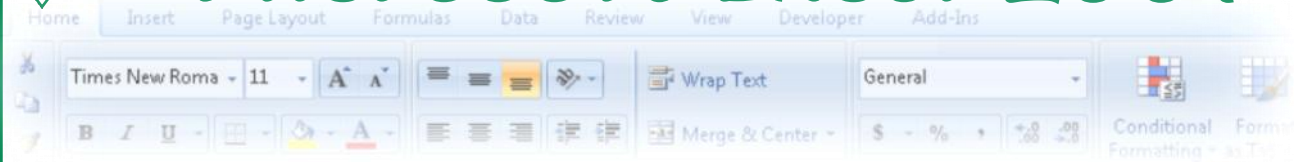




Microsoft Excel 2007



Exploring Excel 2007

Fluent Interface

Excel File Formats

Shortcuts and Key Tips

New in Excel 2007

A New View

Tables and Charts

Conditional Formatting

Themes and Colors and Smart Art, Oh My!

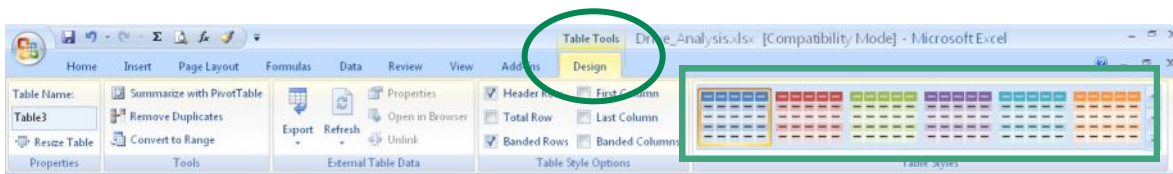
The College of Saint Catherine

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The Fluent Interface, used by all applications, replaces the older menu system. It is comprised of The Ribbon, Tabs, Groups and Commands

THE RIBBON is contains:

TABS, which are similar to the old menu system. Some tabs do not appear until an object is selected (working with Smart Art, graphics or table, click on that object and a new tab will appear with options for that object.

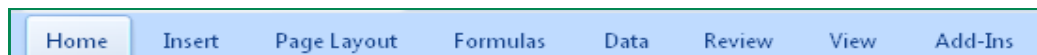


GROUPS, which contain tasks grouped together in logical, task oriented categories, such as Font or Paragraph. Many Groups now contain Styles Galleries, collections of design elements.

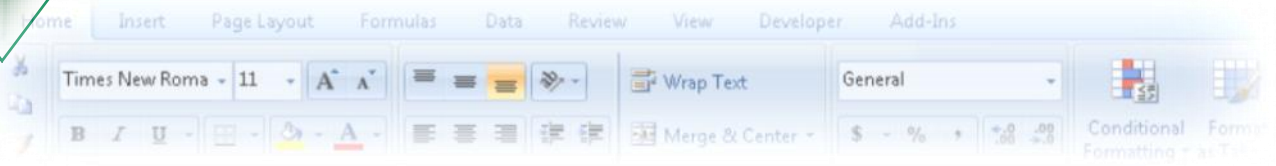
COMMANDS, the individual buttons, boxes and options that you use to perform tasks

THE OFFICE BUTTON replaces the File Menu. The circle in the upper left corner of the Ribbon is the Office Button lives. Click once to open, then just hold the cursor over the options to view. When you are ready, click to perform the action.

All of these together are the Fluent Interface. It was designed based on many focus groups of real people who do the same work that you and I do using Office.



Excel 2007 was created to be more powerful than the previous versions of Excel, yet organized in a way that is intuitive and useful. Stop. Think about what you want to do. If you want to use a chart, select the Insert tab. Prepare and check your document before you print it with the Review Tab. Design how the page looks or prints? Page Layout. The Fluent Interface is now as organized as you are (or as you always wanted to be)!



The new file formats of Excel 2007:

- **EXCEL WORKBOOK** (*.xlsx). Use when there are no macros or VBA code.
- **EXCEL MACRO-ENABLED** (*.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 97-EXCEL 2003 WORKBOOK** (*.xls). Use when you need to share with someone working in a previous version of Excel.
- **MICROSOFT EXCEL 5.0/95 WORKBOOK** (*.xls). Use when you need to share with someone using Microsoft Excel 5.0. (while the earlier versions of Office share the same extension - .xls - they are not the same format.
- **EXCEL MACRO-ENABLED TEMPLATE** (*.xltn). Use 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 for a very large Excel Workbook . You'll still have the new Excel features with this file type, but not it doesn't use XML.
- **PDF** - Microsoft Office has an add-in that allows you to save a file as a PDF document, allowing for cross-compatibility with virtually any operating system or office suite.

BENEFITS OF USING THE 2007 FORMAT

- Workbooks are compressed; file sizes are approximately 50% to 75% smaller than in previous versions of Excel. In addition, files are more easily recovered and less prone to corruption in XML.
- At the same time that the file sizes are smaller spreadsheets can be significantly larger.
- More can be done with the data. Because the basis of the document is XML (Extensible Markup Language), it is easier to use in the other Office programs.

SAVING BACK AND FORTH FROM FORMAT TO FORMAT

Using the Office Button is the easiest way to save back and forth.

The 97-2003 version should be used when you are unsure of whether or not someone else is using the newest version.

Don't be afraid to experiment, just be aware of which version your document is saved in.

Look for Compatibility Mode in the title bar of 2003 documents.

Book1 [Compatibility Mode] - Microsoft Excel

If you are in doubt about whether a document can be converted without loss of data or changes in formatting, use the Compatibility Checker. In the Office Button menu, under Prepare, select Inspect document. This will also tell you if there are hidden items or other elements you might not want others to see.

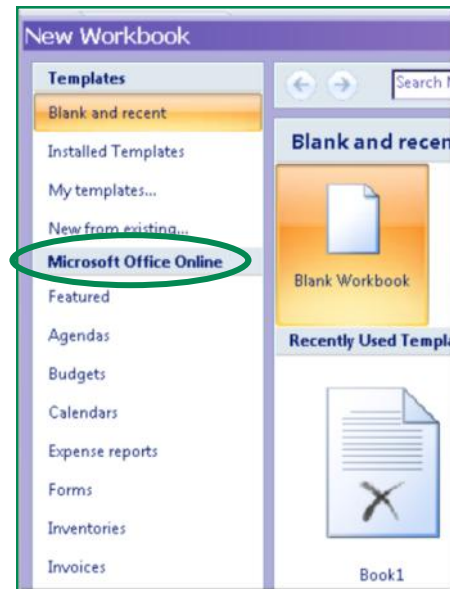
NOTE: The top option under Save As - Excel Document - saves in the default format for Excel, 2007 (.xlsx). The default format for St. Kate's is set to Office 2003, .xls. This can be changed in Excel Options whenever you are ready.



OPENING TEMPLATES

Don't underestimate how templates can help you. Many times what we do is repetitive; templates make your life easier, and that makes you more efficient.

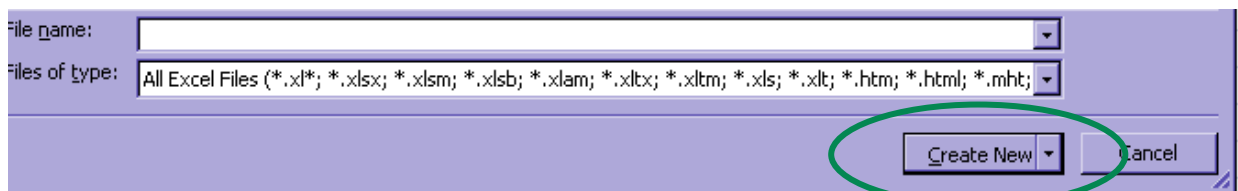
- **INSTALLED TEMPLATES** are from Microsoft, and they are installed when Office is installed.
- **MY TEMPLATES** are templates that you create and save.
- Look for **RECENTLY USED TEMPLATES** for convenient access to documents you use often.
- **MICROSOFT OFFICE ONLINE** has templates available to download from their website. Since our Internet connection is so fast, this takes no longer than opening a file saved on your computer or on our server.*



NEW FEATURE!!! - NEW FROM EXISTING

This option allows you to open an already formatted document as a new template, ready to delete old data, add new data without having to recreate the formatting.

This opens a File Open dialog box, where you open the document as you normally would, except where you would expect to see an Open button, it now says Create New. This opens the document with your special format-



*Some templates require validation—follow the prompts to validate. This means that if you do not have a legally installed version of Office you will not be able to open these templates.

NEW FEATURES:

There are many new features that are a part of 2007 that are not available in the 2003 format.

For those who are interested, there is a lot more information at:

<http://office.microsoft.com/en-us/excel/HA100738731033.aspx?mode=print>

KEY TIPS - Already a fan of using keyboard shortcuts? Any shortcut you remember from old versions will work in 2007. For example, you always used the Format, and you accessed it using the old key shortcut, **Alt + O**. Pressing that combination now gives you this menu. Press **E** and you will open the old Format Cell Dialog Box. Control S to save a document (my favorite), and any other older shortcuts can be used in Excel 2007.

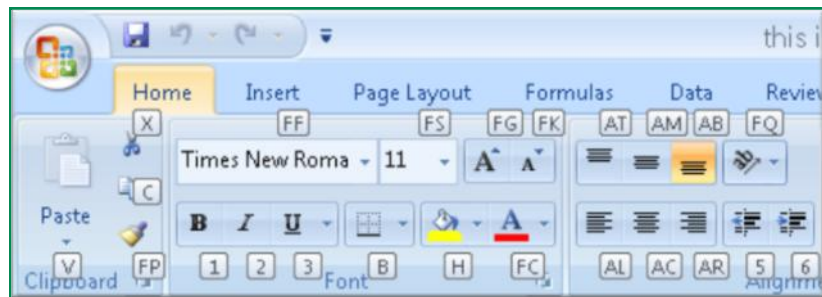
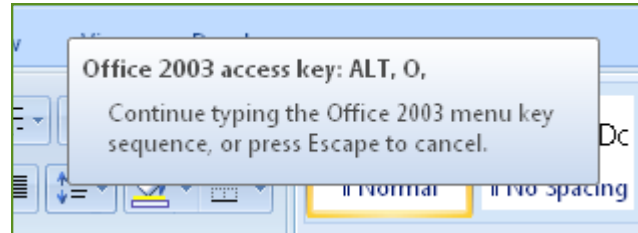
To use Key Tips, press **Alt**. This displays the **first layer** of shortcut options.

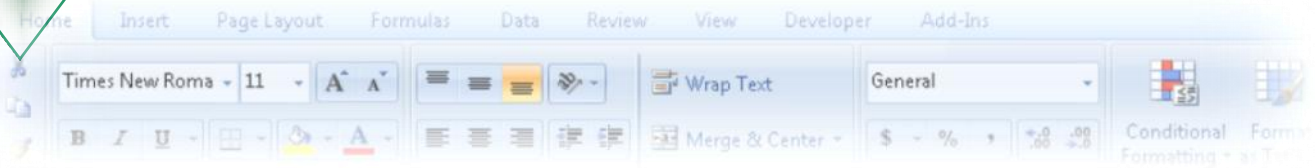
Press the **second layer** of command keys. If there are two letters, press them in sequence, not together. **H** brings you to the Home tab.

Then, press the **third layer** of command keys; If you use **A** then **C** to align text in the center.

SUPER GREAT NEW FEATURE: Ctrl + Z still equals Undo, but now Excel can undo up to the last 100 actions!

The following descriptions are general information. If you are familiar with Excel already, you can probably take this and run with it. If you are new to Excel, please look at the class **MANAGING YOUR DATA** for more complete how-to descriptions of these great tools.





RICH CONDITIONAL FORMATTING

Home > Styles > Conditional formatting

	A	B
1	Name	Will attend
2	Kelly	
3	Verna	x
4	Frank	
5	Steven	x
6	Randall	x
7	David	
8	AJ	

In 2007 Office release, you can use conditional formatting to visually annotate your data for both analytical and presentation purposes. To easily find exceptions and to spot important trends in your data, you can implement and manage multiple conditional formatting rules that apply rich visual formatting in the form of gradient colors, data bars, and icon sets to data that meets those rules. Conditional formats are also easy to apply—in just a few clicks, you can see relationships in your data that you can use for your analysis purposes.

	A	B
1	Name	Will attend
2	Kelly	
3	Verna	✓
4	Frank	
5	Steven	✓
6	Randall	✓
7	David	
8	AJ	

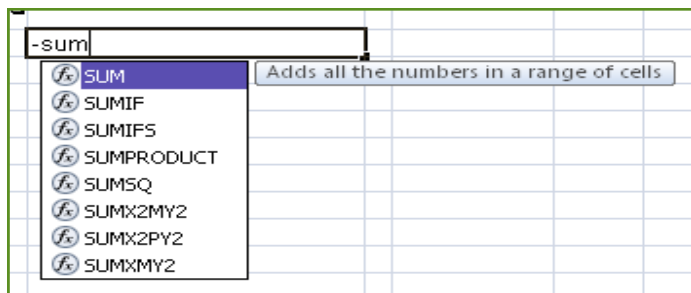
In **EXCEL 2007**, Formula Writing Is Made Easier in many new ways. The **FORMULA BAR** is now. It will increase automatically for longer formulas, making it easier to

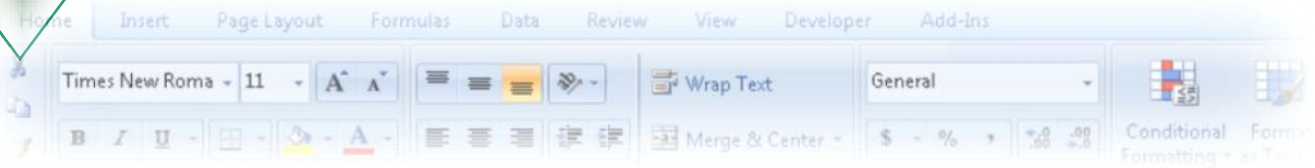
read as you are creating.

In addition, formulas can be longer and you can use more levels of nesting, giving you room to breathe.

FUNCTION AUTOCOMPLETE allows you to write formulas using the correct syntax. Start by discovering functions new to you, and end with help creating formulas you already know. This also helps the “keyboard challenged” among us from typing errors.

To make it easier to create and edit formulas and minimize typing and syntax errors, use Formula Auto-Complete. After you type an = (equal sign) and beginning letters or a display trigger, Microsoft Office Excel displays below the cell a dynamic drop-down list of valid functions, names, and text strings





EASY ACCESS TO NAMED RANGES

Formulas Tab > Defined Names

Naming your ranges allows for easier access in Formulas. You can organize your data and manage all of it in the new **NAME MANAGER**.

Improved sorting and filtering

Click on In Office Excel 2007, you can quickly arrange your worksheet data to find the answers that you need by using enhanced filtering and sorting. For example, you can now sort data by color and by more than 3 (and up to 64) levels. You can also filter data by color or by dates, display more than 1000 items in the AutoFilter drop-down list, select multiple items to filter, and filter data in PivotTables.

Excel table enhancements

In Office Excel 2007, you can use the new user interface to quickly create, format, and expand an Excel table (known as an Excel list in Excel 2003) to organize the data on your worksheet so that it's much easier to work with. New or improved functionality for tables includes the following features.

Table header rows Table header rows can be turned on or off. When table headers are displayed, they stay visible with the data in the table columns by replacing the worksheet headers when you move around in a long table.

Calculated columns A calculated column uses a single formula that adjusts for each row. It automatically expands to include additional rows so that the formula is immediately extended to those rows. All that you have to do is enter a formula once—you don't need to use the Fill or Copy commands.

Table styles You can apply a table style to quickly add designer-quality, professional formatting to tables. If an alternate-row style is enabled on a



MORE ROWS AND COLUMNS

Excel 2007 supports more rows and columns per worksheet. If you want specifics, Excel 2007 can go up to 1,048,576 rows and to 16,384 columns, giving you **1,500%** more rows and **6,300%** more columns than Excel 2003. If you really must know, columns now end at XFD instead of IV.

The number of worksheets is only limited by the your computer.

OFFICE THEMES

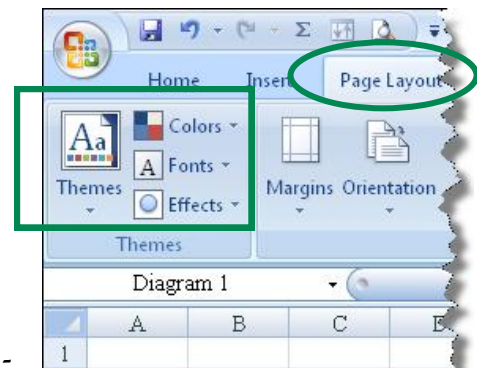
PAGE LAYOUT > THEMES

Themes are new in Office 2007. A Theme is a set of elements that match, colors, fonts, fill effect and other design elements that can be used through Word, Excel and PowerPoint.

You can set a coordinated design for all of your documents, or just for a specific item, such as a paper that contains spreadsheets and Word documents.

You can also create your own custom design using your fonts, colors and logo, making your own theme to be used in other applications. Design and colors are not just for PowerPoint anymore!

Cell styles are used to format selected cells, but you can now quickly apply a predefined cell style. Most cell styles are not based on the theme that is applied to your workbook, but you can easily create your own.

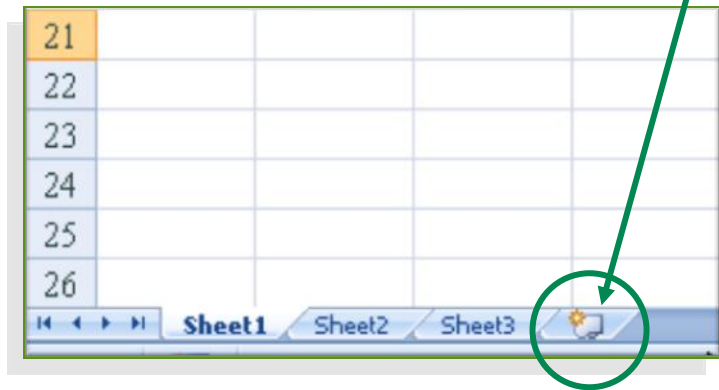


WORKSHEET TIPS:

To add worksheets click on the Insert Worksheet button.

Color the tabs by right-clicking on the tab and selecting color.

To add or delete more than one tab at a time, hold down control and click on the number of tabs you want to add or the specific tabs you want to delete. Then right-click on one of the selected tabs and choose Insert or Delete.

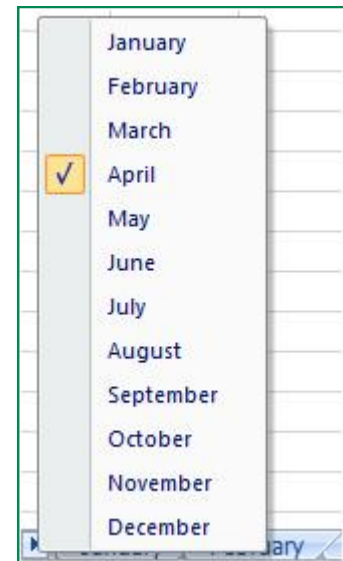


RIGHT-CLICK on the navigation buttons of the list of tabs to view a list of the worksheets. This helps when you are working with a long list of sheets.

CTRL + PAGE UP —goes forward through the list of worksheets

CTRL + PAGE DOWN—moves backwards through the worksheets.

NAMING NOTES - Try to avoid spaces, hyphens or periods between words when naming worksheets. This will help Excel function better when writing formulas. Separate words with capital letters (JanuaryBudget) or underscores (January_Budget).



This is actually a better way to name all document, especially those that might be a part of a master spreadsheet with links to other spreadsheets using formulas. Well, actually, it is better to use this convention when naming all documents whatever the type. Computers - both Windows and Macs - are happier without extra characters in their names.