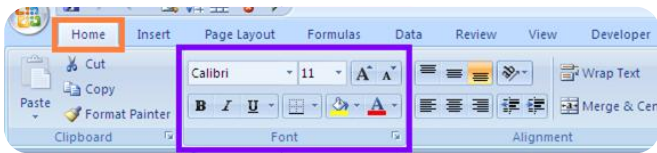


# Malaspina University-College Quick Reference Guide for Microsoft® Excel 2007

## Ribbons, Tabs and Groups



The **Ribbon** is the new user interface of Microsoft® Office 2007. Each **Tab** on the Ribbon provides a group of tools. These groups of tools are further divided into sections called **Groups**. Once you are accustomed to the new layout, these groupings make it easier to locate commonly used tools, and with fewer clicks.

## The Office Button



The Office Button is the source of all of the tools that would normally be found in the Office 2003 **File** menu. Click it for all of your **Save**, **Print** and **Sending** needs as well as a **very important button: Options**.

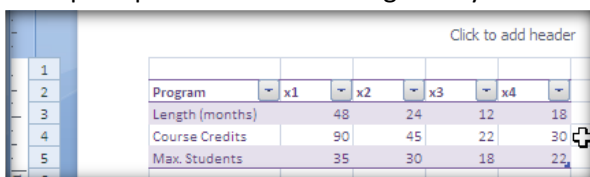
## The Quick Access Toolbar



The Quick Access Toolbar allows you to customize your tools. You can add the tools that you use the most for one-click use by clicking on the drop-down arrow (circled) and selecting the tools you need. Seen above, from left to right, are the **Save**, **Undo**, **Redo**, **Symbol**, **Print**, **New**, **Print Preview** and **Save As** buttons.

## Page Layout View

In Excel 2007, there is a page layout view. This combines the functionality of the normal Excel view with the print preview. Print editing is easy here.



## Finding your Commands

Listed alphabetically below are the commands that you may need to find. These are listed by location first (e.g. Tab, or Office Button), and then by section.

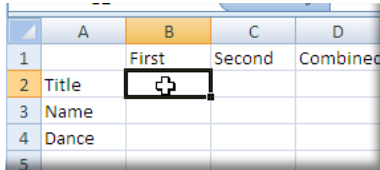
Command	Tab Location	Group Heading
Alignment	Home	Alignment
Auto Functions	Home	Editing (AutoSum dropdown menu)
Bring to Front	Page Layout	Arrange
Calculation opt.	Formulas	Calculation
Cell styles	Home	Styles
Centre	Home	Alignment
Charts	Insert	Charts
Clear	Home	Editing
Comment	Review	Comments
Conditional Format	Home	Styles
Conditional Sum	Formulas	Solutions
Copy	Home	Clipboard
Data Analysis	Data	Analysis*
Delete Cells	Home	Cells
Fill	Home	Editing
Filter	Home	Editing
Find	Home	Editing
Font	Home	Font
Freeze Panes	View	Window
Function Library	Formulas	Function Library
Get Data	Data	Get External Data
Graphs	Insert	Charts
Header & Footer	Insert	Text
Hyperlink	Insert	Links
Images	Insert	Illustrations
Insert Cells	Home	Cells
Lookup	Formulas	Solutions
Margins	Page Layout	Page Setup
Merge Cells	Home	Alignment
Number	Home	Number
Object	Insert	Text
Paste	Home	Clipboard
Pivot Table	Insert	Tables
Print Area	Page Layout	Page Setup
Protect	Review	Changes
Remove Duplicates	Data	Data Tools
Scale to Fit	Page Layout	Scale to Fit
Send to back	Page Layout	Arrange
Signature Line	Insert	Text
Size	Page Layout	Page Setup
Sort	Home	Editing
Switch Window	View	Window
Symbol	Insert	Text
Table	Insert	Tables
Text Box	Insert	Text
Text to Column	Data	Data Tools
Themes	Page Layout	Themes
Word Art	Insert	Text
Wrap Text	Home	Alignment

\*Only available after activating add-in

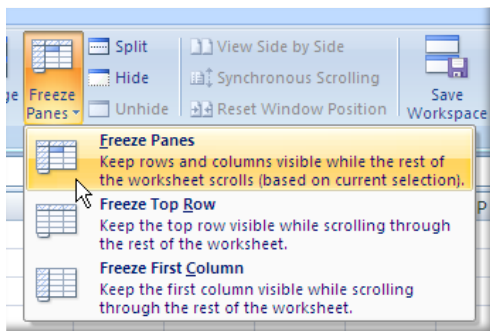
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## Freeze Columns AND Rows

Okay, I know you will want to see it to believe it. Microsoft® Excel 2007 simplified the process of freezing both columns and rows simultaneously. Simply **select the first non-scrolling cell**, and click on the **View Tab**.

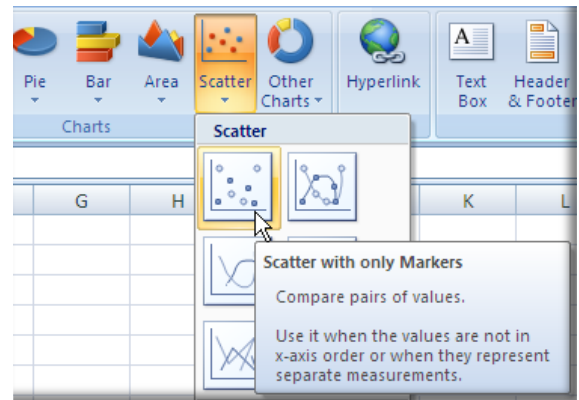


Click on the **Freeze Panes Dropdown** and select **Freeze Panes**. That's it – you're done.



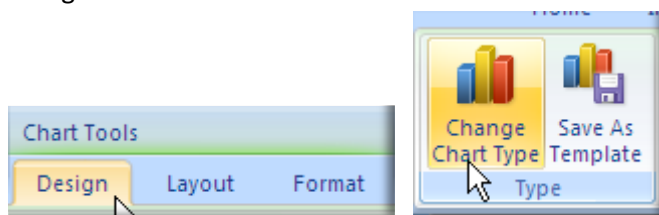
## Creating a Chart/Graph

To create a chart, **highlight** the data to be included, select the **Insert Tab** and from the **Charts Group**, click on the **Dropdown Button** of chart that you are interested in. Hover over each of the choices to view information about the chart. All charts and graphs will by default open in the same sheet that you are working in. To place the chart on a new sheet, right-click the new chart and select **Move Chart**. This will open the dialogue box that allows you to select a location



## Change Charts on the Fly

So, what happens if you have created a chart and customized it to fit perfectly into the presentation that you will be giving in ten minutes, and you are told that they don't want that kind of chart! Changing the type of chart in Excel 2007 is quick, and all of your modifications such as colour and titles, remain the same. When you select the chart, extra tabs appear. Select the **Design Tab**, and then select **Change Chart Type** and select the type of chart you would like to change to.



## Adjusting Chart Features

With Excel 2003, adding a trendline was tricky, it was necessary to select the data points, then to try to right-click without accidentally clicking something else.

Excel 2007 reduces this difficulty by placing all of the charting features that you would need to adjust on one tab – the **Layout Tab**.

From this tab, you can add titles, add or remove gridlines, adjust the plot area, change the title of the chart, and add error bars.

