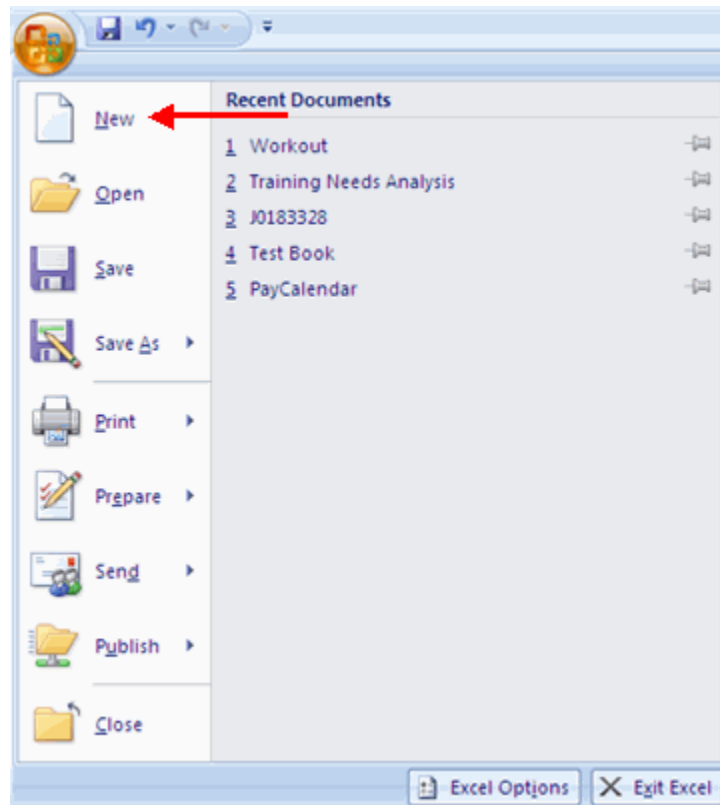


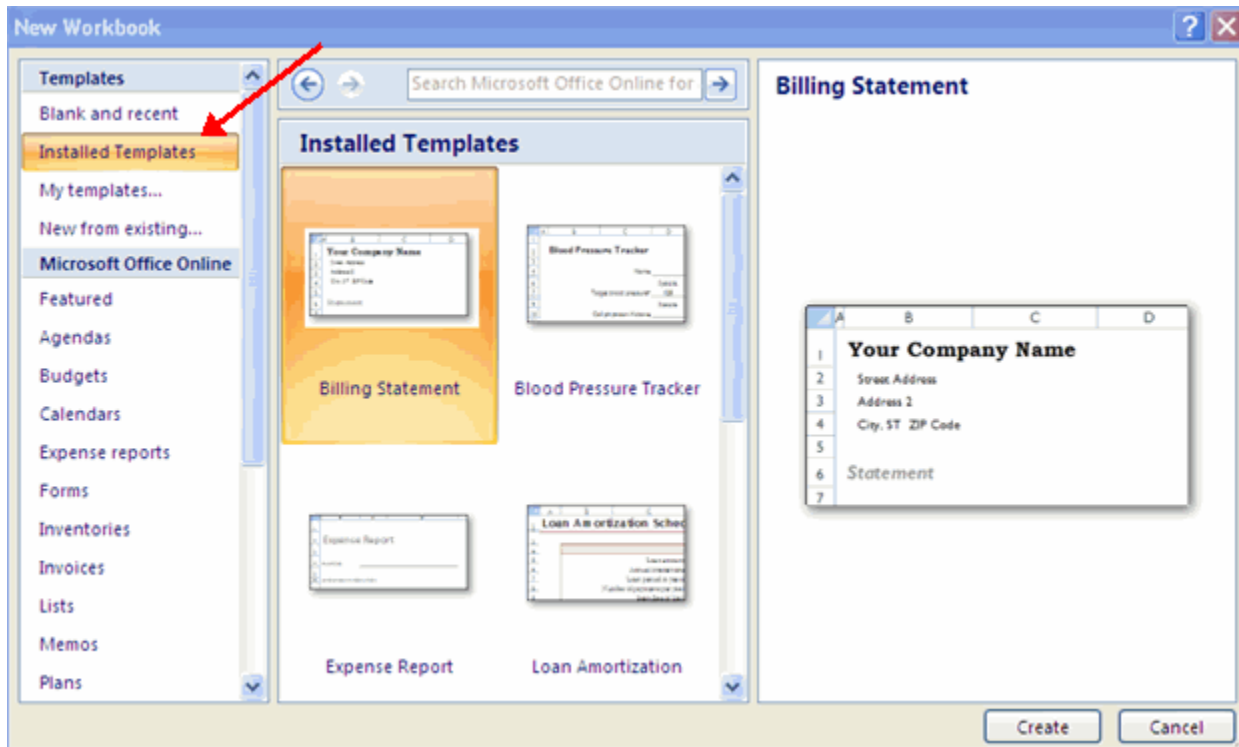
Create a Workbook

To create a new Workbook:

- Click the **Microsoft Office Toolbar**
- Click **New**
- Choose **Blank Document**



If you want to create a new document from a template, explore the templates and choose one that fits your needs.

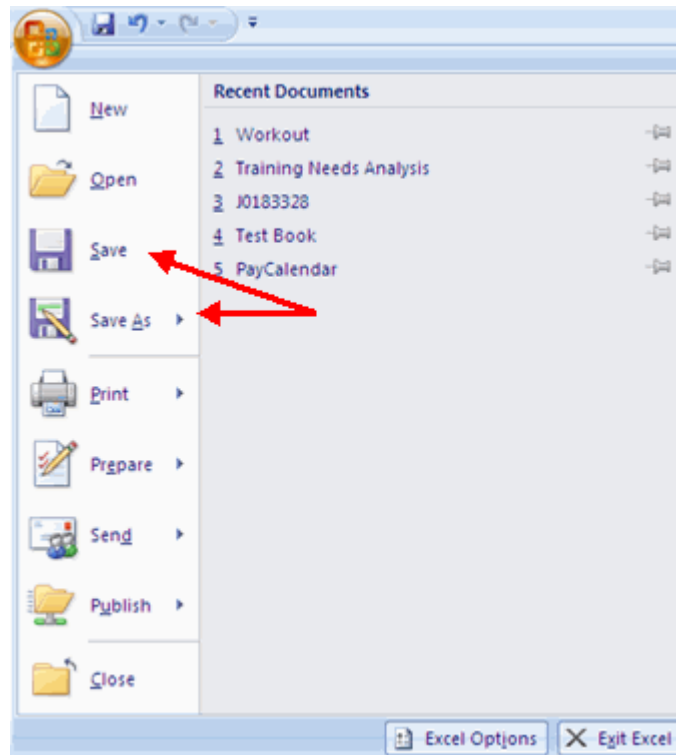


Save a Workbook

When you save a workbook, you have two choices: **Save** or **Save As**.

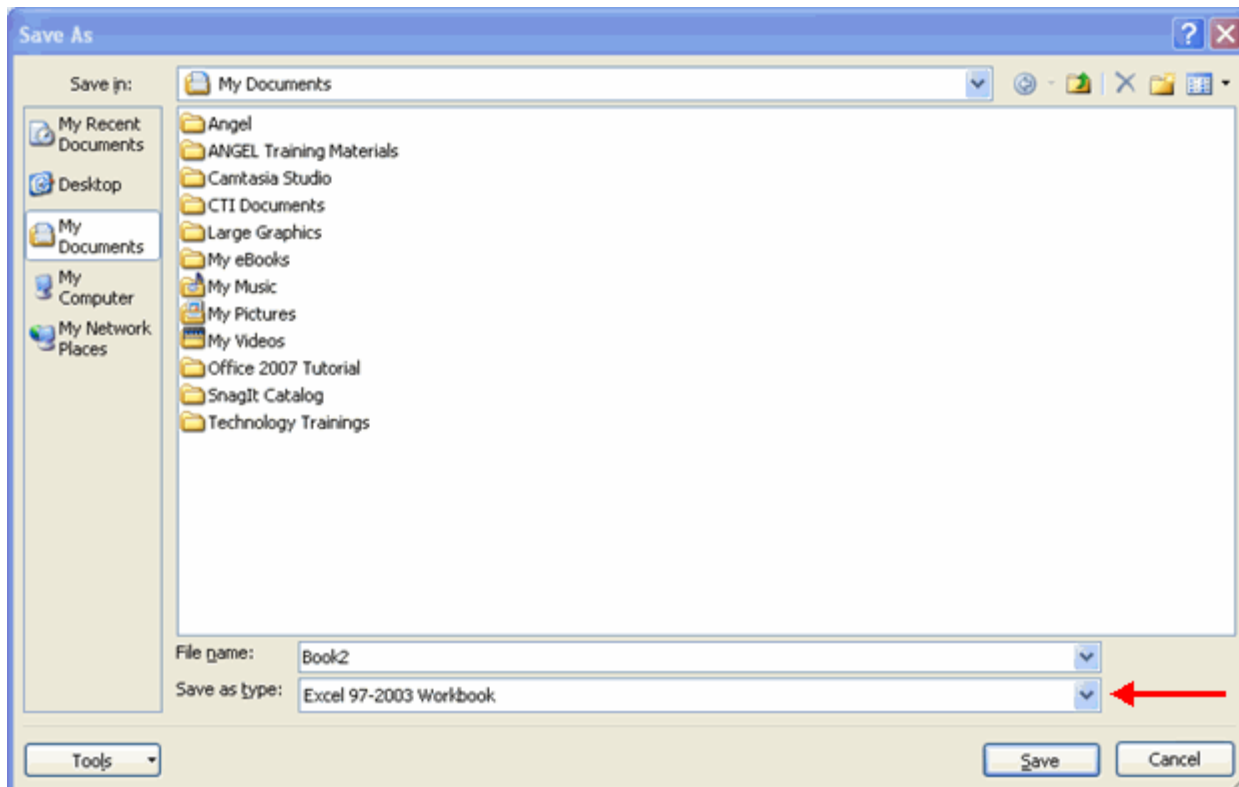
To save a document:

- Click the **Microsoft Office Button**
- Click **Save**



You may need to use the **Save As** feature when you need to save a workbook under a different name or to save it for earlier versions of Excel. Remember that older versions of Excel will not be able to open an Excel 2007 worksheet unless you save it as an Excel 97-2003 Format. To use the **Save As** feature:

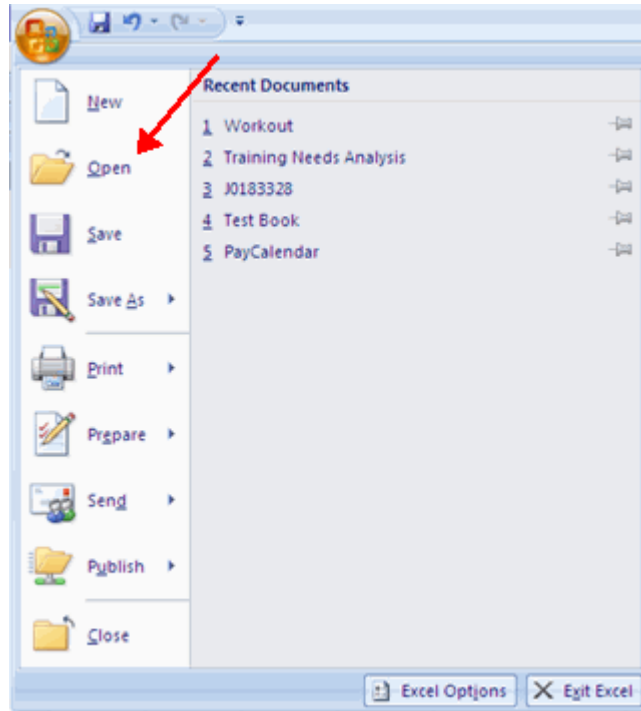
- Click the **Microsoft Office Button**
- Click **Save As**
- Type in the name for the Workbook
- In the **Save as Type** box, choose **Excel 97-2003 Workbook**



Open a Workbook

To open an existing workbook:

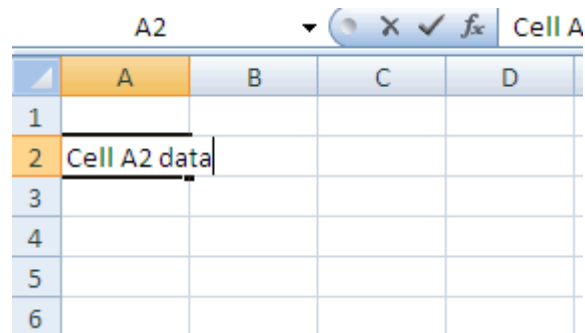
- Click the **Microsoft Office Button**
- Click **Open**
- Browse to the workbook
- Click the title of the workbook
- Click **Open**



Entering Data

There are different ways to enter data in Excel: in an active cell or in the formula bar. To enter data in an active cell:

- Click in the **cell** where you want the data
- Begin typing



To enter data into the **formula bar**

- Click the cell where you would like the data
- Place the cursor in the **Formula Bar**
- Type in the data

