



# Microsoft® Excel™ 2007

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## QUICK REFERENCE GUIDE

### Getting to Know Excel 2007

Excel is a spreadsheet program that enables you to organize data and perform simple or complex calculations using a broad range of mathematical and statistical tools. Once your

analysis is complete, you can filter data to view specific values or create charts to highlight trends.

★ Office Button. See *Using the Office Button*, below.

★ Quick Access Toolbar. See *Quick Access Toolbar Overview*, below.

Click to view Help

★ Ribbon. See *Ribbon Overview*, below.

Column header

Row header

Active worksheet

Column Chart. See *Working with Charts*, page 6.

Zoom Slider. Adjust the zoom level by dragging this slider. See...*adjust worksheet view settings*, page 5.

Click buttons to scroll through worksheet tabs, and click a tab to view a specific sheet. See *Viewing, Adding, and Deleting Worksheets*, page 2.

Selected cells. In this example, the cell range A19-F19 is selected. See *Selecting Parts of a Worksheet*, page 2.

Quick Calculate Area. See...*quickly perform simple calculations on a list of numbers*, page 5.

#### ★ Ribbon Overview

The Ribbon replaces the menus and toolbars used in previous versions of Office. When you click a task tab, the context-sensitive Ribbon displays an associated set of task groups and commands.

**To minimize the Ribbon:** right-click anywhere on the Ribbon, then choose **Minimize the Ribbon**. Choose **Minimize the Ribbon** again to restore the Ribbon.

#### ★ Quick Access Toolbar Overview

The Quick Access Toolbar (located next to the Office Button) contains frequently used commands.

**To customize the Quick Access Toolbar:** right-click a command icon on the Ribbon (e.g. **B** from the **Home** tab), and choose **Add to Quick Access Toolbar**.

**To move the Quick Access Toolbar:** right-click anywhere on the Ribbon and choose **Show Below the Ribbon**. To move the Toolbar back above the Ribbon, choose **Show Above the Ribbon**.

#### ★ Using the Office Button

The Office Button contains commonly used commands such as **Open**, **Save**, and **Print**.

**To create a new workbook:** click ► **New** and double-click **Blank Workbook**. Alternatively, press CTRL+N.

**To base a new workbook on a template:** click ► **New**. Select a template type (e.g. **Budgets**) from the **Templates** list and double-click a template from the central pane.

**To open an existing workbook:** click ► **Open** or press CTRL+O. In the **Open** dialog box, double-click the workbook.

**To save a workbook:** click ► **Save** or press CTRL+S. If it is new, name it in the **Save as** dialog box and click **Save**.

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★ New in Excel 2007!

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...plus Shortcut and New Feature Flap!