

Introduction to Excel 2007



The Office Orb (and the Quick Access Toolbar)

The Office Orb contains the same style tasks that you would find in the old file menu. For example, if you wanted to create a new workbook in Excel 2007, you would click on the Office Orb, in the top left corner of the screen, and then select 'New'. If you wanted to save your document in Excel 2007, you would click on the Office Orb, and select 'Save'.

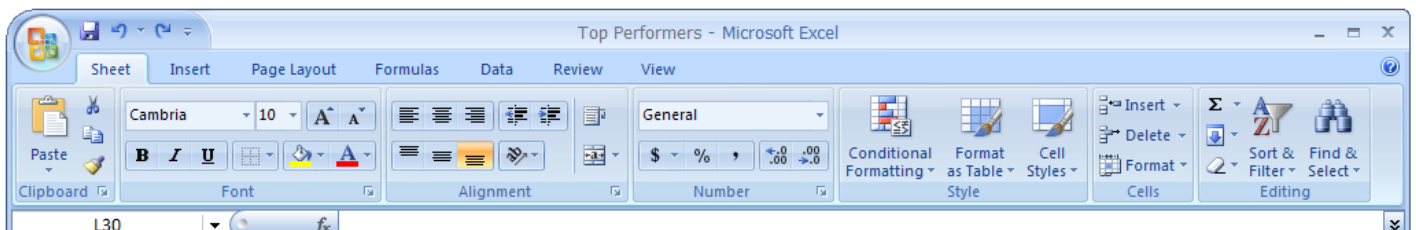
By clicking on the Office Orb (in Excel 2007), you get access to the following functionality:

- New
- Open
- Save
- Save As
- Print
- Prepare
- Send
- Publish
- Close
- Options
- Exit

Beside the Office Orb are a number of small icons. This is called the Quick Access Toolbar, and the default (in Excel 2007) includes Save, Undo, and Redo. The Quick Access Toolbar saves you from having to look for features that you regularly use. You can add any of your favorite features to the Quick Access toolbar by right clicking on the feature, and selecting 'Add to Quick Access Toolbar'.

The Ribbon

The Ribbon is the major part of the new user interface.



The Ribbon can be broken into two parts... the Ribbon Tabs, which describe a task which you may be trying to complete, and the Ribbon itself, which includes all the buttons and options which you would need to use when trying to complete that task.


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- Home ribbon includes **Clipboard, Font, Alignment, Number, Styles, Cells and Editing** tabs
- Insert ribbon includes **Tables, Illustrations, Charts, Links, and Text** tabs
- Page Layout ribbon includes **Themes, Page Setup, Scale to Print, Sheet Options, and Arrange** tabs
- Formulas ribbon includes **Function Library, Defined Names, Formula Auditing and Calculations** tabs
- Data ribbon includes **Get External Data, Connections, Sort & Filter, Data Tools and Outline** tabs
- Review ribbon includes **Proofing, Comments and Changes** tabs
- View ribbon includes **Workbook Views, Show/Hide, Zoom, Window, Macros** tabs

What's New?

You can now save your Excel file as a PDF:



- Click on the Microsoft Office Button , point the arrow next to **SAVE AS** and then click **PDF**
- In the **File name** list, type a name for the document
- In the **Save as type** list, click **PDF**
- Click **Publish**

Saving Documents

Excel 2007 saves files in the **.xlsx** format, which is different from the **.xls** format used in Excel 97-2003. This can cause difficulties when it comes time to share your documents electronically. You can save your documents in a format that is compatible with earlier versions of Excel. That way, you won't have any problems sharing documents.

- Click the Office button
- Click Excel Options
- Open the Save options
- Beside Save files in this format, select **Excel 97-2003**
- Click OK

Copy / Paste

The **Edit:Paste Special** no longer performs its former special behavior for charts. Instead of the **Formats** option in this dialog box, use the **Format Painter** feature. Instead of the **Formulas** option in this dialog box, use the **Formulas** choice on the **Paste** drop-down menu.

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Charts

- When a user presses **F11** when a chart is active, a new blank chart appears. In Excel 2003, this same action sometimes inserted a chart with the same data as the first one.
- The **Printed Chart Size** option has been removed from the **Chart** tab in the **Page Setup** dialog box. The new behavior matches the Custom setting in Excel 2003.
- The **Chart Window** command has been removed from the View menu. Charts are now integrated with **OfficeArt**.
- In Excel 2003, a user could select multiple charts and change the chart type for all of the selected charts simultaneously. This behavior is no longer available. In Excel 2007, you have to change the chart type for each chart individually.

*****Use the Right Click Option and you will see menu options that resemble Excel 2003!!**

Resources

- Microsoft Online Tutorials - <http://office.microsoft.com/en-us/training/CR100479681033.aspx>
- PaperClip (a great blog on Office 2007) - <http://thenewpaperclip.com/2007>
- Location of Excel 2003 Commands in Excel 2007 - <http://officebeta.iponet.net/en-us/help/HA101491511033.aspx>
- Excel 2007 Information Center - <http://msdn2.microsoft.com/en-us/office/aa905419.aspx>
- UWisconsin Eau-Claire Tutorials - <http://www.uwec.edu/help/excel07.htm>