



What's New in Excel 2007 Quick Source Guide

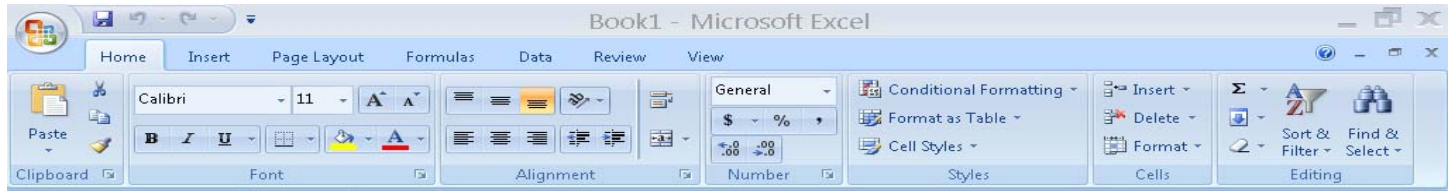
Introduction

This quick source guide will serve as both an introduction to Microsoft Excel 2007, as well as show you tips to assist your transition from Excel 2003 to Excel 2007.


What's New

Excel 2007 presents a new user-interface which is quite different than previous versions of Excel. This section will provide you with some basic information about the new look and features available in Excel 2007 in order to help you get started.

The Excel Window



Ribbon

- **The Ribbon** - Upon launching Excel 2007 for the first time the most noticeable change is likely Microsoft's replacement of the traditional toolbars and menus with the Ribbon. The Ribbon presents you with a panel of commands which are organized into a set of tabs (known as the Tab Bar). Each task-oriented tab presents groupings of tasks and their associated subtasks.
- **The Microsoft Office Button** -  The Microsoft Office Button has replaced the File menu in earlier versions of Excel. By clicking on this button, you are presented with the commands previously found in the File menu of Excel 2003, including New, Open, Save, Save As, Print and Close. In addition, some of these commands include an expandable menu to provide additional options.
- **Quick Access Toolbar** - The Quick Access Toolbar is a customizable toolbar which contains shortcuts for commonly used tools. You have the ability to add and remove the toolbar buttons based on your personal preferences.



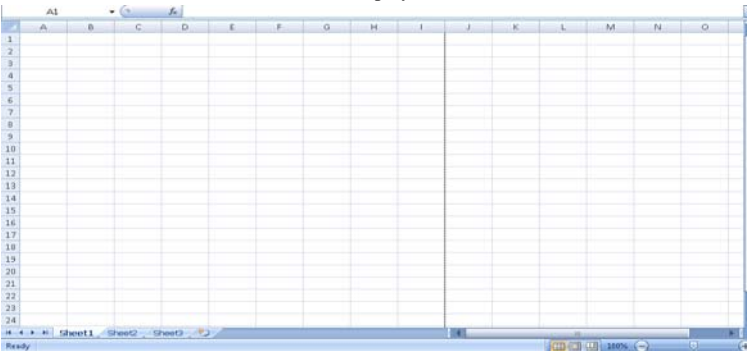
Quick Access Toolbar

- **Tab Bar** - The Tab Bar contains tabs that display tools and commands in the ribbon.



Tab Bar

- **Worksheet Area** - The Worksheet area displays the current worksheet



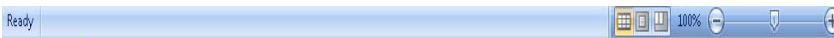
Worksheet Area

- **Sheet Tabs** - The Sheet tabs displays tabs for the sheets in the current workbook



Sheet Tabs

- **Status Bar** - The Status Bar contains worksheet information and shortcuts.



Status Bar

Customizing the Quick Access Toolbar

1. Click the Customize Quick Access Toolbar button to the right of the toolbar
2. Select **More Commands** from the resulting menu.

3. Click the arrow on the **Choose commands from** box and select a category from the resulting menu.
4. In the left box, select the command you want to add and click the **Add** button.
5. Optional: To remove a command from the toolbar, select the command in the right box and click the **Remove** button.
6. Click the **OK** button when you are finished.

Getting Started

Creating a New Blank Workbook: *keyboard shortcut, Ctrl +N*

In order to access Excel 2007, you will need to do one of the following:

- Double-click the shortcut on your Novell Application Launcher, or
 1. Click the Microsoft Office button.
 2. Select New from the resulting menu.
 3. Click the Create button

Opening a Workbook

In order to open a workbook in Excel 2007, follow the steps below:

1. Click the Microsoft Office Button.
2. From the resulting menu, select Open.
3. Located and select the file you want to open.
4. Click the Open button.

Saving a Workbook: *Keyboard Shortcut: CTRL+S*

1. Click the Microsoft Office Button.
2. From the resulting menu, select save.
3. Select the location where you want to save the workbook.
4. Enter a file name in the File name box.
5. Click the Save button.

Compare Excel 2003 to Excel 2007

Task	Excel 2003	Excel 2007
Search for a specific command in a workbook	1. On the Edit menu, click Find.	1. On the Home tab, in the Editing group, click Find & Select, and then click Find.
To print, do one of the following:	1. On the File menu, click Print. Under Print what, select an option to print the selection, the active sheet(s), or the entire workbook.	1. Click the Microsoft Office Button and then click Print. Under Print what, select an option to print the selection, the active sheet(s), or the entire workbook.
Find Pivot Table and Pivot Table Reports	1. PivotTable and PivotChart Report	1. Click Insert, select tables, select Pivot Table 2. Click Insert, select tables, next select PivotTable, then select Pivot Chart.
Edit Queries:	1. Select Edit Query	1. Click the MS Office Button, then select Excel Options, select Customize, next select all Commands, then Edit Query.
Running Macros:	1. Select Run Macros.	1. Select developer, then click Code, and select Macros
Favorites for the web	1. Click Favorites, select add to Favorites	1. Removed from Product
Organizational Chart levels	1. Select Level	1. Click on each shape to select them. To select several shapes at the same time, keep Ctrl pressed while you click on the shapes.

