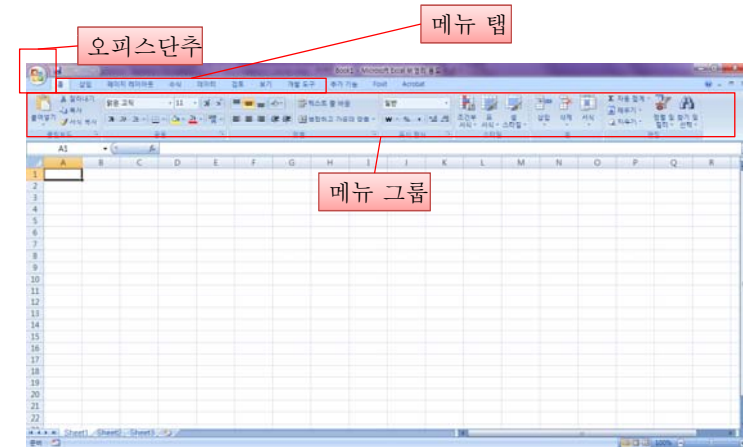


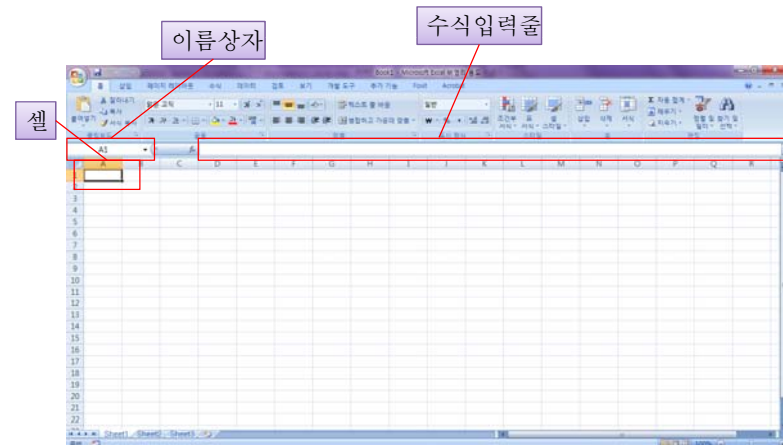
# 엑셀2007 기본기 다지기



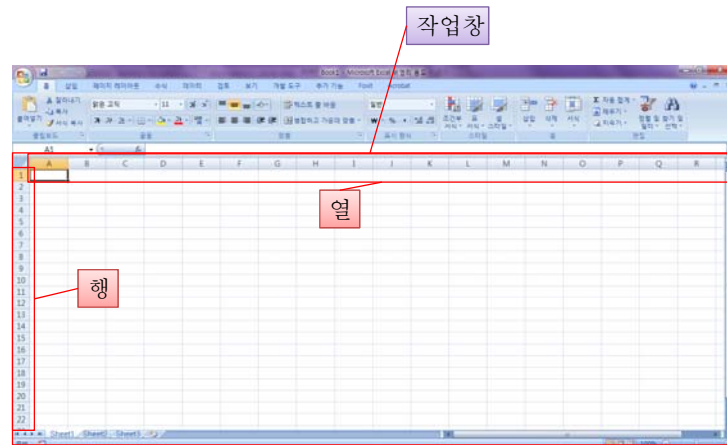
## 1. 엑셀2007 화면구성



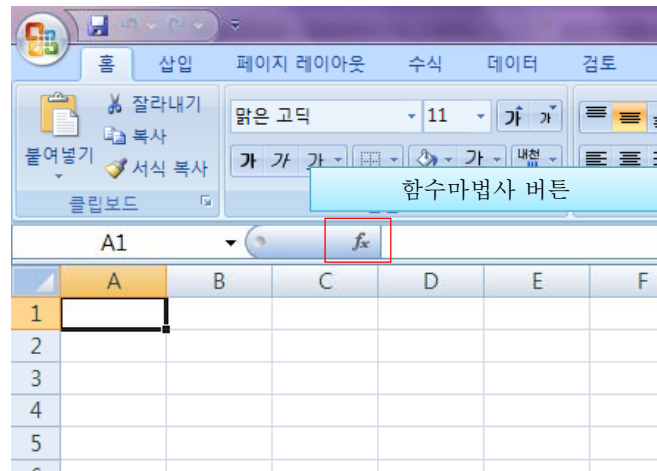
## 1. 엑셀2007 화면구성



## 1. 엑셀2007 화면구성

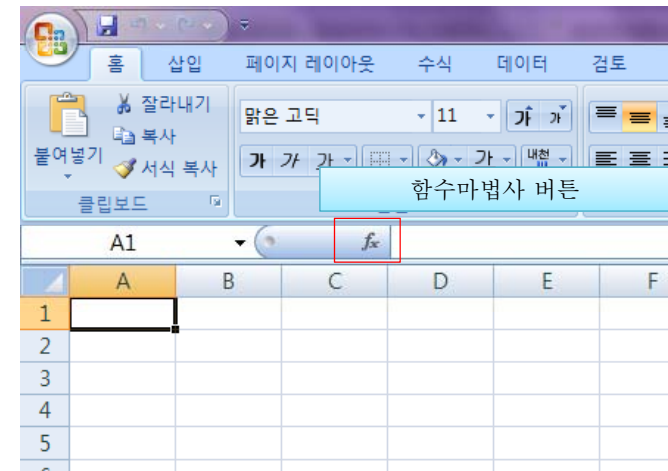


## 1. 엑셀2007 화면구성



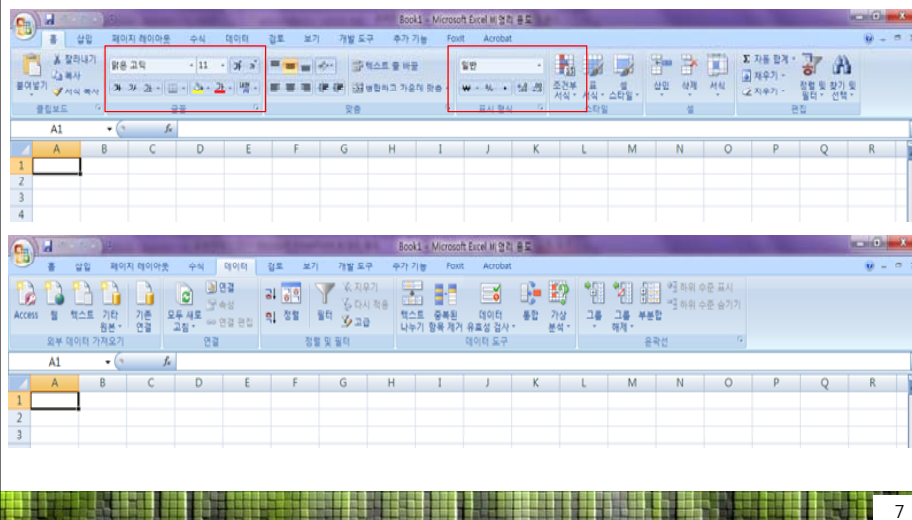
5

## 1. 엑셀2007 화면구성



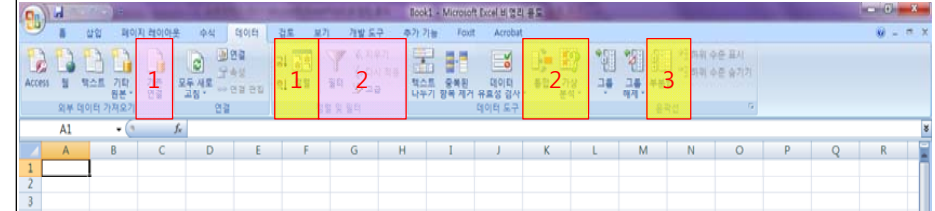
6

## 자주쓰는 메뉴탭!(홈 - 기본작업)



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## 자주쓰는 메뉴탭!(데이터 - 기본작업, 분석작업)

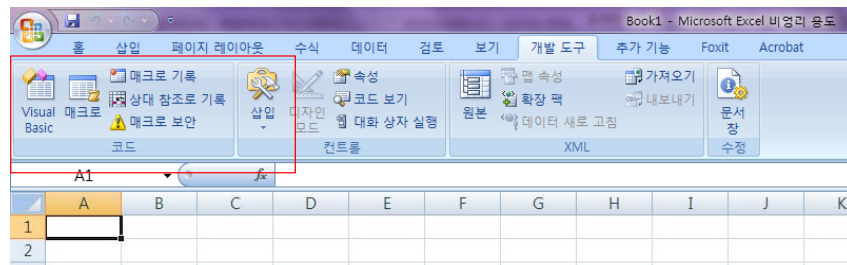


1. 기본작업
- 1) 외부데이터 가지고 오기
- 2) 고급필터

3. 분석작업
- 1) 부분합의 정렬
- 2) 시나리오, 통합, 데이터표, 목표값찾기
- 3) 부분합

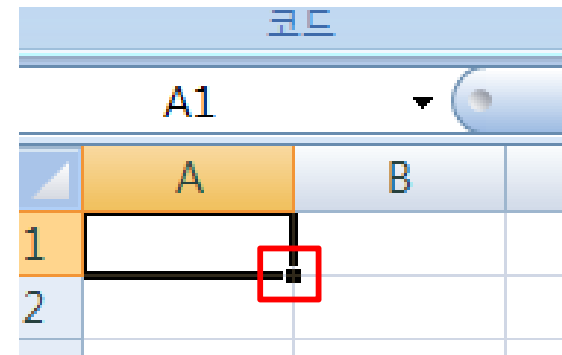
8

## 자주쓰는 메뉴 탭 - 개발도구 (프로시저, 사용자정의함수)



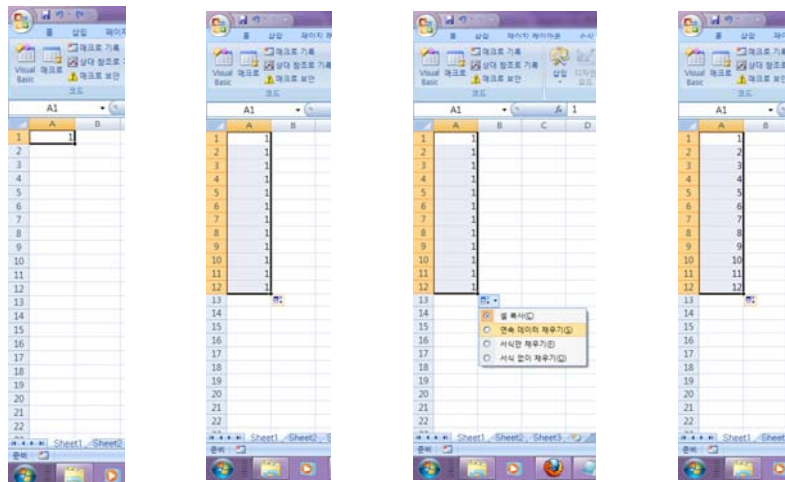
9

## 자동채우기 핸들



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## 자동채우기 핸들



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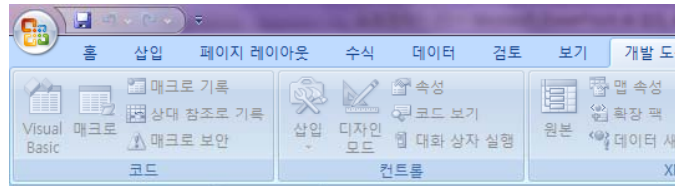
## 자동채우기 핸들 - 식

	A	B	C	D	E	F	G
1	1	2	=A1+B1				
2	3	3					
3	4	4					
4	5	88					
5	6	125					
6	50	481					
7	24	20					
8							
9							
10							

12



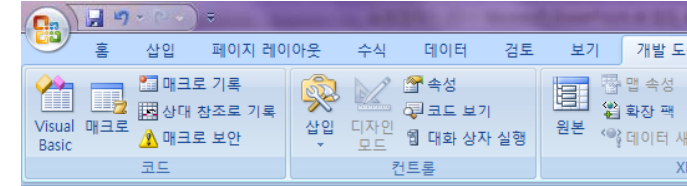
## 자동채우기 핸들 - 식



	A	B	C	D	E	F	G
1	1	2	3				
2	3	3					
3	4	4					
4	5	88					
5	6	125					
6	50	481					
7	24	20					
8							
9							
10							

13


## 자동채우기 핸들 - 식



	A	B	C	D	E	F	G
1	1	2	3				
2	3	3	6				
3	4	4	8				
4	5	88	93				
5	6	125	131				
6	50	481	531				
7	24	20	44				
8							
9							
10							

14

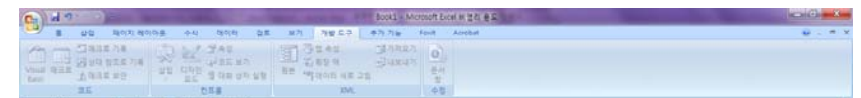
## 이름상자



	A	B	C	D	E	F	G	H	I	J
1	1	2	3							
2	3	3	6							
3	4	4	8							
4	5	88	93							
5	6	125	131							
6	50	481	531							
7	24	20	44							
8										
9										
10										
11										
12										

15

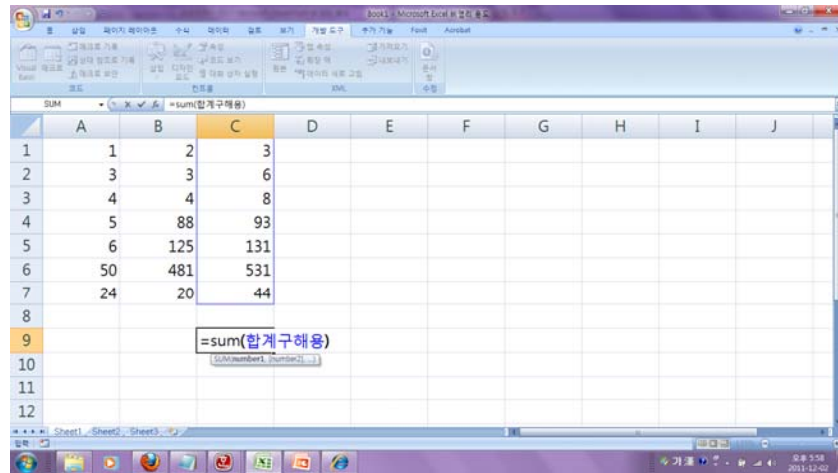
## 이름상자



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	1	2	3															
2	3	3	6															
3	4	4	8															
4	5	88	93															
5	6	125	131															
6	50	481	531															
7	24	20	44															
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
21																		
22																		

16

## 이름상자

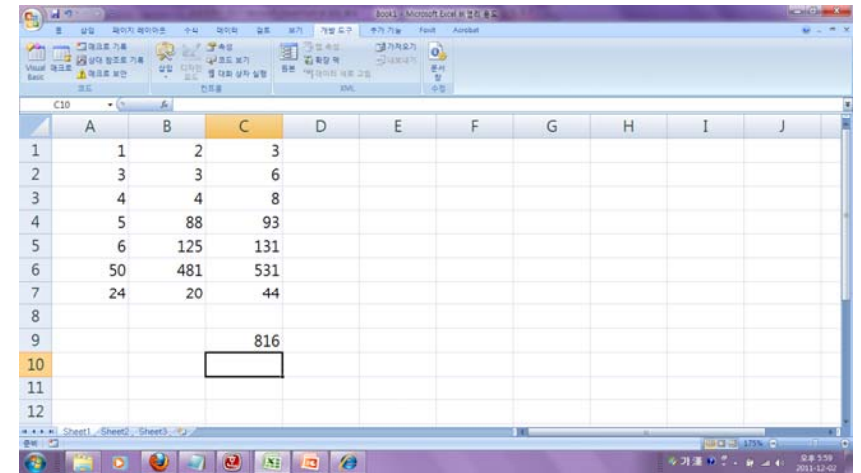


Excel screenshot showing a formula bar with the text `=sum(합계구해용)`. A tooltip is visible below the formula bar, displaying `=sum(number1, number2, ...)`. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J
1	1	2	3							
2	3	3	6							
3	4	4	8							
4	5	88	93							
5	6	125	131							
6	50	481	531							
7	24	20	44							
8										
9										
10										
11										
12										

17

## 이름상자



Excel screenshot showing a formula bar with the text `=sum(합계구해용)`. A tooltip is visible below the formula bar, displaying `=sum(number1, number2, ...)`. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J
1	1	2	3							
2	3	3	6							
3	4	4	8							
4	5	88	93							
5	6	125	131							
6	50	481	531							
7	24	20	44							
8										
9			816							
10										
11										
12										

18

## 단축키

토글키	키1	키2	기능
Ctrl	S		저장
Alt	F5		자료 새로고침
Alt	F11		VBA
Ctrl	~		수식보기
Ctrl	2		굵게 / 취소
Ctrl	N		새로만들기
Ctrl	O		불러오기
Ctrl	H		바꾸기

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## 단축키

토글키	키1	키2	기능
Ctrl	Y		명령반복
Ctrl	Z		명령취소
Ctrl	F2		미리보기
Ctrl	F12		불러오기
Ctrl	Home		처음으로 위치이동
Ctrl	Shift	F	셀서식
Ctrl	Shift	U	수식입력줄 확장
Ctrl	Shift	;	현재시간입력
Shift	F11		새시트 삽입
Shift	F3		함수마법사
F11			막대형 그래프

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