

# Excel ~ Office 2007 Features

For an **Overview** of significant features, go to: <http://office.microsoft.com/>

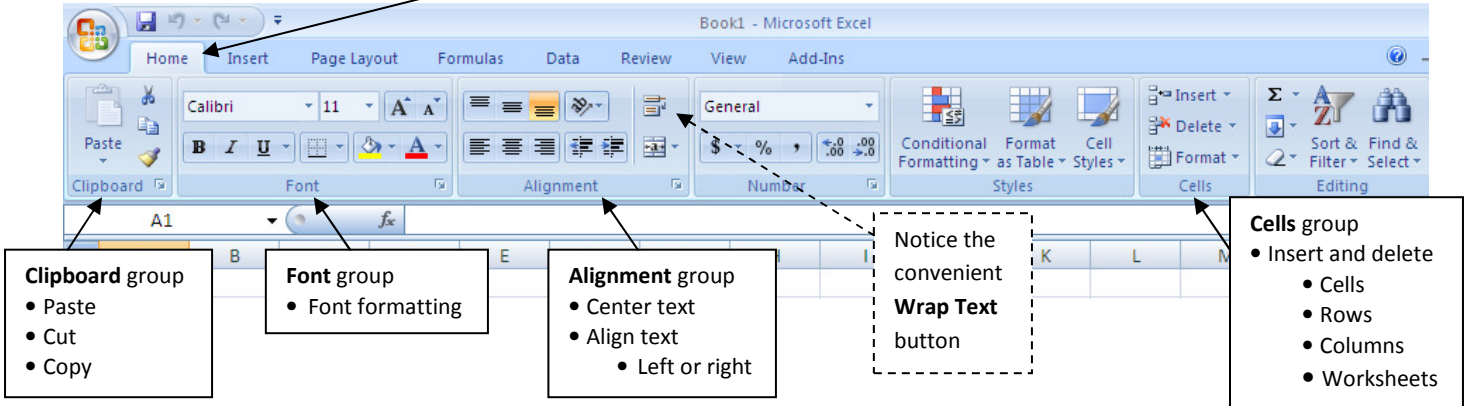
**Products** tab > **Excel** in the left column > **Excel 2007 Training** > **Up to speed with Excel 2007**

**Note:** If you open a Demo, not the Overview, scroll down to "Online training:" and click **Up to speed with Excel 2007**  
 For review, here is an outline of the contents with illustrations:

## What's changed, and why

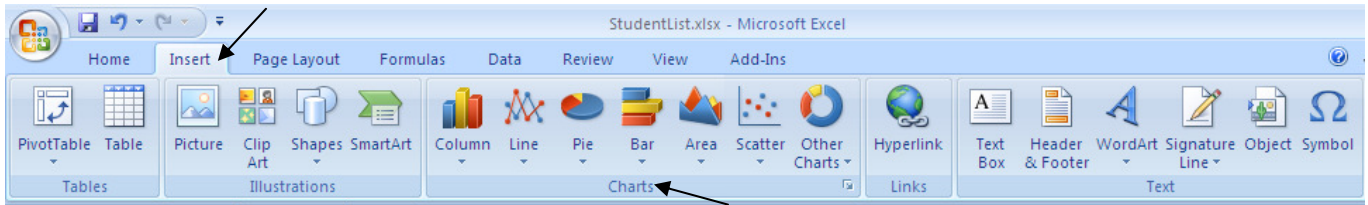
### ❖ What's on the Ribbon?

Home tab contains most commonly used commands

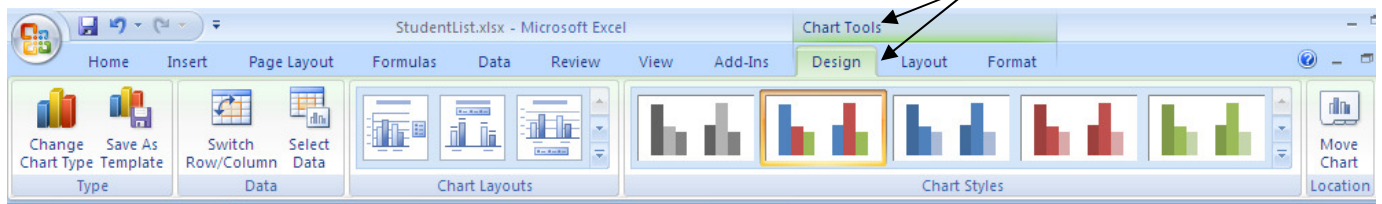


### ❖ More commands, but only when you need them

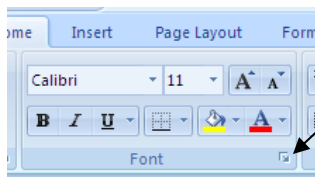
Select the **Insert** tab to create a chart ...



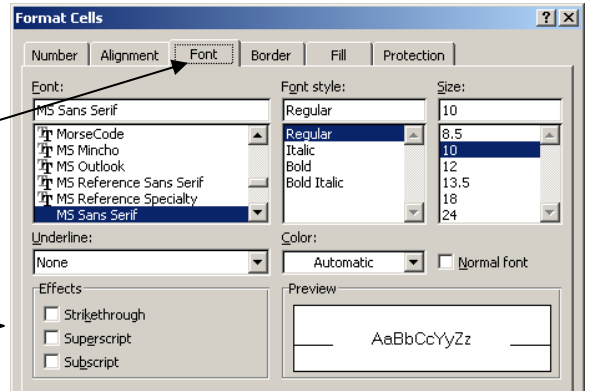
...when the chart is selected, **Chart Tools** and **Design** tabs appear



### ❖ More options, if you need them

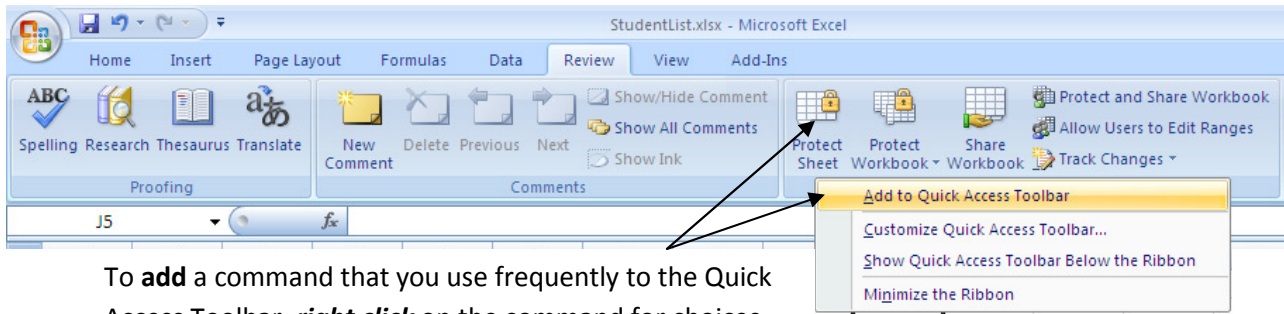


When you click the **dialog box launcher** in the **Font** group, the font dialog box opens up.



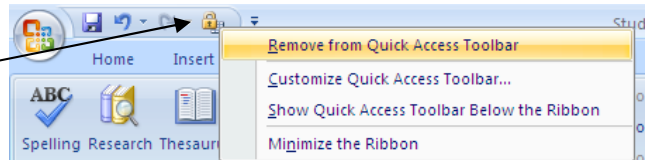
**Note:** When you see dialog boxes on the Microsoft Office web site, they have the colorful look of Office System 2007. On district computers, the display is adjusted for best performance (lower memory use), so dialog boxes have the Windows Classic look, as in this illustration.

❖ Put commands on your own toolbar

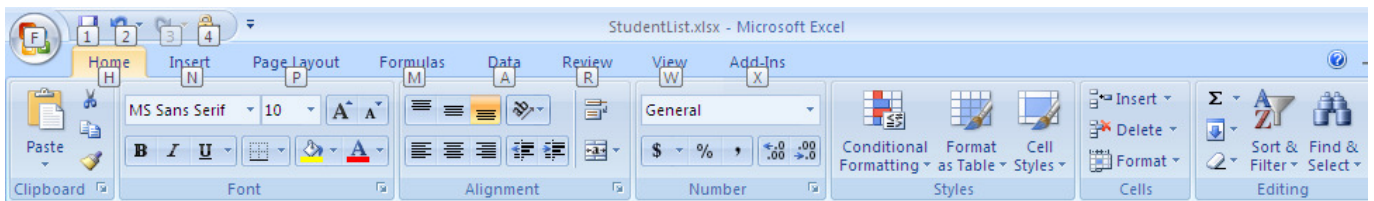


To **add** a command that you use frequently to the Quick Access Toolbar, **right click** on the command for choices.

**Right click** the command in the tool bar to remove it.



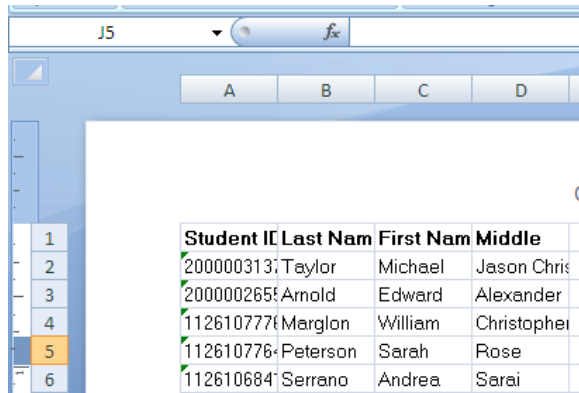
❖ What about my favorite keyboard shortcuts?



Press the **Alt** key to reveal the new **Key Tips** (keyboard shortcuts) to menus, groups, and buttons.

❖ A new view

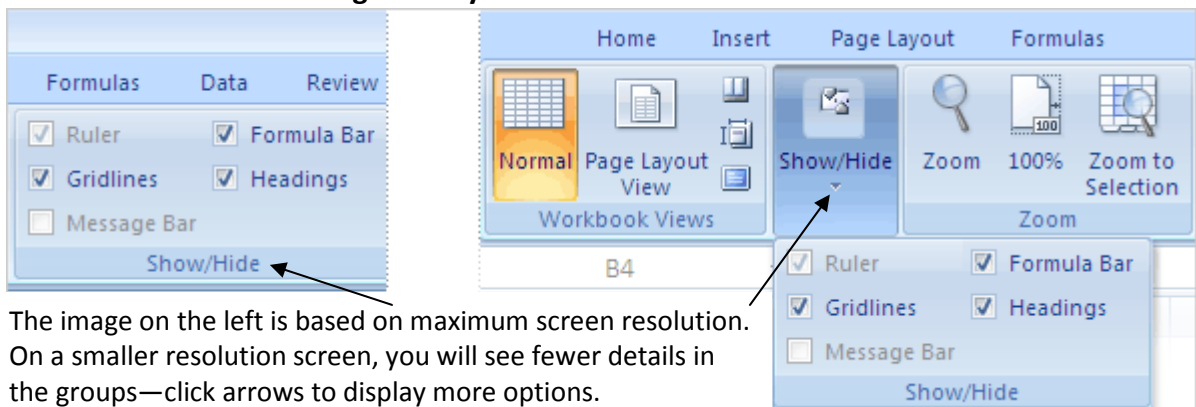
**Page Layout** view lets you work with your document as it looks when it's printed—you don't need to use Print Preview



Look in the lower-right corner of your screen for the views toolbar.



❖ Different screen resolutions can change what you see



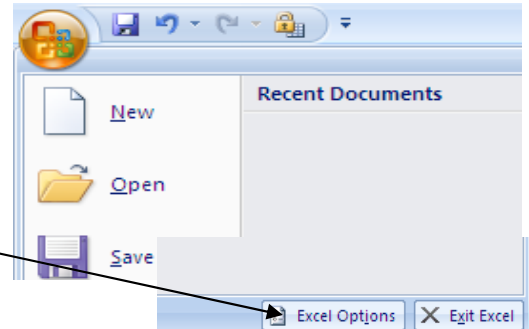
The image on the left is based on maximum screen resolution. On a smaller resolution screen, you will see fewer details in the groups—click arrows to display more options.

## Get to work in Excel

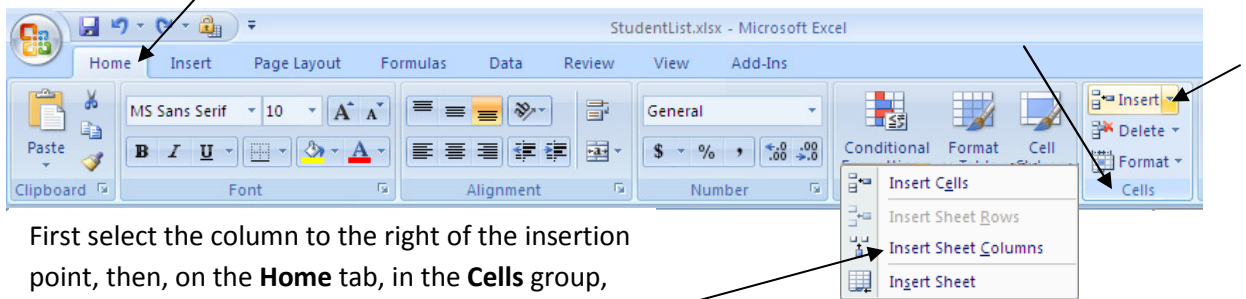
### ❖ Open your file

The **Microsoft Office Button** opens many of the tasks found in the File menu of Office 2000.

The Excel **Options** button is at the bottom of the dialog box. In previous versions, it was in the Tools menu.

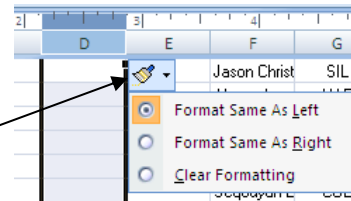


### ❖ Insert a column

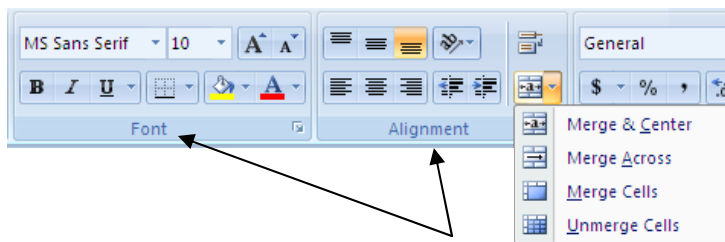


First select the column to the right of the insertion point, then, on the **Home** tab, in the **Cells** group, choose **Insert**, and select your preferred option.

When a new column opens, a format painter appears, and clicking the drop-down arrow gives you formatting choices for the new column.



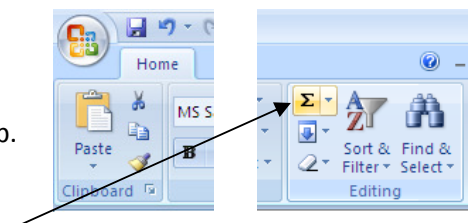
### ❖ Format and edit data



Many of the tools you'll use to format data in cells are conveniently located in the **Font** and **Alignment** groups. Click the dropdown arrows for more options—these used to be several menus deep.

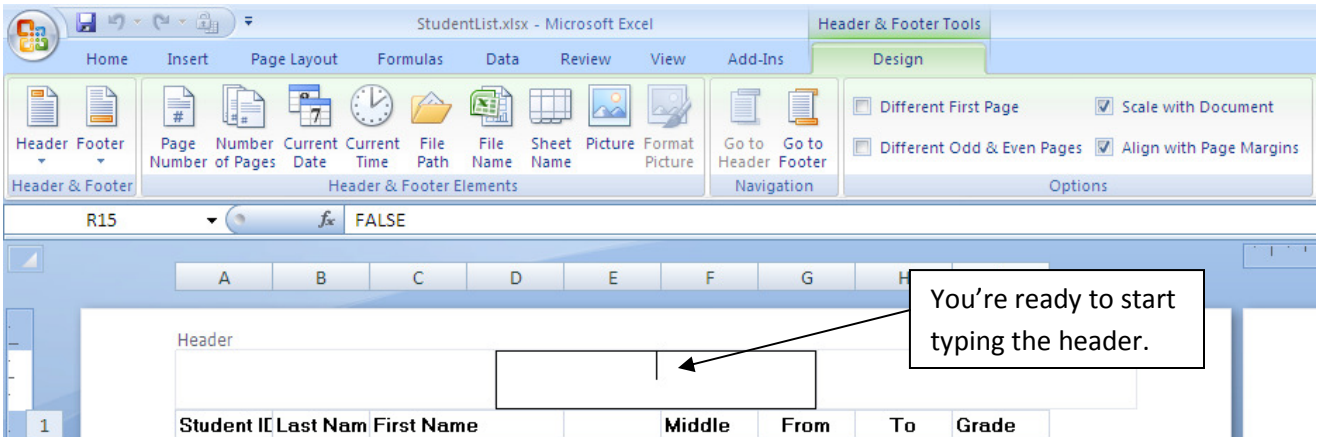
### ❖ Enter a formula

Place the cursor in the last cell of a column you want to add. The **AutoSum** button is on the **Home** tab, in the **Editing** group. Click the dropdown arrow for other formula options



## ❖ Add headers and footers

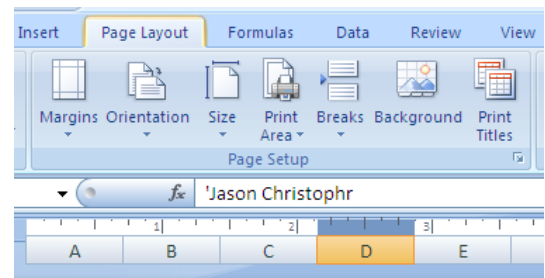
In **Page Layout** view, the header space is outlined. Click to add header and the **Header** toolbar appears:



## ❖ Print

When you are looking at your spreadsheet in the new **Page Layout** view, click the **Page Layout** tab to use the tools to make changes that you can easily see before you print.

**Note:** Don't confuse the **Page Layout view** with the **Page Layout tab**. Turn on the Page Layout view either by clicking the button on the bottom right part of your screen, or by choosing Page Layout view on the View tab.



Click to add h

## ❖ The New Workbook window

Click the **Microsoft Office Button** > **New**

- Select a new blank workbook or a template
- There are many different template categories for budgets, calendars, expense reports, etc.
- Click **Featured** for links to video demos and online training

Student ID	Last Name	First Name	Middle	From	
200000313	Taylor	Michael	Jason Chris	SIL	

## *A new file format*

### ❖ How do I work with people who don't have Excel 2007 yet?

- Old files stay old unless you choose otherwise.
- Newer features warn you if you save a file as older.
- A Compatibility Checker warns you if features in your new file are not available in the older format.
- You can always copy newer files in newer format first.

## ❖ Benefits of the new format

### New features

- More worksheet rows and columns
- The Formula Bar is resizable so you can write longer formulas
- If you click a cell with large chunks of text, the Formula Bar no longer spills into the worksheet grid

### Safer files

- Workbooks containing unwanted code or macros are easier to identify and block
- Less risk of file corruption
- Improved ability to open corrupt files and recover some of your work

### Reduced file size

- Workbooks are compressed—file size 50 -75% smaller than in previous versions
- Compressed files open and save normally

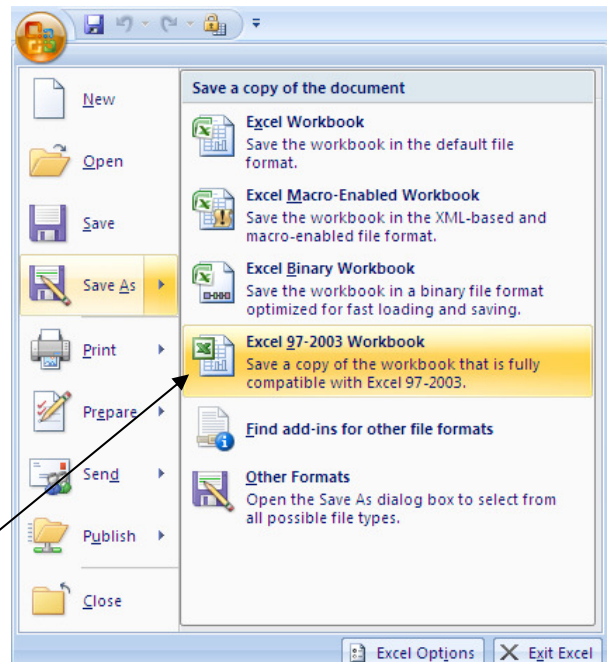
### More useful data

- Data based in XML makes it much easier to integrate with other data sets from other computers and programs.

## ❖ New file formats, new options when you save

There are several file types you can choose from when you save a file in Excel 2007.

- **Excel Workbook (\*.xlsx)** Save a workbook as this file type if it does not contain macros or Microsoft Visual Basic for Applications (VBA) code.
- **Excel Macro-Enabled Workbook (\*.xlsm)** Save your workbook as this file type when the workbook contains macros or VBA code.
- **Excel Template (\*.xltx)** Save your workbook as this file type when you need a template.
- **Excel Macro-Enabled Template (\*.xltm)** Save your workbook as this file type when you need a template and the workbook contains macros or VBA.
- **Excel Binary Workbook (\*.xlsb)** Save your workbook as this file type when you have an especially large workbook; this file type will open faster than a very large Excel Workbook will. You'll still have the new Excel features with this file type, but not XML\*.
- **Excel 97 - Excel 2003 Workbook (\*.xls)** Save your workbook as this file type when you need to share it with someone who is working with a previous version of Excel.



\*Microsoft Office Excel makes it easy to import Extensible Markup Language (XML) data that is created from other databases and applications, to map XML elements from an XML schema to worksheet cells, and to export revised XML data for interaction with other databases and applications. Think of these XML features as turning Office Excel into an XML data file generator with a familiar user interface