EXCEL 2007
FOR WINDOWS

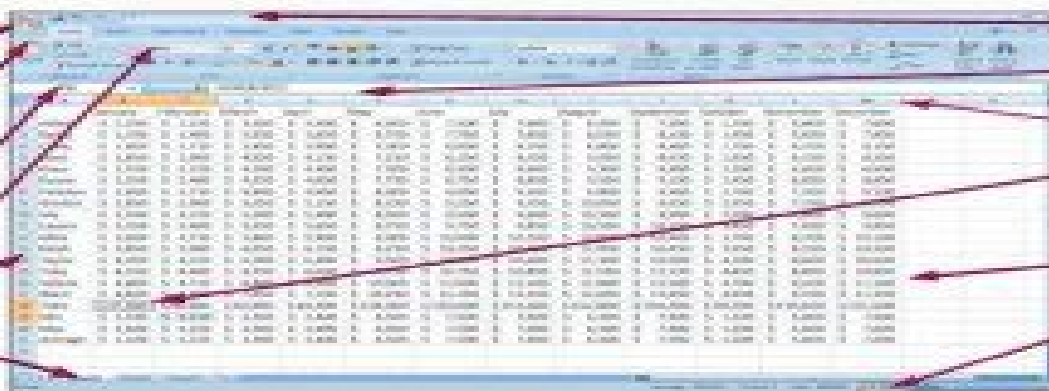**Office Button**

Ribbon (Home tab) - Buttons for common commands.

Name Box - Contains the cell reference.

Formatting - buttons to format the spreadsheet.

Row Headings

Sheet Tabs - Displays sheets in a workbook. Click on a sheet to view it.

Title Bar - Program name and current active workbook name.

Formula Bar - Displays formula or contents of a cell.

Column Headings

Active Cell - (B16 in this example)

Spreadsheet - Grid of cells to enter information.

Status Bar - Displays information about the mode and the sheet status.

Getting Started

Office Button
The **Office** button replaces the old **File** drop-down menu. Click on it to access the **Open, New, Save, Print** etc. options.

Quick Access Toolbar
The **Quick Access Toolbar** can be customized to best suit your needs.
Simply click on the drop-down arrow, and select the preferred options from the resulting list.

Ribbons
The Office 2007 interface uses a new feature called the **Ribbon**. This replaces the old drop-down menus by grouping common tasks together under category tabs. Click on a tab to access these common functions.

Selecting Cells
To Select:
1. A cell, click in the centre of the cell with the mouse. A dark border will appear around the cell.
2. A range of cells, click and drag from the upper left-most cell to the lower right-most cell.
3. Non-adjacent cells, click in the first cell, then while holding the **Ctrl** key down, select the other cells. Release the **Ctrl** key after all non-adjacent cells are selected.
4. A column of cells, from row 1 to row 1,048,576, click on the column header letter - eg. **A, AB, ZZZ**.
5. A row of cells, from column A to column ZZZ (16,276 columns), click on the row header number - eg 1, **567, 1,048,576**.
6. All cells on the worksheet, press **Ctrl + A** on the keyboard.
7. A named cell or range, click on the **Name Box** drop-down list on the **Formula** bar, select the name of the range or cell you want.
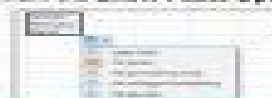
Editing Cells
1. To edit cells, select the cell, type information, press the **Enter** key.
2. To name ranges and cells, select the cell or range, click the **Name Box** on the **Formula** bar, then type a name for the cell or range, press the **Enter** key.
3. To insert a cell, select one or more cells, click the **Home** tab and select **Insert** from the **Cells** group.

Auto Fill Options

Excel recognizes certain types of data and it will automatically assume that you want to use them in a certain way. If you type in a "day of the week" into a cell, a **Auto Fill** will appear that will give you the choice of how to deal with this data.

To turn **Auto Fill** off, click the **Office** button then click **Excel Options**, click **Advanced**, and then under Cut, Copy, and Paste section, remove the check from the **Show Paste Options buttons** check box.

Working with Workbooks & Worksheets

Workbooks
1. To create a new blank workbook, click the **Office** button and then **New** from the list. Select **Blank Workbook**.
2. To open an existing workbook, click on the **Office** button and then **Open** from the list. Select the folder in the **Look In** field at the top, then select the file and click the **Open** button.
3. To save a workbook, press the **F12** key on the keyboard, select a folder in the **Save In** field, then type a name for the file in the **File Name** field and click the **Save** button.
Note: To save a workbook in an older Excel format, do the same as above and in **Save as type**, select **Excel 97-2003 Workbook**. Click **Save**.

Worksheets
1. To select a different sheet in the workbook, click on the sheet in the **SheetBar**.
2. To insert a new sheet in the workbook, right-click on any sheet in the **SheetBar** and select **Insert...**. Select **Worksheet** and click the **OK** button. You can also click the **Insert Worksheet** tab.
3. To rename a worksheet, double-click on the sheet in the **SheetBar**. Type in the name and press the **Enter** key.
4. To change the color of a **Sheet Tab**, right-click the **Sheet Tab** and select **Tab Color** from the shortcut menu.
5. To delete a worksheet, right-click the sheet you want to delete, then select **Delete**.
6. To move or copy a sheet, right-click the sheet you want, then select **Move or Copy...** from the dialog box, select where to move or copy to, then click the **OK** button.

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Katherine Murray

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