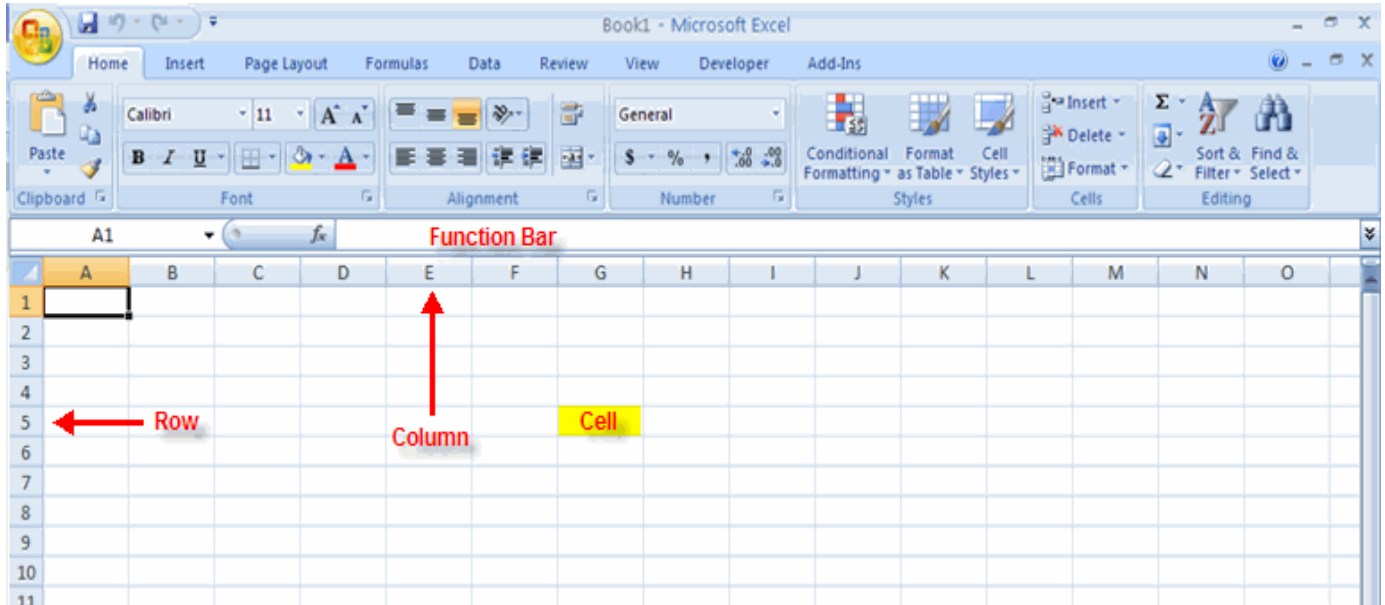


Getting started with Excel 2007 you will notice that there are many similar features to previous versions. You will also notice that there are many new features that you'll be able to utilize. There are three features that you should remember as you work within Excel 2007: the Microsoft Office Button, the Quick Access Toolbar, and the Ribbon. The function of these features will be more fully explored below.

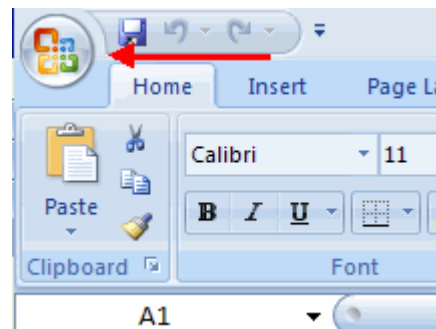


Spreadsheets

A spreadsheet is an electronic document that stores various types of data. There are vertical columns and horizontal rows. A cell is where the column and row intersect. A cell can contain data and can be used in calculations of data within the spreadsheet. An Excel spreadsheet can contain workbooks and worksheets. The workbook is the holder for related worksheets.

Microsoft Office Button

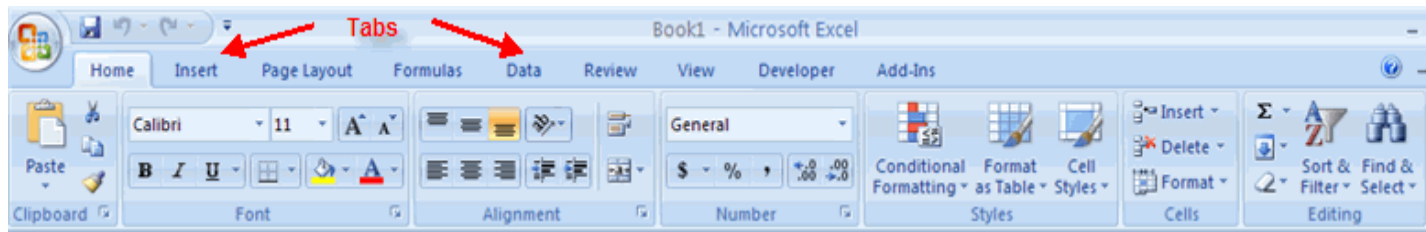
The Microsoft Office Button performs many of the functions that were located in the File menu of older versions of Excel. This button allows you to create a new workbook, Open an existing workbook, save and save as, print, send, or close.



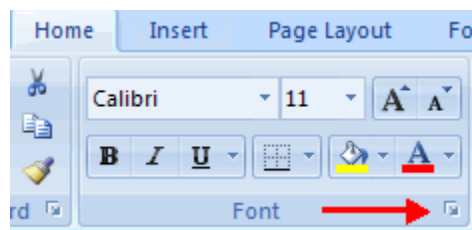
Ribbon

The ribbon is the panel at the top portion of the document. It has seven tabs: Home, Insert, Page Layouts, Formulas, Data, Review, and View. Each tab is divided into groups.

The groups are logical collections of features designed to perform function that you will utilize in developing or editing your Excel spreadsheets.



Commonly utilized features are displayed on the Ribbon. To view additional features within each group, click the arrow at the bottom right corner of each group.



Home: Clipboard, Fonts, Alignment, Number, Styles, Cells, Editing

Insert: Tables, Illustrations, Charts, Links, Text

Page Layouts: Themes, Page Setup, Scale to Fit, Sheet Options, Arrange

Formulas: Function Library, Defined Names, Formula Auditing, Calculation

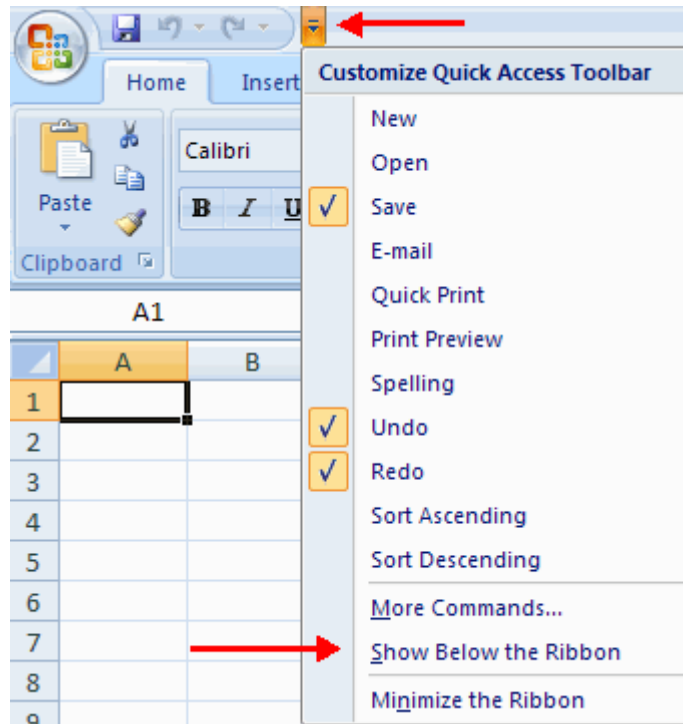
Data: Get External Data, Connections, Sort & Filter, Data Tools, Outline

Review: Proofing, Comments, Changes

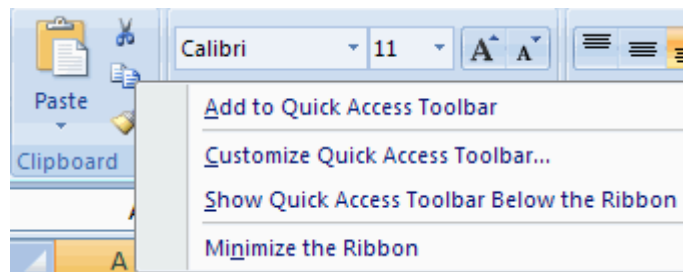
View: Workbook Views, Show/Hide, Zoom, Window, Macros

Quick Access Toolbar

The **quick access toolbar** is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the error at the end of the toolbar and click **Show Below the Ribbon**.



You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click Add to Quick Access Toolbar and a shortcut will be added.



Mini Toolbar

A new feature in Office 2007 is the Mini Toolbar. This is a floating toolbar that is displayed when you select text or right-click text. It displays common formatting tools, such as Bold, Italics, Fonts, Font Size and Font Color.

