



Excel 2007



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Main Window

- Office Ribbon** Displays the File menu to perform various actions (such as opening, saving, printing, etc.) with the application (File, New, Open, Print).
- Quick Access Toolbar** Displays a commonly used commands on a permanently visible toolbar. Fully customizable.
- Ribbon** The new user interface (UI) for the new Office 2007 products, replacing traditional menus, used to work in the application (File, Formatting, Tools).
- Smart Functions** Clicking this button displays a menu (Functions) displaying the (new & old).
- Formula Bar** Displays an interface of the currently selected cell to show data, with the formula bar. Using the mouse to select text to be edited and entering desired change.
- Formulas & Types** The Ribbon bar shows the name of the worksheet and its type.
- Page** Provides quick and easy access to the Page ribbon.
- Change Worksheets** To show the currently displayed worksheet, click the icon of the worksheet to be viewed. A window will be displayed listing the sheet or set to view the worksheet before closing.
- Expanded Formula Bar** In Excel 2007, it allows more space to display a long formula entered in a worksheet with follow it.
- Worksheet** Excel can create individual graphics and place them in a worksheet.
- Minimize** Now in Excel 2007, a toolbar that controls various tasks quickly accessible automatically appears when you click on right-clicked along with the ribbon menu.
- Worksheet Menu** Displayed when a cell is right-clicked, when displays the ribbon.
- Conditional Formatting** Formatting that is automatically displayed based on the content of the cells. Two different options show them - data bars, color scales, icons.
- Smart Tags** These tags provide the ability to automatically and manually change a worksheet, to scroll and line at a time, click the single arrow located at either end of the scroll bar, to scroll through a full screen, click in the shaded area in either end of the scroll bar.
- Menu Bar** Cell contains information (columns and rows) of the currently selected cell are displayed here.
- Sheet Bar** Clicking this button shows all the cells on the current sheet.
- Columns** Excel 2007 organizes data into rows and columns, the designation for columns is alphabetic and is displayed in this way to select an entire column, click the column letter.
- Row** Excel 2007 organizes data into rows and columns, the designation for rows is numeric and is displayed in this way, to select an entire row, click the row number.



- Selected Row & Columns** The column numbers of the selected cell is displayed in the file.
- Active Cells** The currently selected (active) cell, to select a cell, click in the file.
- Status Bar** This area displays various data (bottom) of the application and status for the selected cells, if any. Includes: File, 2007 and 2007, among others, it is customizable.
- Worksheet Scroll** The icons displayed here allow scrolling through worksheets, providing access to worksheets when there isn't enough space to display all sheet tabs.
- Worksheet Tab** A tab for each worksheet in a workbook is displayed here, display a specific worksheet by clicking the worksheet tab and clicking in.
- Smart Worksheet View** In Excel 2007, users can hide worksheet tabs at the end of the list of tabs.
- AutoShapes** Excel can create shapes in a worksheet, they can be filled with color and have text placed inside.
- View** These icons in the Status Bar provide the ability to quickly change the display view, the buttons represent: Left to right, Normal, Page Layout and Page Break Preview.
- Zoom** The document can be zoomed in or out from 10 to 400% by dragging the slider, or clicking the + or - icons to change 10% per click.

New Features in Excel 2007

Excel 2007 offers many new features that Excel 2003 users of the new and improved features (shown as and as described in greater detail in this guide) are:

- The most noticeable change is the completely redesigned user interface (UI), which very different from past versions, more people adapt to the new design more quickly. Making it much better because it is easier to find what one want and offers the ability to provide changes before actually making them.

- Many spelling and grammar options, as well as various other features, can be used in any Office program, and applied to and used in all other Office programs that support the features.
- Features (Features) can be specified, using flag words that are otherwise specified normally, conditional clauses, or that you don't want to use the worksheet option.

- The **Document Assembly** is a tool to check the documents, spreadsheets, workbooks, tables, lists, personal data, etc., before distributing the document.
- The **Mark as Final** option prevents editing of the document, when it is finished (but is security features, as it can easily be removed).

Excel 2007 Quickstudy Computer

Greg Harvey



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Hales,2006-12-20 This 6 page laminated guide covers the basic principles of the new Excel 2007 program It contains information on What s new the Ribbon user interface status bar dialog boxes and much more **Excel 2007 All-In-One**

Desk Reference For Dummies Greg Harvey,2011-02-10 Master the Ribbon powerful graphics capabilities and more Your one stop guide to great looking spreadsheets that actually mean something Create colorful spreadsheets and charts use Live Preview and maximize everything Excel 2007 has to offer Find just what you need to know about using the new Ribbon designing spreadsheets that communicate editing and printing them working with formulas protecting your data when you collaborate turning out cool charts and much more The included four color insert highlights the Ribbon new graphics features and more Discover how to Create dynamic spreadsheets with style galleries Work with more than 40 new cell styles Automate formatting with Live Preview Share Excel data with other programs Use VBA to write custom Excel functions

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Excel 2007: The Missing Manual Matthew MacDonald, 2006-12-27 Microsoft Excel continues to grow in power sophistication and capability but one thing that has changed very little since the early 90s is its user interface The once simple toolbar has been packed with so many features over the years that few users know where to find them all Microsoft has addressed this problem in Excel 2007 by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use Unfortunately Microsoft's documentation is as scant as ever so even if users can find advanced features they probably won't know what to do with them Excel 2007 The Missing Manual covers the entire gamut of how to build spreadsheets add and format information print reports create charts and graphics and use basic formulas and functions Like its siblings in the Missing Manual series this book crackles with a fine sense of humor and refreshing objectivity about its subject guiding readers through the new Excel with clear explanations step by step instructions lots of illustrations and friendly time saving advice It's a perfect primer for small businesses with no techie to turn to as well as those who want to organize household and office information *Microsoft Office Excel 2007 for Windows* Maria Langer, 2007 The first task based guide to cover all that's new in the world's leading spreadsheet program Microsoft Excel **Microsoft Office Excel 2007 Step by Step** Curtis Frye, 2007-01-03 Experience learning made easy and quickly teach yourself how to organize analyze and present data with Excel 2007 With Step By Step you set the pace building and practicing the skills you need just when you need them Create formulas calculate values and analyze data Present information visually with graphics charts and diagrams Build PivotTable dynamic views even easier with new data tables Reuse information from databases and other documents Share spreadsheets for review and manage changes Create macros to automate repetitive tasks and simplify your work Your all in one learning experience includes Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon the new Microsoft Office interface Windows Vista Product Guide eReference plus other resources on CD For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook [Microsoft Excel 2007 Quick Source Guide](#) The ReSource Network, 2007-10 *Microsoft Office Excel 2007: Introductory Concepts and Techniques* Gary B. Shelly, Thomas J. Cashman, Jeffrey J. Quasney, 2007-05-14 Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books For the past three decades the Shelly Cashman Series has effectively introduced computer skills to millions of students With Excel 2007 we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of

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