The
New York Society Library
Presents:

This class will bring those already familiar with Microsoft Excel menus and commands up to date on the latest version of the software (Microsoft v.12, Excel 2007).

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OVERVIEW

MICROSOFT EXCEL

Microsoft Excel, first released for the Mac in 1985, is a spreadsheet application used for accounting and sorting text.

Versions include:
- Excel 7.0   (aka Office 95)   1995
- Excel 8.0   (aka Office 97)   1997
- Excel 9.0   (aka Office 2000)   1999
- Excel 10.0   (aka Office XP)   2001
- Excel 11.0   (aka Office 2003)   2003
- Excel 12.0*   (aka Office 2007)   2007

*Today's class will focus specifically on Microsoft Excel 2007, part of the Office 2007 suite. The most notable difference between this version and prior versions of the software is the entirely new graphical user interface, called the Ribbon User Interface or Fluent User Interface.

THE NEW GRAPHICAL USER INTERFACE

Office button   **Quick Access toolbar**   the **Ribbon**

Tabs
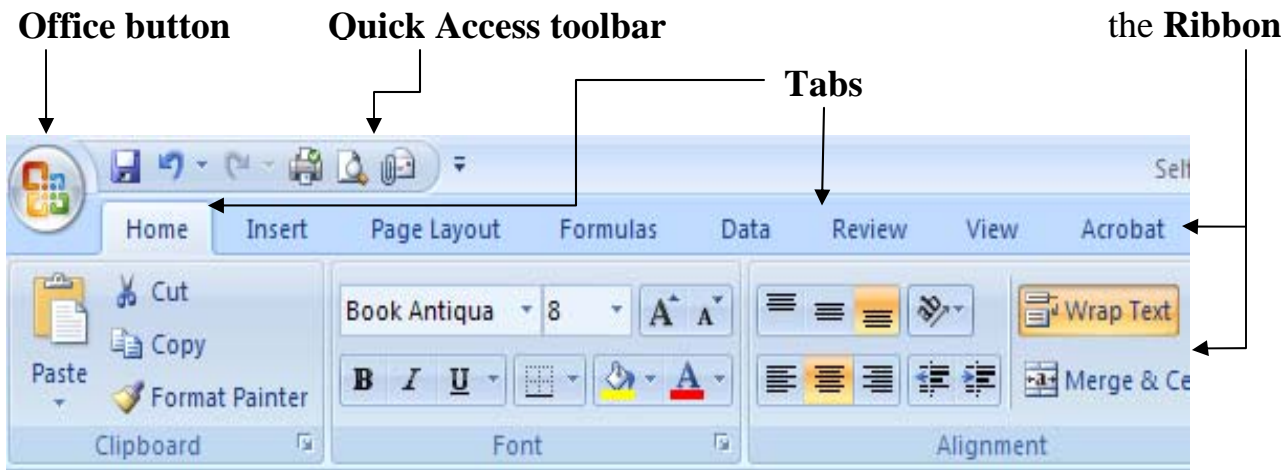
The **Office button** has replaced the old **File** menu, providing access to functions like opening, saving, printing, sending, and closing files.
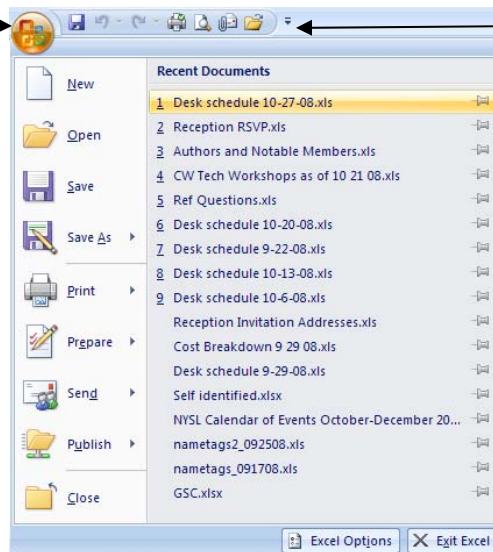
The **Quick Access toolbar** provides access to functions you use often.

To add commands to the toolbar: Click on ▾ and **More Commands** *OR* Right click on a command on the ribbon and select **Add to Quick Access toolbar**

The **Ribbon** is a panel that is organized into **Tabs** which house all of the remaining icons (commands) that were previously available as menu items in prior versions of the program. Relevant commands are grouped together in the **Tabs**.

Other New Features:

Live Preview temporarily applies formatting to text when you mouse over a formatting button so you can see what the formatting may look like. The formatting is removed when you move the mouse away from the button.

Mini Toolbar is a contextual toolbar that appears when you click on text. It provides access to commonly used commands, but cannot be customized. It remains semi-transparent and also appears above the right-click menu.

The OFFICE Button
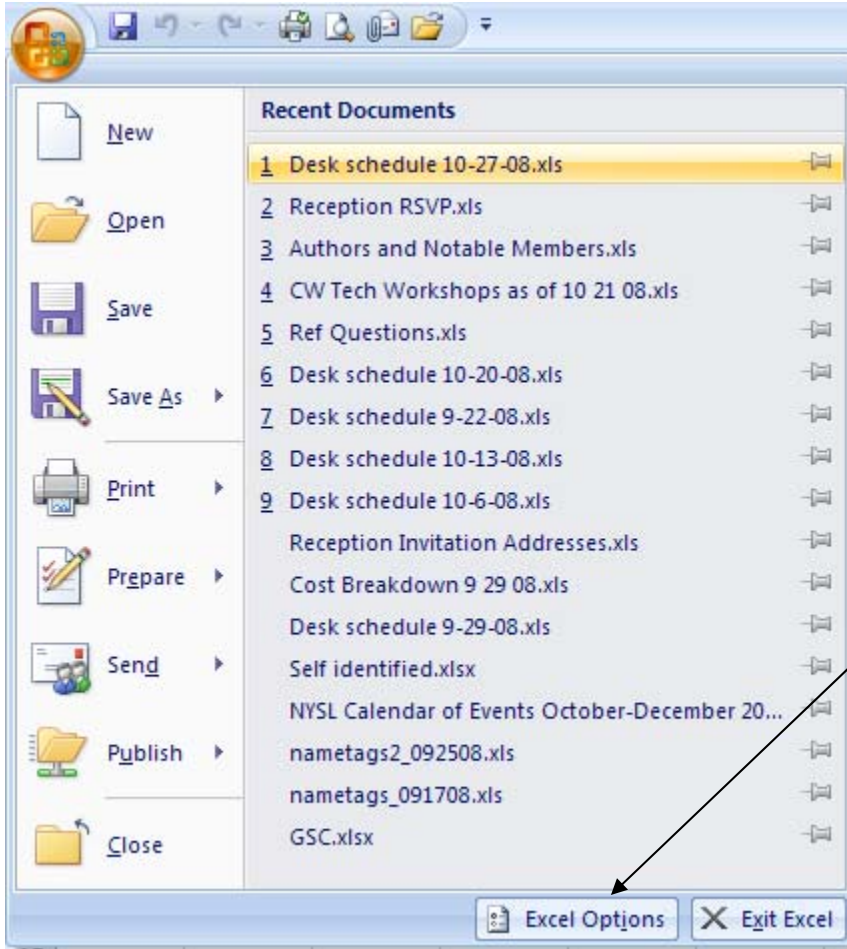
The **Excel Options** box is where you can change how Excel corrects and formats your text:
1. Click **Excel Options**
2. Click **Proofing**
3. Click **AutoCorrect Options** button

Files are automatically saved with the extension **.xlsx** which can only be opened and read by this version of Excel

➢ To save your file so that it can be opened and read by an earlier version of Excel:
   1. Click **Save As** to bring up the *Save As* dialog box
   2. Click the down arrow under **Save as type:** and select **Excel 97-2003 Workbook (*.xls)**
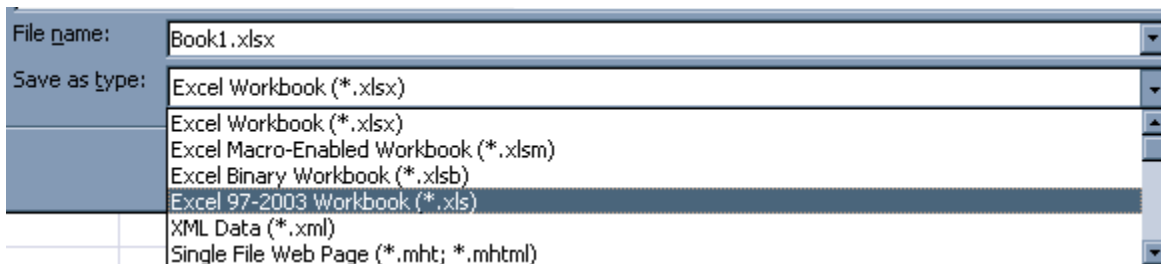
➢ Before saving your file in an earlier version of Excel, check to see if you have used features of Excel 2007 that are not supported by earlier versions.
   1. Click **Prepare**
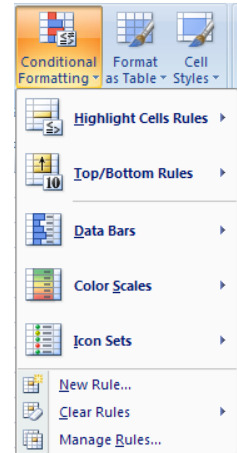   2. Click **Run Compatibility Checker**

OTHER NEW FEATURES in Excel 2007

Expandable formula bar
Expand the formula bar to make it easier to view the entire contents of a cell while editing.

HOME Tab
Conditional Formatting allows you to visualize cells by automatically applying special formatting, like different font or fill colors or icons.

Sort & Filter
➢ Sort by color!
1. Select **Custom Sort** option from the Sort & Filter dropdown
2. Select Column to sort by
3. Select how you want to sort from the Sort On option: values, cell color, font color, cell icon
4. Select the Order to sort by

➢ Sort by more than 3 levels (and up to 64 levels) of data
1. Select **Custom Sort** option from the Sort & Filter dropdown
2. Click **Add Level** to increase the number of sorts

➢ Filter by color or by date

View Tab
Click **Page Layout** view to see how a document will look when printed while also working in the document itself. In this view, you can also edit headers, footers, and margins and place objects like charts and shapes where you want them.

Acrobat Tab
Click **Create PDF** to create a portable document format file from an Excel 2007 document

for an overview of all the new features, go to
http://office.microsoft.com/en-us/help/HA100738731033.aspx

WHERE DID EVERYTHING GO?
A Quick Guide to Some Commonly Used Commands

Excel 2003 Menu	Commands	Excel 2007 Location
File	New, Open, Close, Save, Save As, Print, Send To	**Office Button**
	Page Setup	**Page Layout tab** Print Titles
Edit	Cut, Copy, Paste, Paste Special	**Home tab→Clipboard**
	Fill, Find Replace, Go To	**Home tab→Editing**
	Delete,Move or Copy Sheet	**Home tab→Cells** Insert Delete Format Cells
View	Zoom	**View tab**
Insert	Cells, Rows, Columns, Worksheet	**Home tab→Cells**
	Pictures, ClipArt, Shapes, Charts	**Insert tab**
	Page Break	**Page Layout tab**
	Function	**Formulas tab**
Format	Cell→Number Cell→Alignment (merge, wrap text) Cell→Font Cell→Border	**Home tab→Number** **Home tab→Alignment** **Home tab→Font** **Home tab→Font**
Tools	Spelling	**Review tab**
Data	Sort, Filter	**Home tab→Editing** **Data tab→Sort & Filter**
	Subtotals, Group and Outline	**Data tab→Outline**
	PivotTable and PivotChart Report	**Insert tab→Tables**
Window	New Window, Arrange, Split, Freeze Panes	**View tab→Window**

Still pining away for the old menu commands and dialog boxes?
- ➢ Right-click to bring up the old shortcut menus
- ➢ Type the Office 2003 menu key sequence
- ➢ Left-click on the 🔲 at the bottom of a set of commands in the ribbon. This will bring up the Office 2003 dialog box for some command sets like Page Setup, Format Cells, Charts

HELP!!

Press **F1** key or click found on the far right side of the ribbonto bring up the ***Excel Help*** dialog box.