

# Microsoft\* Office 2007 Excel

## ► survival guide

### What's new

#### Bigger and better

To enable you to better use and explore massive amounts of data in worksheets, Excel 2007 supports up to **1 million rows** and over **16 thousand columns** per worksheet. Specifically, the Office Excel 2007 grid is **1,048,576 rows by 16,384 columns**, which provides you with 1,500% more rows and 6,300% more columns than you had available in Excel 2003.

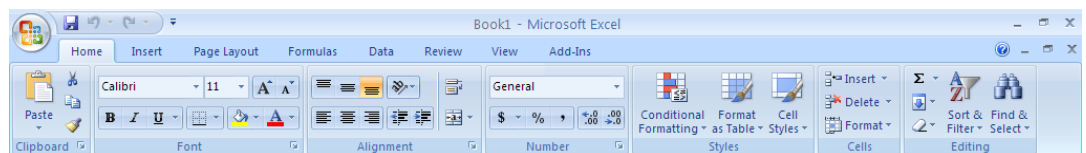
**Learn more:** View a full list of [workbook and worksheet specifications](#).

#### Learn More

View the Show Me movie – [Untie the Mystery of the Excel Ribbon](#).

#### The Ribbon

Excel 2007 has a new, intuitive user interface called the Ribbon that helps you get work done more quickly than you could in earlier versions of Excel.



#### What happened to menus and toolbars?

In an effort to reduce the number of clicks required to perform a task, commands that were formerly located in dialog boxes, menus, and toolbars are now found on 'task oriented' command tabs on the Ribbon.



Some dialog boxes remain and you can access them via the Launcher button found in the lower right corner of a Ribbon Grouping.

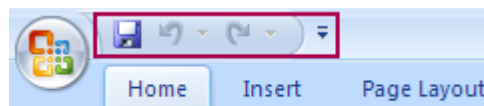
**Learn More:** View the [menu map job aid](#) that indicates where commands used to be located & how they can now be accessed. You can also view this information in the online Help.



#### How do I open a file?

Click the **Office** button and select **Open** from the menu.

#### Quick Access Toolbar



You can customize the Quick Access Toolbar by adding or removing buttons that you frequently use such as Spell Check, Open or Send. Although this is the only toolbar available in Office 2007, it can display 25 buttons and can be anchored either above or below the Ribbon.

#### File formats and compatibility

Office 2007 file types are now XML-based, which makes your files smaller so they use less server space and network bandwidth.

Until everyone migrates to Office 2007, you will need to consider who else may read or edit those files and what version of Office they have. Office 2003 (and

prior) users can download a Compatibility Pack from <http://iss.intel.com> to open and read Office 2007 files.

If you DO need to save your file in an older format for editing purposes, you can run a Compatibility Checker first to see which features and functionality will be lost (Office Button>Finish>Compatibility Checker).

Use the table below to guide you to know when to use each format.

You're Using Office 2007 and you're saving...	You're sharing with someone using...	And they will....	Then...
New Document	Office 2007	Read or Edit document	Save as...Office 2007
	Office 2003 or unknown	Read document only	Save as...Office 2007 - they will need compatibility pack to read document
		Edit document	Save As...Office 97-2003
Existing Document	Office 2007	Read or Edit document	Save As...Office 2007
	Office 2003 or unknown	Read document only	Save as...Office 2007 - they will need compatibility pack to read document
		Edit document	Save As...Office 97-2003

## How do I save files?



1. Click the **Office button** to access the File menu.
2. To save in the Office 2007 version:
  - a. Hover the mouse over **Save As...** to see the flyout options.
  - b. Select **Excel Workbook**.
3. To save in the Office 97-2003 version:
  - a. Hover the mouse over **Save As...** to see the flyout options.
  - b. Select **Excel 97-2003 Workbook** format to save the file in a format that others can open.

NOTE: A compatibility checker will be run on your file and you will be notified if features have been used that are not backwards compatible.

## How do I change views or Zoom size?



In the lower right corner of the Excel window, you will see the **Normal, Page Layout View** and **Page Break Preview** buttons.

In addition, you now have access to the Zoom slider. With it, you can drag the slider left or right to increase or decrease the size at which you view your slide. You can also click the zoom percentage to access the Zoom dialog box.

## Top 5 tasks and where to find commands

### **AutoSum**

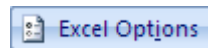


This button is located on both the **Home** and **Formulas** tabs on the Ribbon. Use the drop down arrow to select other functions such as Average, Count Numbers, Max, Min and more.



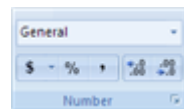
### **Pivot Tables**

This button is located on the **Insert** tab on the Ribbon. Use the drop down button to create a Pivot Chart.



### **Excel Options**

Formerly located under the Tools menu, you can now access this dialog box from the bottom of the File menu by clicking the **Office button**.

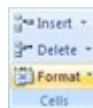


### **Format Number, Styles and Format Cells**

These buttons are located on the **Home** tab on the Ribbon. **Format Number** is the same as previous versions of Excel.



The **Styles** grouping allows improved formatting for cells.



**Format Cells** provides access to the dialog box found in previous versions of Excel where you can set the alignment of a cell, among other settings.

## What's cool

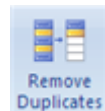
### XML-based file formats

This new file format facilitates integration with external data sources and offers reduced file sizes and improved data recovery.

The default format for an Excel workbook is .xlsx.

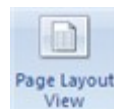
## Top 3 new things to try

Get ready to be impressed by these new features!



### **Remove Duplicates**

This button is located on the **Data** tab on the Ribbon. Use it to remove duplicate items from a range of cells or columns.



### **Page Layout View**

This button is located on the **View** tab on the Ribbon as well as in the lower right corner of the Excel window.



Page Layout View is a combination of Normal view and Print Preview. It provides easy access to change margins, headers and footers without using a dialog box.



### **Conditional Formatting**

Conditional formatting is a great way to see trends without having to create a chart. This button is located on the **Home** tab on the Ribbon.

This feature has been improved over previous versions of Excel. You can now apply data bars to cells to visually draw attention to large or small numbers in a range. You can also use this feature to highlight duplicates in a range of cells without creating a formula.

## Help is here

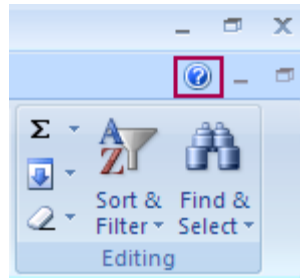


### Learn more

Search the online help to learn more about what's new.

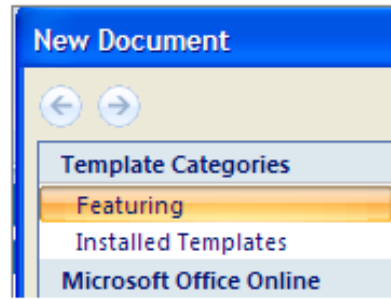
After clicking the Help button, click the **What's New** link on the Excel Help Home page.

## Microsoft Excel Help



By selecting the **Question Mark**, the Excel help and How-to dialog box opens and will lead you through "What's New" and other topics. Within this topic you have access to a Demo called "Up to speed with Excel 2007."

## Online help



Get to online help by selecting the **Office button > New > Microsoft Office Online > Training**.

You have access to online information such as keyboard shortcuts and an overview of the new interface.

At any time, you can also access Help by pressing the **F1 key**.

## Other learning resources

IT has also provided you with a Microsoft Office 2007 learning page, where you will find brief demonstration movies, job aids and much. We recommend that you bookmark this site.

(link removed for confidentiality purposes)