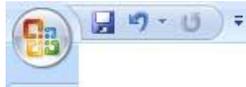


Microsoft Excel 2007 Tip Sheet

• Office Toolbar:



-  - Clicking this button causes a drop down menu to open which will allow you to do the following: start a new workbook; open a workbook, save a workbook, save as, print, prepare for distribution, send as e-mail attachment, internet fax; publish/distribute workbooks; close workbook.
 -  - Click this button to save your document.
 -  - Click this button to undo typing.
 -  - Click this button to repeat typing.
- **Microsoft Office Word Help**  - You can get help using Microsoft Excel by clicking this button. (This button is on the second row of the toolbar on the far right.)
- **Home tab-** The following menus are labeled along the bottom of this tab and each offers the listed options:
- Clipboard – cut, copy, paste, use format painter (to copy/paste formatting)
 - Font - edit font, font size, font style (bold, italics, underline); highlight; edit font color; add borders
 - Alignment – select text alignment for cells (top, middle, bottom, left, center, right); increase/decrease indents; rotate text; wrap text; merge/center cells
 - Number – choose number format (currency, percent, comma, etc.; use drop down arrow for additional options); increase/decrease decimal place
 - Styles – add conditional formatting to specific cells, convert cells to a table, format cell style
 - Cells – insert cell; insert and or delete: cells, rows, columns, or sheets; format cells (cell size, cell visibility, sheet tabs, protection)
 - Editng – calculate sum of selected cells, fill cells, clear cell, sort and filter cells, find and select specific text



- **Insert Tab-** The following menus are labeled along the bottom of this tab and each offers the listed options:
 - Tables - insert: pivot table, table
 - Illustrations - insert: picture, clip art, shapes, SmartArt
 - Charts – insert: column chart, line chart, pie chart, bar chart, area chart, scatter chart, other charts
 - Links - insert hyperlink
 - Text – insert: text box, header and footer, WordArt, signature line, object, symbol/ special character



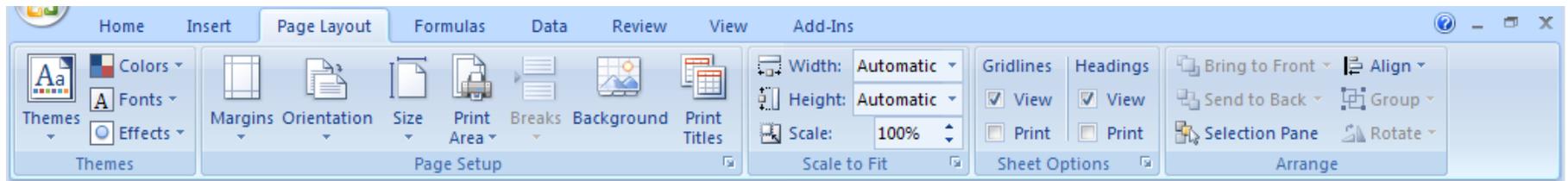
- **Page Layout Tab-** The following menus are labeled along the bottom of this tab and each offers the listed options:
 - Themes - change the theme of the document (color, font, effects); change: color, font, effects of current theme.
 - Page Setup – set: margins, orientation, size, print area, page breaks; choose a background image, specify print titles
 - Scale to Fit – adjust width, height, and scale of document to print
 - Sheet Options – set view and print options for gridlines and headings

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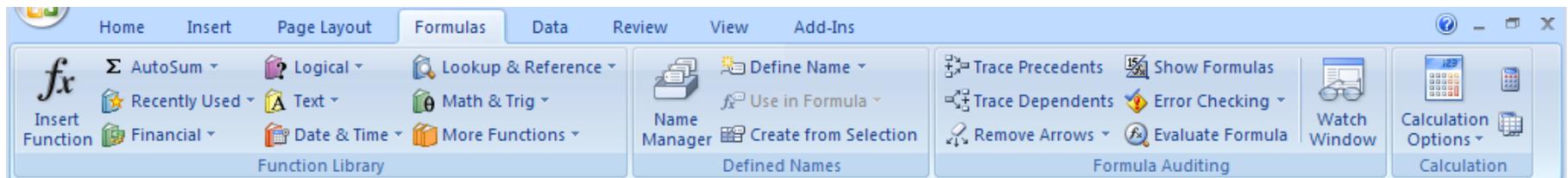
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- Arrange – arrange objects (bring to front, send to back, align, group, rotate), show selection pane

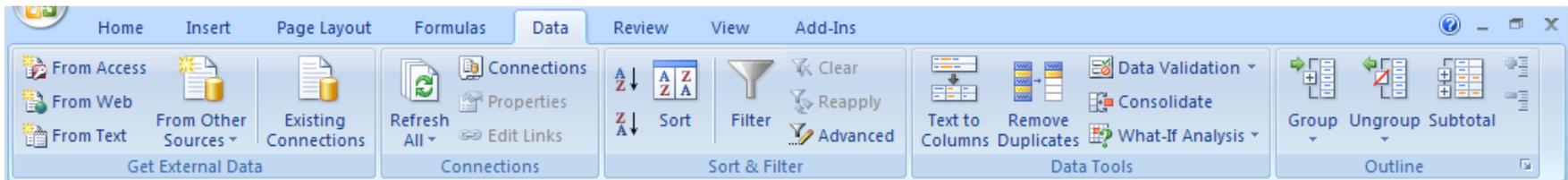


- **Formulas Tab-** The following menus are labeled along the bottom of this tab and each offers the listed options:
 - Function Library – insert function; insert specific function from drop down list: (AutoSum, recently used, financial, logical, text, date and time, look up and reference, math and trig, more functions)
 - Defined Names – access name manager, define/name cells, choose a name to insert in a formula, generate names from selected cells
 - Formula Auditing – trace precedents, trace dependents, remove arrows, show formulas, check for errors, evaluation formula, access watch window
 - Calculation – specify when/how formulas are calculated (automatic, manual), calculate entire workbook, calculate current sheet



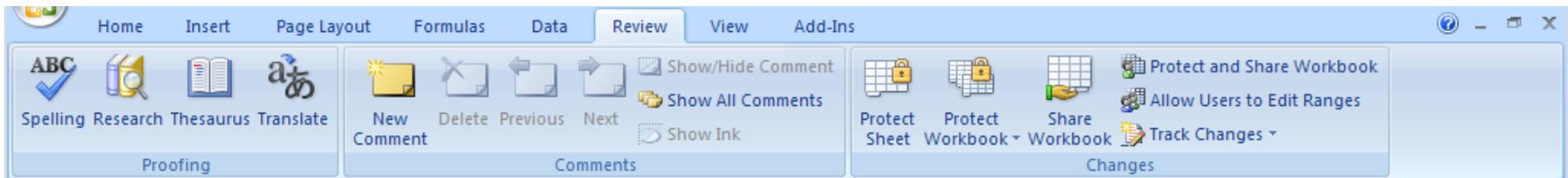
- **Data Tab-** The following menus are labeled along the bottom of this tab and each offers the listed options:
 - Get External Data – get external data from: Microsoft Access, web, text file, other sources, existing connections
 - Connections – update information from a data source, display data connections, specify data range properties, update/remove links
 - Sort & Filter – simple sort A-z, simple sort Z-A, advance sort, filter selected cells, clear filter, reapply filter, specify complex criteria

- Data Tools – separate content of cell into separate columns, remove duplicates, prevent invalid data, consolidate data, conduct what-if analysis
- Outline – group cells, ungroup cells, find subtotal/ total of selected cells, expand/collapse group of cells



● **Review Tab-** The following menus are labeled along the bottom of this tab and each offers the listed options:

- Proofing - check spelling, do research (of reference materials), access thesaurus, translate
- Comments - insert a comment, delete comment, view previous comment, view next comment, show/hide comment, show all comments, show ink annotations
- Changes – protect sheet, protect workbook, share workbook, protect and share workbook, allow users to edit ranges, track changes



● **View Tab-** The following menus are labeled along the bottom of this tab and each offers the listed options:

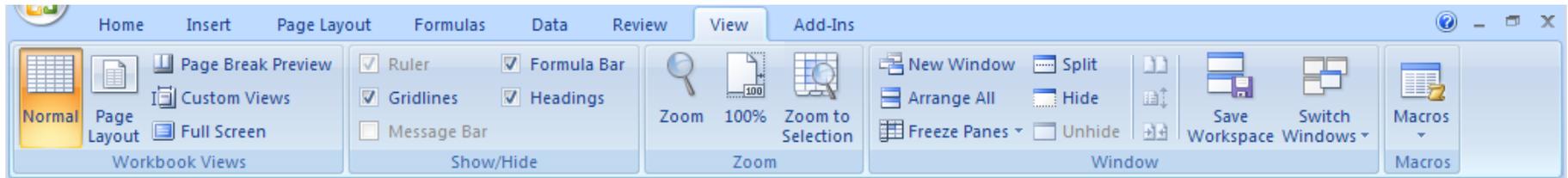
- Workbook Views – select view: normal, page layout, page break preview, custom, full screen
- Show/Hide – show/hide: ruler, gridlines, message bar, formula bar, headings
- Zoom - specify zoom level; zoom 100%; zoom to selection

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- Window - open new window, tile all open windows side-by-side, freeze panes, split window, hide/unhide window, view two worksheets side-by-side, enable synchronous scrolling, reset window position, save layout of windows, switch windows
- Macros - record a macro or access macro options



- **Add-Ins Tab-** The following menus are labeled along the bottom of this tab and each offers the listed options:
 - Menu Commands – convert to Adobe PDF, convert to Adobe PDF and e-mail, view results in Acrobat, change conversion settings for Acrobat
 - Custom Toolbars – select an icon to convert to Adobe PDF, convert to Adobe PDF and e-mail, send for review

