



Microsoft Excel 2007

Objective

To provide a review of the new features in the Microsoft Excel 2007 screen.

Overview

Introduction	Status Bar
Office Button	Clipboard Frame
Quick Access Toolbar	Keyboard Shortcuts
Tabs	Save As
Scroll Bar	Training

Microsoft Excel 2007 Window

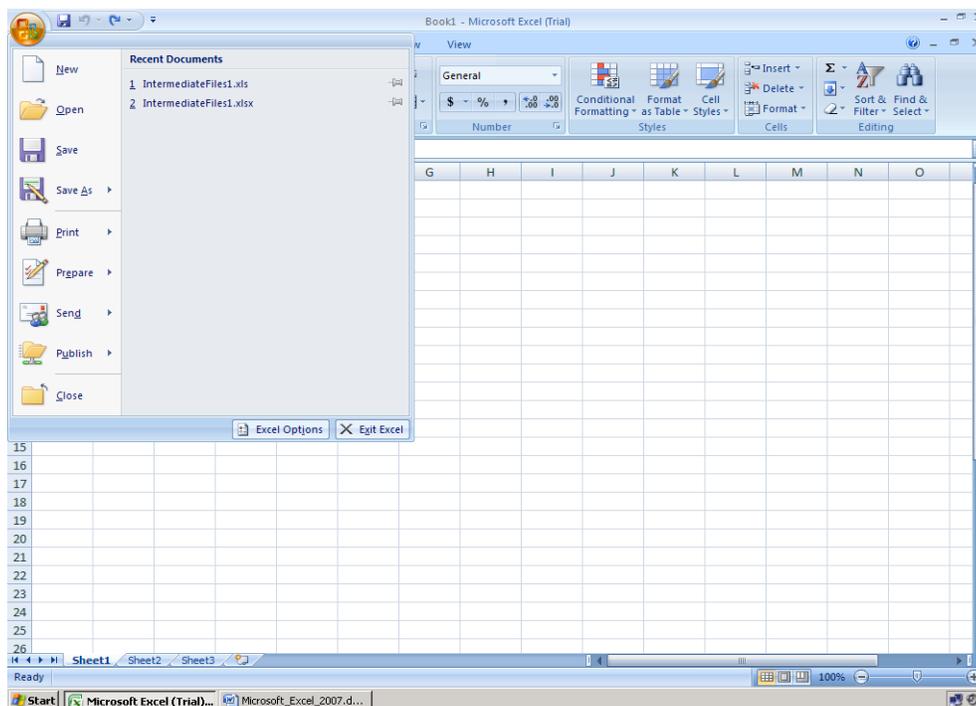
Microsoft Office 2007 could be considered a whole new package. This guide will touch on some of the changes to the Microsoft Excel screen. At first glance Microsoft Office 2007 has whole new look and feel because of the softer look of the screen. The Ribbon replaces both the Menu bar and the Toolbars. This can make the screen seem complicated or confusing. Going over some of the changes to the Microsoft Excel 2007 screen will help with finding old options in new places. The best way to understand the Excel screen is to start at the very top of the screen and move through the window from there.

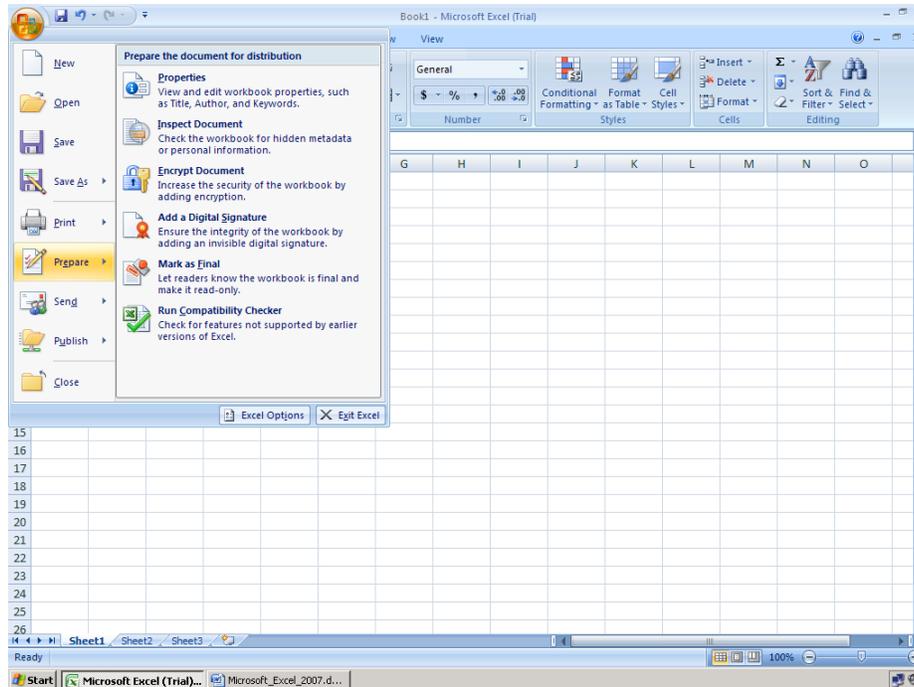
Office Button



The "Office button" is located in the very top left corner of the screen. The Office Button brings up common options, such as New, Open, Save, Save As, Print, etc., that are used when working with a file.

Most of the options under the Office Button have an arrow next to them. This means there are more options available under that option.





For example, clicking on the arrow after “Prepare” brings up other options that prepare the document for distribution.

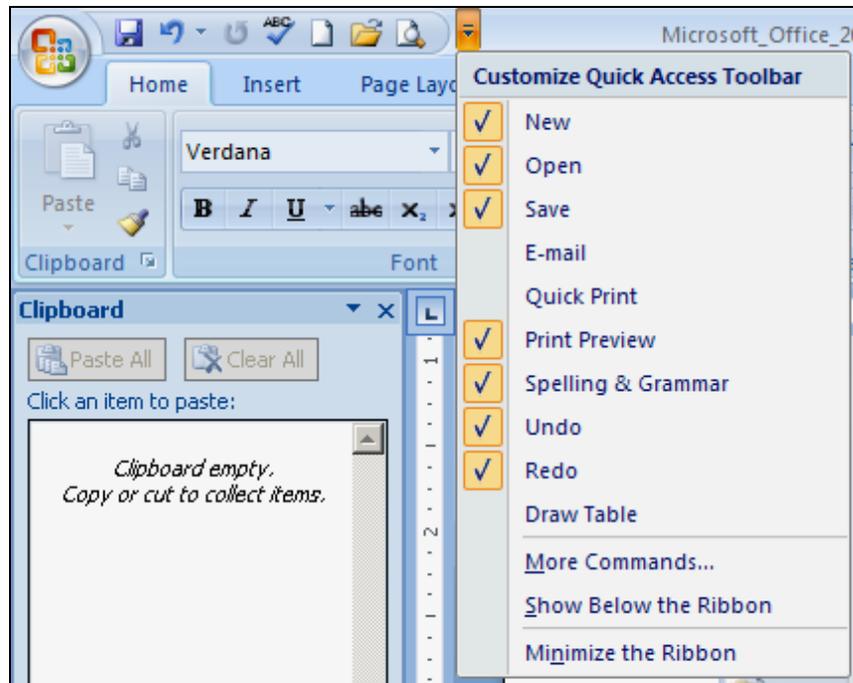
Quick Access Toolbar

To the right of the Office Button is the Quick Access Toolbar.



Options such as Save, Undo, Redo, Spell Check, New Document, Open, and Print Preview can be quickly accessed from this toolbar. At the end of the Quick Access Toolbar is a down arrow. The down arrow brings up a menu of all options on the Quick Access Toolbar. The options can be clicked on for quick use or taken off if that option is not frequently used.

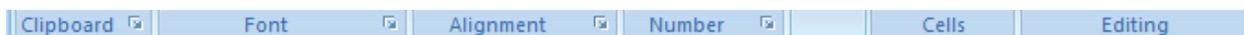
The “Office Button” and the Quick Access Toolbar are always available for quick use and do not disappear when using Tabs.



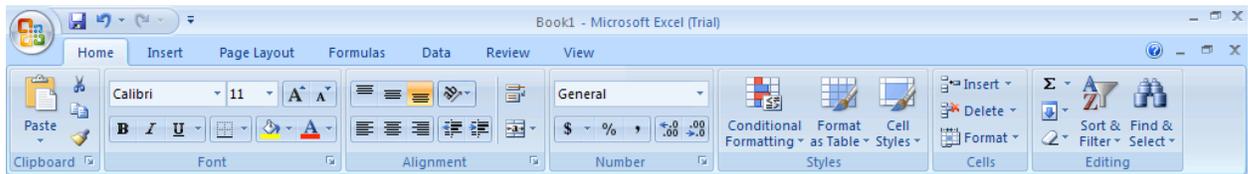
Tabs

Just below the Quick Access Toolbar are a series of Tabs. As the Tabs are selected the groups and commands related to that Tab come up. The groups and commands under the Tab are different from the older version of Microsoft Excel. Microsoft Excel 2007 groups together options that seemed more relevant to the work being done.

The Ribbon changes according to the selected Tabs. The selected Tab brings up what Microsoft Excel 2007 calls groups. The groups are related to the Tab that was selected. The group in turn has the commands for that particular Tab. Below each group and command is the Dialog box launcher bar. If there are more options not seen in the group they can be brought up by the small diagonal arrow in the lower right corner of the Dialog box Launcher bar.



Home



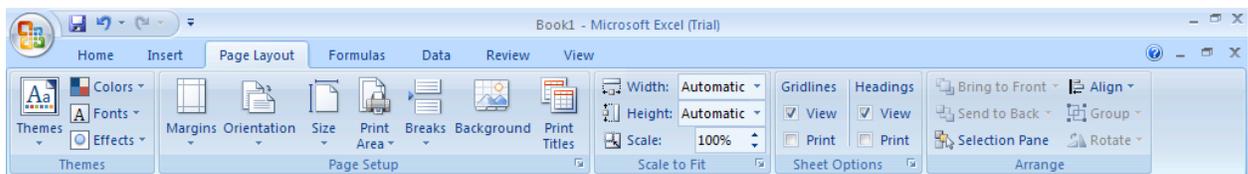
The Home tab contains the options for formatting the Excel workbook. Font, font size, alignment, bullets, numbering, and styles are easily available. The Home tab also takes in the formatting of Number and Cells.

Insert



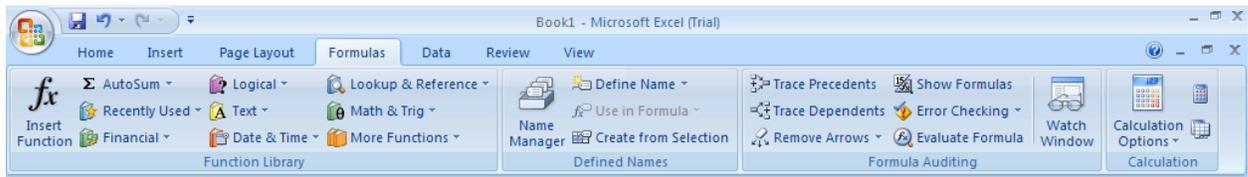
Options that can be inserted into a workbook come under the Insert tab. Tables, charts, Header/Footer, WordArt can be inserted into the workbook to enhance the Excel workbook.

Page Layout



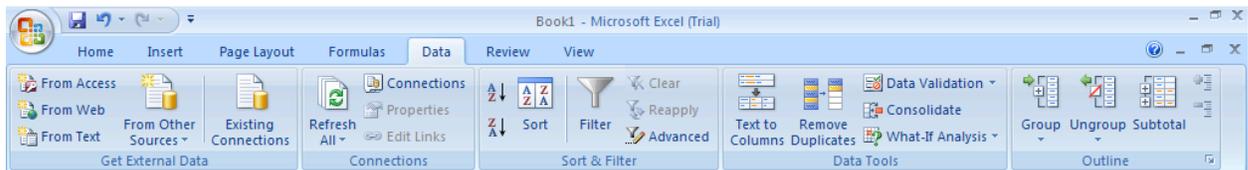
Page Layout deals with the options used in laying the data on a workbook. Themes, Page Setup, Scale to Fit, page orientation are just some of the options that can be quickly selected with additional options under the Commands.

Formulas



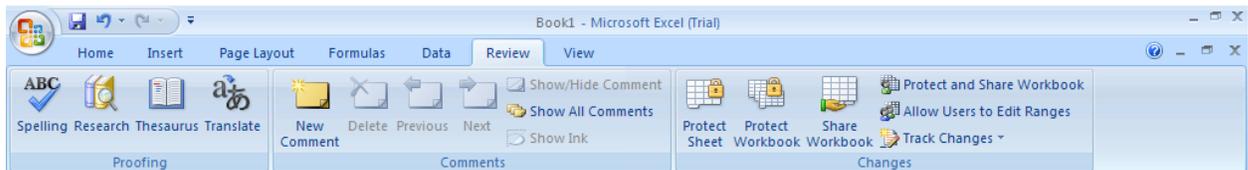
The heart of Excel is the ability with numbers, figures and of course formulas. This Ribbon provides extensive options that will aid any user of Excel.

Data



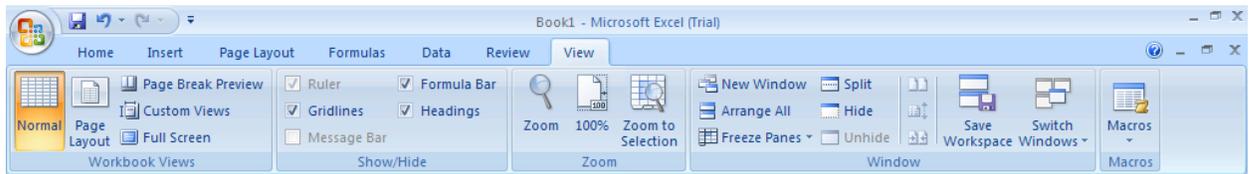
Another great feature of Excel is in the area of data. This Ribbon provides the user of Excel with features to help with the manipulation with many types of data.

Review



Excel 2007 provides a way to make sure your worksheet is the best and safest it can be. This Ribbon provides options with features to protect your document. Work can be checked and even translated with the Translate option.

View

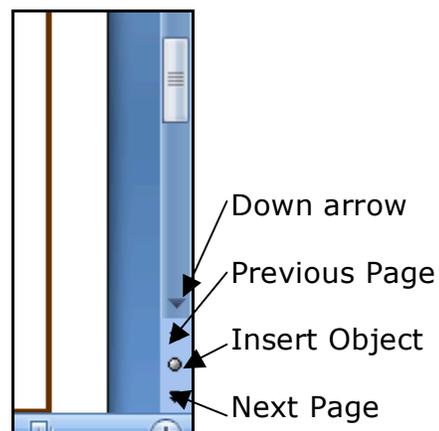


Viewing your document and how others view it is important. This ribbon provides the options to layout your workbook in a manner that would be professional and easy to understand.

Note: When you are working on a document and you would like more screen to work with, you can double click on any Tab and the group options below will disappear. To see the Group options again, double click again on any tab and the options will appear.

Scroll Bar

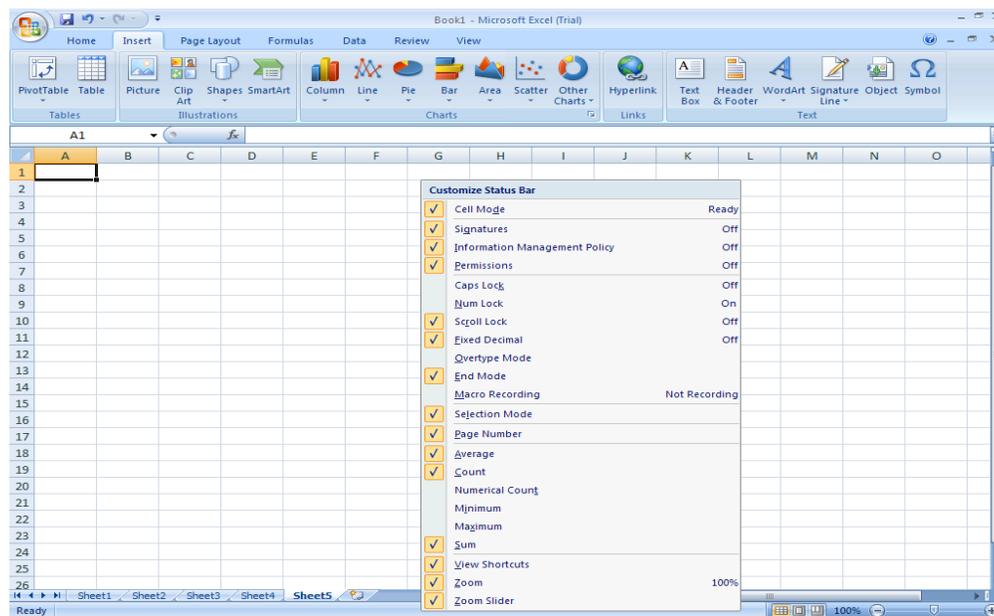
The right scroll bar on the 2007 window is very similar to the other versions of Word with the up/down arrows, previous page, next page, and insert object.



Screen Bottom

Following along on the bottom of the 2007 Excel screen one can easily see the worksheet tabs with the arrows to move worksheets in view if they cannot be seen. At the end of the worksheets is a small icon that can be clicked on to add another worksheet. A worksheet can be added in front of another worksheet by clicking on the worksheet to add a new worksheet in the front of it, click on the Home tab and in the Cells group, click on Insert and then Insert Sheet. In the same area as the worksheets is a scrollbar. The scrollbar lets the user scroll horizontally on a worksheet so all of the worksheet can be seen and worked on.

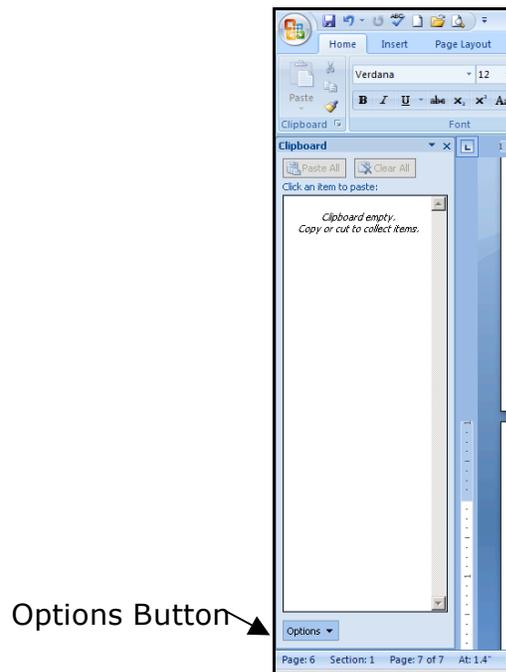
Below the worksheet tabs is the Status Bar. The Zoom Slider allows the worksheet to be viewed at different percentages. Next to the Zoom Slider are the options to changes the views of an open worksheet.



Right clicking with the mouse on the Status Bar will bring up all the options to customize the Status Bar.

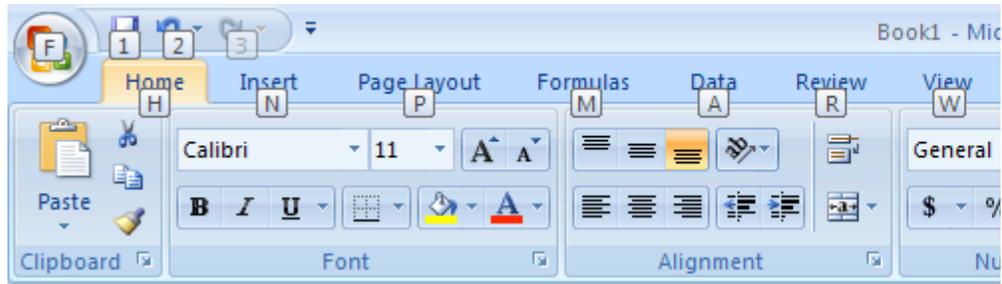
Clipboard Frame

Moving from the Status Bar to the left of the Excel screen is the Clipboard frame. The Clipboard can be opened or closed. There are five different options available for the Clipboard. The choices are available under the Options button on the bottom of the frame.



Keyboard Shortcuts

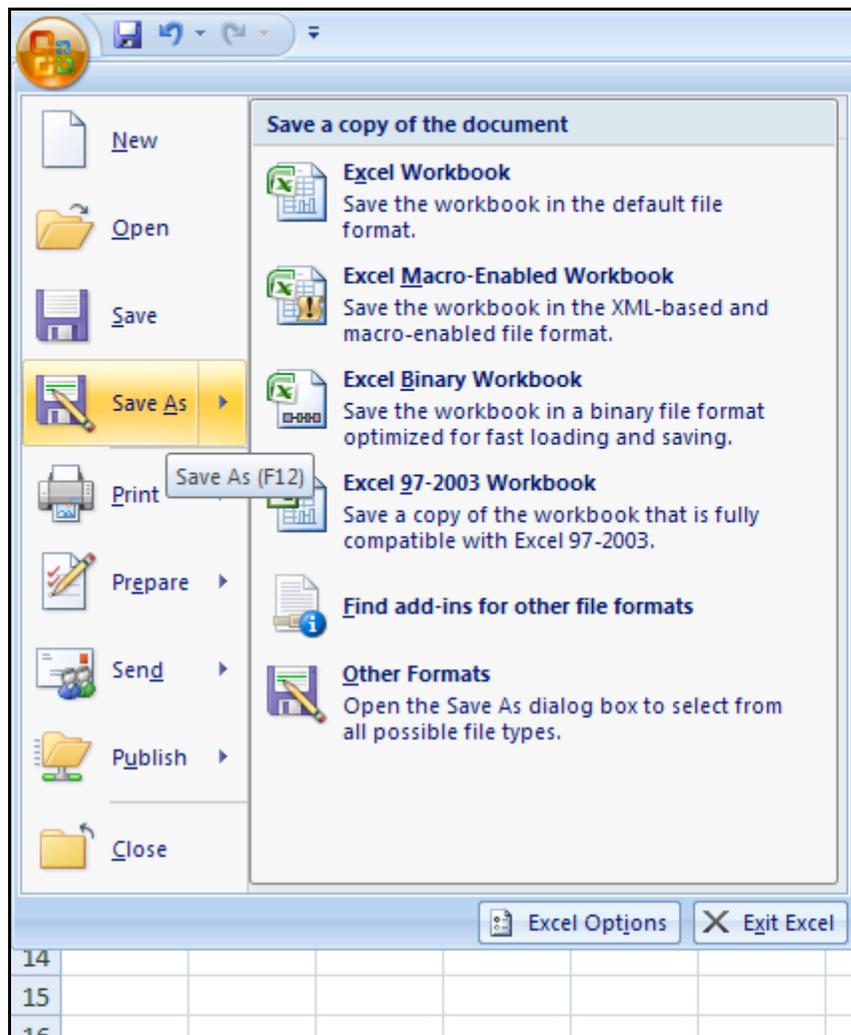
For many people the keyboard shortcuts are the easiest way to accomplish their work. This has not been forgotten in Microsoft Office 2007. They have enhanced the use of keyboard shortcuts to work quickly with greater ease of use. To use keyboard shortcuts instead of the mouse, the keyboard control of the Ribbon must be turned on. This is done by using the ALT key. The ALT key brings up a small graphic or label showing the Key Tips for the commands available on the Tab selected. In the older version of Word the Key commands were located next to the word on the menu bar.



It is important to note, if you are using a “non-Ribbon” program in Office 2007, the keyboard shortcuts work as they always have.

Save As

Under the “Office Button,” there are several options under Save As.

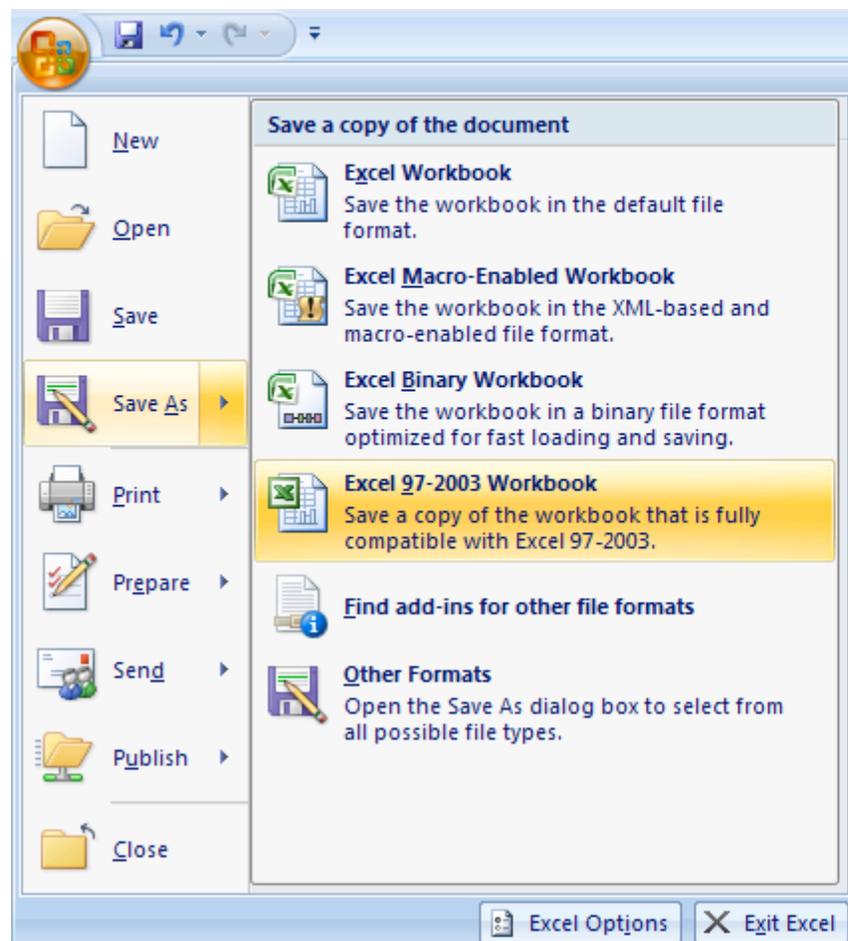


The first option titled, **Excel Workbook**, will save the workbook with the 2007 Excel extensions. File Format is another big change in Microsoft Office 2007. The new File Format in Microsoft Office 2007 is based on the Office Open XML formats. This is not new technology time has to be spent learning. Microsoft Office 2007 does all the work for you.

The reason for this format change comes from the features of XML. By saving in this format the document file size is smaller and less open to damage.

As a result of the XML formats, there are several different extensions in Microsoft Excel 2007. The extension (.xlsx) is for a typical workbook with no macros or use of codes.

The third option under Save As titled **Excel 97-2003 Workbook** will allow Excel 2007 to save in an older version.



When saving in an older version a warning may come up that some of the new features used in the Microsoft Excel 2007 may not work. The warning will let you know which features will not be compatible with the older versions.

Training

For a better understanding of Office 2007, there is in-depth training available on the Office Online website under *office.microsoft.com*. Search for *Up to speed with Microsoft Word 2007*. It is an excellent site to get a feel for the changes in design, features and screen options in all of Office 2007.

The information provided here is from the website Microsoft Office Online and from the trial version of Office 2007.

9/08