for another possible situation.

- Print a copy and/or save the file.

- Continue this process until several possibilities have been entered.

- Enter new numbers for other possibilities.

Working with Lists

Structure of a List

- The first row should be the labels for the fields of information.

- Don't have a blank row after the labels.

- Don't have a blank row separating information in the list.

- Don't have a blank column separating information in the list.

Information in a List

- The first row should be the field names.

- Each column contains information for a field.

- Each row contains the information for a record.

Simple Sorting

Click in the column to be sorted.

On the Ribbon, click on the Home tab.

In the Editing group, click on the Sort & Filter button and choose Sort

A to Z or Sort Z to A.

• **Click in the list**.

On the Ribbon, click on the Home tab.

In the Editing group, click on the Sort & Filter button and choose Custom Sort….

Click on the down arrow of the Sort By box and choose the field to sort by.

Click on the down arrow of the Sort On box and choose Values. (Other choices include Cell Color, Font

Color, or Cell Icon.)

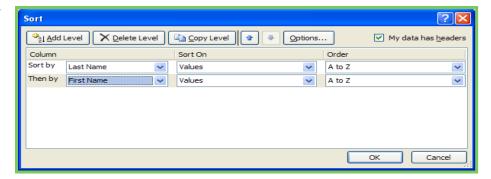Click on the down arrow of the Order box and choose A to Z or Z to A.

Click on the Add Level button to add the next field to be used in the sort.

Choose the desired field to sort by, values to sort on, and the desired order of the sort.
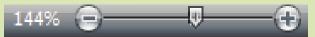
Add or delete levels to the sort as needed.

If the list does not have a header row with names for the fields, be sure to remove the checkmark from My data has headers at the top of the window.
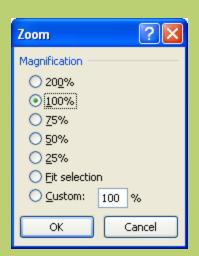
Click on OK.

Views

Zoom Box

144% ⊖ ══════════════ ⊕

- On the Ribbon, click on the View tab.

- In the Zoom group, click on the Zoom button.

- Choose a percentage

- OR click in the Custom box, and type the desired percentage.

- Click on OK.

- OR use the Zoom toolbar on the Status Bar at the bottom right corner of the window.

Zoom to Selection

- Click and drag to highlight the area of the desired spreadsheet.

- On the Ribbon, click on the View tab.

- In the Zoom group, click on the Zoom to Selection button.

- *Zoom to 100%*

- On the Ribbon, click on the View tab.

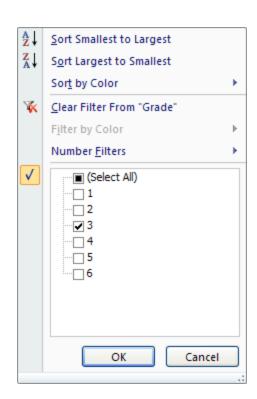- In the Zoom group, click on the 100% button

Filter

- Click in the list.

- On the Ribbon, click on the Home tab.

- In the Editing group, click on the Sort & Filter button and choose Filter.

- Click on the down arrow of the column to be filtered.

- Choose from the list the items to be displayed.

 Click on OK**.**

Filter

Changing the Filter

- Click on the filter button at the top of the column.

- Choose from the list the items to be displayed.

- Click on OK.

Clearing a Filter

- Click on the filter button at the top of the column.

- Click on Clear Filter From "------".

Turning Off the Filter

- On the Ribbon, click on the Home tab.

- In the Editing group, click on the Sort & Filter button and choose Filter *Off the Filter*

Undo/Redo

To undo the last action, on the Quick Access Toolbar, click on the Undo button.

To bring back the last undo, on the Quick Access Toolbar, click on the Redo button.

To see the undo history, click on the down arrow next to the button.

To perform multiple undo's, click on the Undo down arrow and click on the desired item in the list. The action clicked on and all others above it in the list will be undone.

Undo's can be done even past the point of the last save, but not if the file has been closed.

The number of undo's is limited.

• The greatest number of undo's possible is 100.

• Some operations limit the number of undo's and some operations, such as macros, do not allow any undo's after they are performed. Press the Esc key to undo from what was being entered in a cell.
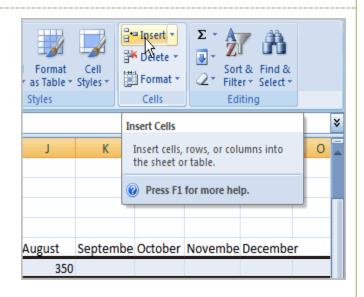
Rows and Columns

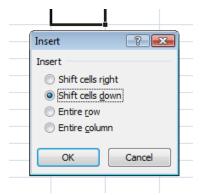## *Inserting a Row*

- Click in the row where the new row is to be placed.

- On the Ribbon, click on the Home tab.

- In the Cells group, click on the Insert button down arrow and choose

- Insert Sheet Rows.

Deleting a Row

- Click in the row to be deleted.

- On the Ribbon, click on the Home tab.

- In the Cells group, click on the Delete button down arrow and choose Delete Sheet Rows.
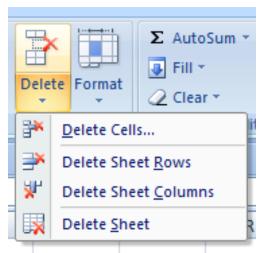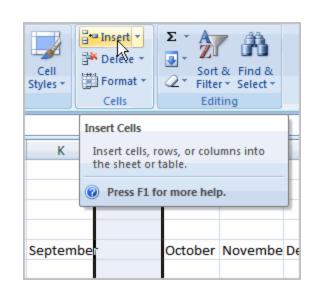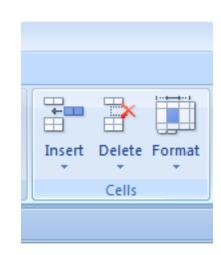
Inserting a Column

- Click in the column where the new column is to be placed.

- On the Ribbon, click on the Home tab.

- In the Cells group, click on the Insert button down arrow and choose
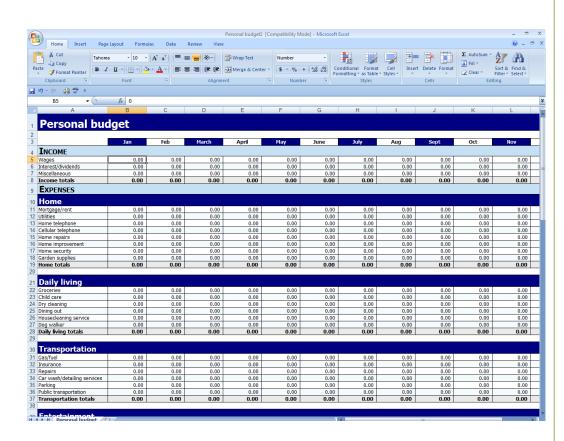
- Insert Sheet Columns.

Deleting a Column

- Click in the column to be deleted.

- On the Ribbon, click on the Home tab.

- In the Cells group,

- Click on the Delete button down arrow

- Delete Sheet Columns**.**

Challenge!

- Open workbook.

- Insert a column.

- Insert a row.

- Delete a column.

- Change the width of a column using Auto Adjust.

- Change the height of a row.

- Close and save the file.

Fill

Getting the Months or Days of the Week in Quickly

- Click in the first cell.

- Type in the first month or day desired.

- Place the cursor over the Fill Handle.

- Click and drag over the cells where the rest of the months or days of the week are to be filled in.

Filling in Text

- Click in the cell with the text.

- Click on the Fill Handle and drag the cursor over the cells to be filled.

- The text is copied into the cells.

The Fill Handle is the little black square at the bottom right of a group of highlighted cells.

Fill

Filling in Formulas

- Click in the cell with the formula.

- Click on the Fill Handle and drag over the cells.

- The formula is copied into the cells.

Filling with a Number Pattern

- Enter the first two or three numbers in the cells. i.e. 1, 2, 3.

- Highlight the cells with the numbers.

- Click on the Fill Handle and drag over the cells where the pattern is to be continued.

- Drag down or to the right to increase the number sequence.

- Drag up or to the left to decrease the number sequence

Excel

Merging and Centering the Title

- Click and drag to highlight the title and the cells it should cover.

- On the Ribbon, click on the Home tab.

- In the Alignment group, click on the Merge and Center button.

- Note – To undo merging and centering, repeat the steps above

Centering the Heading of a Column

- Click in the cell.

- On the Ribbon, click on the Home tab.

- In the Alignment group, click on the Center button.

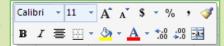# **Formatting Text**

Highlight the cells to be formatted

• On the Ribbon, click on the Home tab.

• The Alignment group contains buttons for justifying the text
 to the left, center, or right.

• The Font group contains buttons for choosing the font, font
 size, increasing the font size, decreasing the

• Font size, changing the font color, etc.

• Click on the desired button.

Excel

Mini toolbar
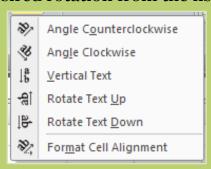
- The Mini toolbar is a semi-transparent toolbar which appears when text is selected.

- Highlight text to be formatted.

- Use the buttons on the Mini toolbar to make the desired changes to the text.

- If the Mini toolbar has disappeared, right click on the highlighted text to bring up the Mini toolbar.

Rotate the Text

- Highlight the cells.

- On the Ribbon, click on the Home tab.

- In the Alignment group, and click on the Orientation button.

- Choose the desired rotation from the list.

Angle Counterclockwise	
Angle Clockwise	
Vertical Text	
Rotate Text Up	
Rotate Text Down	
Format Cell Alignment	

Column Width and Row Height

Fixing Column Width

On the Column Indicator, double click on the line to the right of the column letter to be adjusted.

OR click and drag the line to the right of the column letter to the desired width
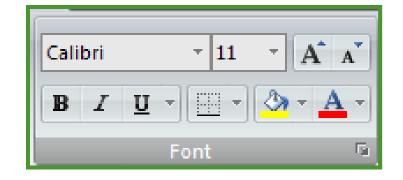
Fixing Row Height

On the Row Indicator, double click on the line below the row number to be adjusted.

OR click and drag the line under the row number to the desired height.

Adding Borders to a Block of Cells
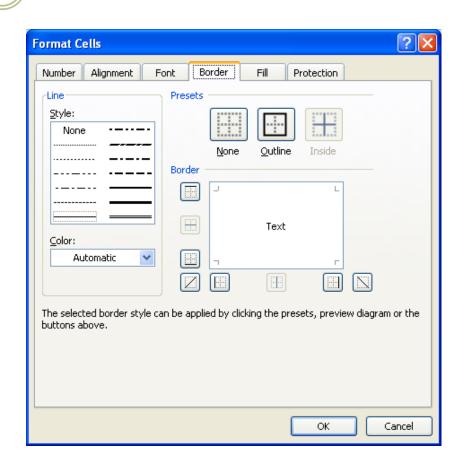
Highlight the block of cells to be formatted.

- On the Ribbon, click on the Home tab.

- In the Font group, click on the down arrow next to the border button and choose the desired border.

Customized Borders
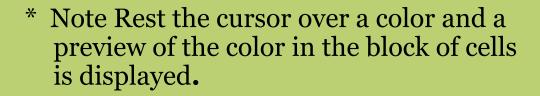
Highlight the block of cells to be formatted

- On the Ribbon, click on the Home tab.

- In the Cells group, click on the Format button and choose Format Cells….

- Click on the Border tab.

- In the Line section, click on the desired line style.

- In the Line section, click on the down arrow of the Color box and choose the desired color.

- Click on the Border buttons to place the border around the cells.

- Click on OK.

Shading a Block of Cells

- Highlight the block of cells.

- On the Ribbon, click on the Home tab.

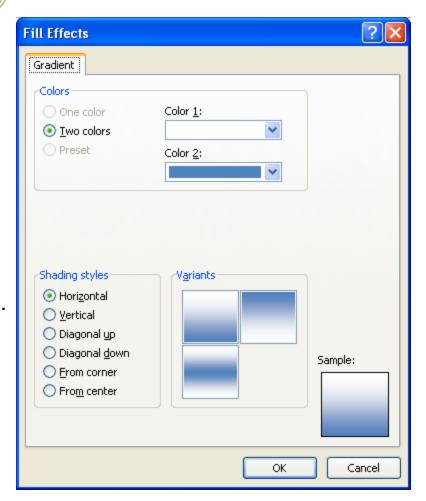- In the Font group, click on the down arrow next to the Fill Color button.

- Click on the desired color.

* Note Rest the cursor over a color and a preview of the color in the block of cells is displayed.

Gradient Shading

Highlight the block of cells.

• On the Ribbon, click on the Home tab.

• In the Cells group, click on the Format button and choose Format Cells….

• Click on the Fill tab.

• Click on the Fill Effects button.

• In the Colors section, choose the desired colors.

• In the Shading styles section, choose the desired style.

• In the Variants section, click on the desired shading.

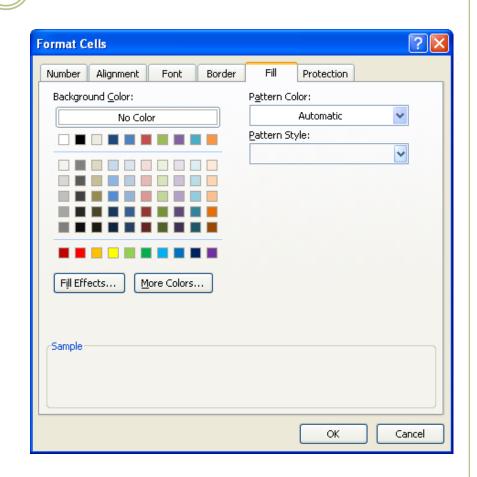• Click on OK.

Patterns

Highlight the block of cells.

• On the Ribbon, click on the Home tab.

• In the Cells group, click on the Format button and choose Format Cells….

• Click on the Fill tab.

• Click on the Pattern Style down arrow and choose the desired style.

• Click on the Pattern Color down arrow and choose the desired color.
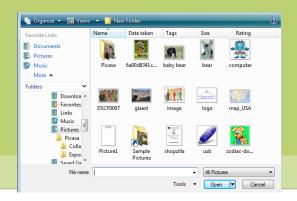
• Click on OK.

Pictures

Inserting a Picture from Clip Art

- Click in the document where the picture should be placed.

- On the Ribbon, click on the Insert tab.

- In the Illustrations group, click on Clip Art.

- In the Clip Art pane, type a word in the Search text: box and click on the Go button.

- If a message appears asking if pictures should be included from the Microsoft site, click on the Yes button.

- Note – An active Internet connection is required to see clipart from the Microsoft site.

- Scroll through the collection and find the desired picture.

- Click on the desired picture.

Inserting a Picture f from Files

- Click in the document where the picture is to be placed.

- On the Ribbon, click on the Insert tab.

- In the Illustrations group, click on Picture.

- Navigate to the location of the picture.

- Click on the desired picture.
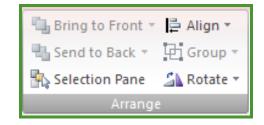
- Click on the Insert button.

Deleting a Picture

Click on the picture.

Press the Delete key on the keyboard.

Rotating the Picture

Double click on the picture.

The Format tab of Picture Tools comes up on the Ribbon..

In the Arrange group, click on the Rotate button and choose the desired rotation.

or click on the green dot above the picture and drag the picture to the desired angle.

Resizing a Picture

Click on the picture.

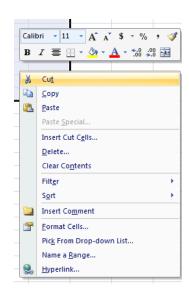Move the cursor over a corner.
(The cursor changes to a two-headed arrow.)

Click and drag to the desired size.

Moving and Copying

Cut and Paste

- Highlight the cell or cells to be moved.

- Press Ctrl X or on the Ribbon, click on the Home tab.

- In the Clipboard group, click on the Cut button.

- Notice the marching ants around the block you are cutting.

- Click in the cell where the information is to be moved.

- Press Ctrl V or on the Ribbon, click on the Home tab.

- In the Clipboard group, click on the Paste button.

Yellow	Red	Orange
24	8	19
14	14	18
14	11	30
15	6	26
19	9	26
15	14	21

Copy and Paste

- Highlight the cell or cells to be moved.

- Press Ctrl C or on the Ribbon, click on the Home tab.

- In the Clipboard group, click on the Copy button.

- Notice the marching ants around the block you are cutting.

- Click in the cell where the information is to be copied.

- Press Ctrl V or on the Ribbon, click on the Home tab.

- In the Clipboard group, click on the Paste button.

Clearing a block of cells

Highlight the cells to be cleared.

Press the Delete key.

Excel

Freeze Pane

- Click in the cell just under and to the right of the information that shouldn't scroll off the screen.

- On the Ribbon, click on the View tab.

- In the Windows group, click on the Freeze Panes button and choose Freeze Panes.

Unfreeze Panes

- On the Ribbon, click on the View tab.

- In the Windows group, click on the Freeze Panes button and choose Unfreeze Panes.

Freeze
Panes ▾

Number Formats

- **General -** Cells have no specific number format.

- **Number -** Use for general display of numbers.

- **Currency -** Use for general monetary values.

- **Accounting -** Lines up currency symbols and decimal places in a column.

- **Short Date** - Displays the date in number format.

- **Long Date -** Displays the date written out with the day of the week, month, date, and year

- **Time -** Displays the time in the selected format.

- **Percentage -** Multiplies the cell value by 100 and displays with a percent symbol.

- **Fraction -** Displays as a fraction with rounding to halves, quarters, eighths, sixteenths, or tenths.

- **Scientific -** Displays in scientific notation.

- **Text** - Sets to text format (label).

Formatting Numbers

Highlight the cells to be formatted.

- On the Ribbon, click on the Home tab.

- In the Number group, click on the Number Format button and choose the desired format.
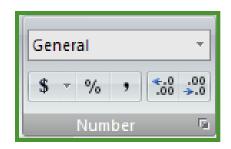
  $ for Currency

  % for Percentage

- To add a comma separating periods (hundreds, thousands, millions, etc.)

- To increase the number of decimals.

- To decrease the number of decimals.

Or click on one of the formatting buttons. Click on OK.

Formulas

Entering Simple Formulas

• Click in the desired cell.

• On the Ribbon, click on the Formulas tab.

• In the Function Library group, click on the down arrow to the right of the Auto Sum button**.**

•Choose the appropriate function.

Sum - Add the list of numbers.

Average - Find the mean of the list of numbers**.**

Count Numbers - Count the number of cells with numbers.

Max - Find the maximum (largest) number in the list.

Min - Find the minimum (smallest) number in the list.

Note – The marching ants indicate the cells included in the formula.

If needed, click and drag to highlight the desired cells for the formula.

Do not include the cell with the formula in the selection.

Press the Enter key.

Writing a Formula

Click in the desired cell.

Type an equals sign **(=).**

Select the cell, then type the operation, and repeat as needed.

The operations could include:

Addition **(+)**

Subtraction **(-)**

Multiplication **(*)**

Division **(/)**

Exponentiation **(^)**

Press the Enter key to finish**.**

Worksheets

Naming a Worksheet

- Double click on the tab of the sheet.

- Enter a name for the sheet.

- Press the Enter key.

Copying a Worksheet

- Hold down the Control key.

- Click on the tab of the sheet and drag it to the right.

- Notice the black arrow indicating where the sheet will be placed.

- Let go of the mouse at the desired location.

- Let go of the Control key.
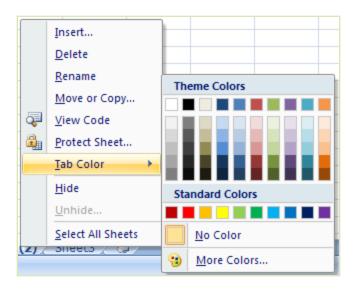
Moving a Worksheet

Click on the tab of the sheet and drag it to the desired location

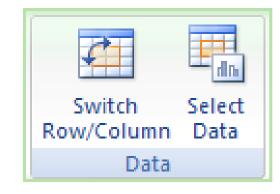### *Coloring the Worksheet Tab*

Right click on the tab of the sheet.

Place the cursor over Tab Color and click on the desired color.

Note * When the tab is selected, the color shows at the bottom. When the tab is not selected, the entire tab shows the color.
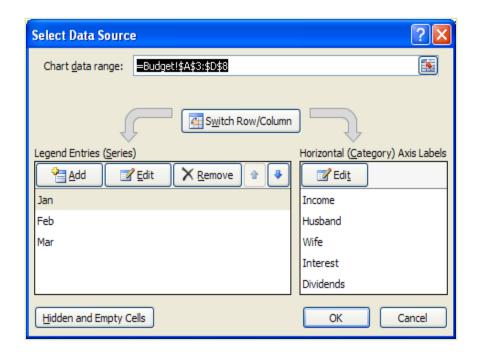
Switching Rows and Columns

- Switching rows and columns

- Changes the way the Data is represented on the chart.

- Click on the chart to select it.

- Click on the Design tab of Chart Tools.

- In the Data group, click on the Switch Row/Column button.
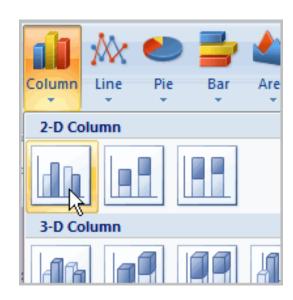
Changing the Data Selection

The data to be included in the chart can be changed

- Click on the chart to select it.

- Click on the Design tab of Chart Tools.

- In the Data group, click on the Select Data button.

- Click on the button at the end of the Chart data range box.

- Click and drag in the spreadsheet to select the desired data.

- Click on OK**.**

Introduction Charts

A chart is a tool you can use in Excel to communicate your data graphically. Charts allow your audience to more easily see the meaning behind the numbers in the spreadsheet, and make showing comparisons and trends a lot easier. In this lesson, you will learn how to insert and modify Excel charts and see how they can be an effective tool for communicating information.

Types of Charts

Name	Description
Column	Use to compare totals over time and to show a trend.
Line	Use to show change over time, emphasizing the rate of change.
Pie	Use to show relationships and portions of the whole.
Bar	Use to compare totals over time and to show a trend.
Area	Use to show change over time, emphasizing the amount of change.
Scatter	Use to compare trends over uneven intervals of time.
Other	These include Stock, Surface, Doughnut, Bubble, and Radar.

Identifying the Parts of a Chart

•**Source Data**

The range of cells that make up a chart. The chart is updated automatically whenever the information in these cells change.

•**Title**
The title of the chart.

•**Legend**
The chart key, which identifies each color on the chart represents.

•**Axis**
The vertical and horizontal parts of a chart. The vertical axis is often referred to as the Y axis, and the horizontal axis is referred to as the X axis.
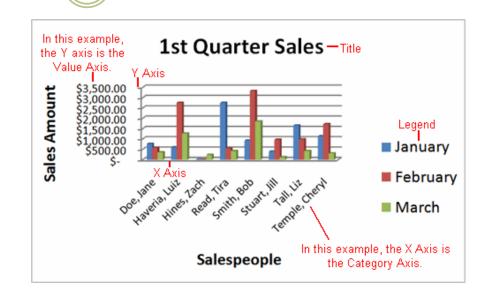
•**Data Series**
The actual charted values, usually rows or columns of the source data.

•**Value Axis**
The axis that represents the values or units of the source data.

•**Category Axis**
The axis identifying each data series.

In this example, the Y axis is the Value Axis.

1st Quarter Sales — Title

Y Axis

Sales Amount

$3,500.00
$3,000.00
$2,500.00
$2,000.00
$1,500.00
$1,000.00
$500.00
$-

X Axis

Doe, Jane; Haveria, Luiz; Hines, Zach; Read, Tira; Smith, Bob; Stuart, Jill; Tall, Liz; Temple, Cheryl

Salespeople

Legend
■ January
■ February
■ March

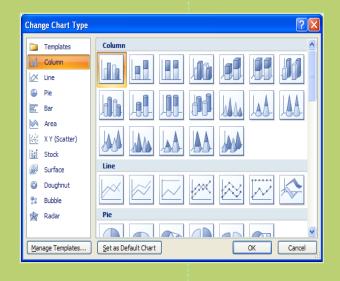In this example, the X Axis is the Category Axis.

Have you ever read something you didn't fully understand but when you saw a chart or graph, the concept became clear and understandable? Charts are a visual representation of data in a worksheet. Charts make it easy to see comparisons, patterns, and trends in the data.

Creating a Chart

Changing the Chart Type

- Select the data for the chart.

- On the Ribbon, click on the Insert tab.

- In the Charts group, click on the desired type of chart and choose the desired chart format.

- Click on the chart to select it.

- Click on the Design tab of
- Chart Tools.

- In the Type group, click on the

  Change Chart Type button.

  Click on the desired chart type in the list on the left.

  Choose the desired chart subtype on the right.

- Click on OK.

Changing the Chart Layout

Changing the Chart Style

- Click on the chart to select it.

- Click on the Design tab of Chart Tools.

- In the Chart Layouts group, click on the More button.

- Click on the desired layout.

- Click on the chart to select it.

- Click on the Design tab of Chart Tools.

- In the Chart Styles group, click on the More button.
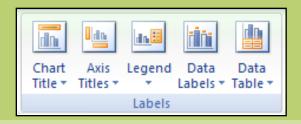
- Click on the desired style.

Chart

Chart Title

- Click on the chart to select it.

- Click on the Layout tab of Chart Tools.

- In the Labels group, click on the Chart Title button and choose the desired location.

- Click in the chart title box on the chart and edit the title as desired.

Chart Legend

- Click on the chart to select it.

- Click on the Layout tab of Chart Tools.

- In the Labels group, click on the Legend button and choose the desired location.
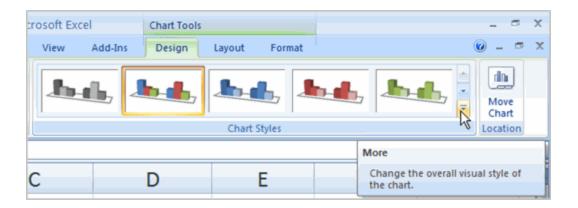
Formatting Text in the Chart

- Click on the chart to select it.

- Click on the text to be formatted.

- Click on the Home tab.

- In the Font group, click on the desired button and make the desired change or click on the chart to select it.
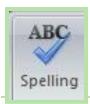
- Click on the text to be formatted.

- Click on the Format tab of Chart Tools.

- In the Shape Styles group, click on the More button.

- Move the cursor over the different styles and notice the change in the chart.

- Click on the desired style.

- In the WordArt Styles group, click on the More button.

- Move the cursor over the different styles and notice the change in the chart.

- Click on the desired style.

Challenge!

- Use worksheet data to create a chart

- Change the chart layout.

- Apply a chart style
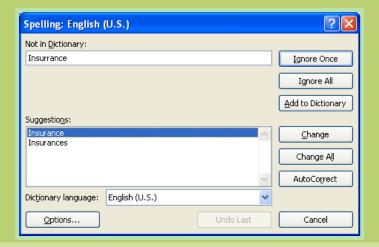
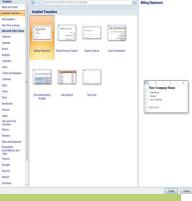- Move the chart to a separate worksheet

Spelling

Templates

- On the Ribbon, click on the Review tab.

- In the Proofing tab, click on the Spelling button.

- Check each word that comes up.

- Click on Ignore or Ignore All button to make no changes.

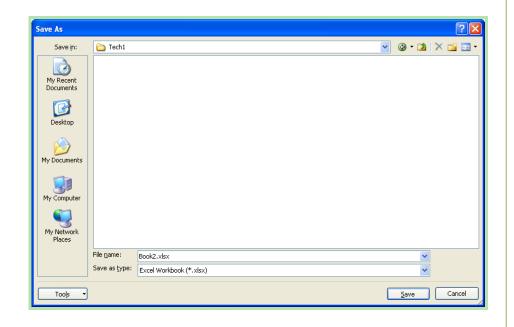- Click on the correct spelling and then click on the Change button.

Templates provide the basic format of a document.

- Click on the Microsoft Office Button and then click on New.

- The Templates section displays templates available on the computer.

- Choose the category of template desired.

- Click on the desired template.

- Click on the Create button.

Saving a Workbook

Click on the Microsoft Office Button and then click on Save As.

• Check the name of the document and make changes as needed.

• By default, Excel saves documents to the My Documents folder.

• Check to see where the document is being saved.

• If the spreadsheet is not to be saved in the current location, click on the down arrow of the Save In box and choose the desired location.

• Click on the Save button.

Saving the Worksheet to a Previous Version

- Click on the Microsoft Office Button and then

- Click on Save As.

- Give the spreadsheet a name.

- Click on the down arrow at the end of the Save as type: box.

- Choose the version of Excel to be used.

- Click on the Save button.

Page Setup

In the Print group, click on the
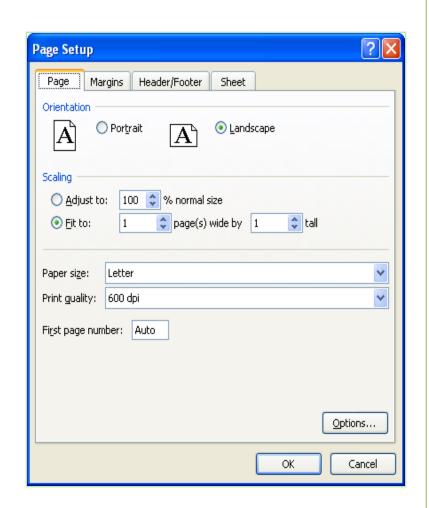Page Setup button.

• **Page Orientation**

Click on the Page tab, and
choose Portrait or Landscape.

• **Scaling**

Click on the Page tab, and adjust
the scale of the printing.

Or fit to sets the number of pages the
information will be squeezed onto.

Note *
Choose the # pages wide and the # pages tall.

Page Setup

• **Margins**

Click on the Margins tab.

In the Center on page section, choose to center the information Horizontally and/or Vertically on the page.

• **Header/Footer**

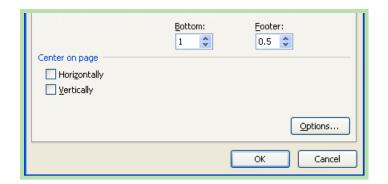Click on the Header/Footer tab, and choose from the list by clicking on the down arrow.

OR click on the Custom buttons and enter your own.

• **Sheet**

Click on the Sheet tab, and choose to print or not print the gridlines.

Choose the order that the pages will be printed.

Click on OK.

Printing

Print Preview

- Click on the Microsoft Office Button and choose Print Print Preview.

- Look carefully at the page to see what needs to be done.

Printing

- Make adjustments to the printout as noted above.

- Click on the Print button.

Converting Older Excel Documents

Microsoft Office 2007 can open documents created in all previous versions of Excel. Previous versions will be opened in compatibility mode. (You will know if a document has been opened in compatibility mode because it will say "compatibility mode" next to the name of the file on the title bar.)

Documents that have been opened in compatibility mode may not have the same features on the Ribbon as documents created in or converted to the Microsoft Office 2007 version, i.e. instead of SmartArt Graphics, it may be Design Gallery objects.

Documents created in previous versions of Microsoft Office can be converted to the Microsoft Office 2007 version. An advantage for converting documents to the newest version is that it will give you access to all the new features.
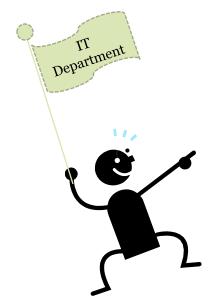
To convert an open document:

Click on the Microsoft Office Button and choose Convert.

Click on OK.

Thank You!
We hope this Class was helpful

If you still need help Please set up an appointment with a computer instructor.

Please fill out a survey to help us improve our computer classes

IT Department

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FREEHOLDER LIAISON
Warren S. Wallace, Ed.D.

Gloucester County
CLOSE TO EVERYTHING
FAR FROM IT ALL