



HBU presents:



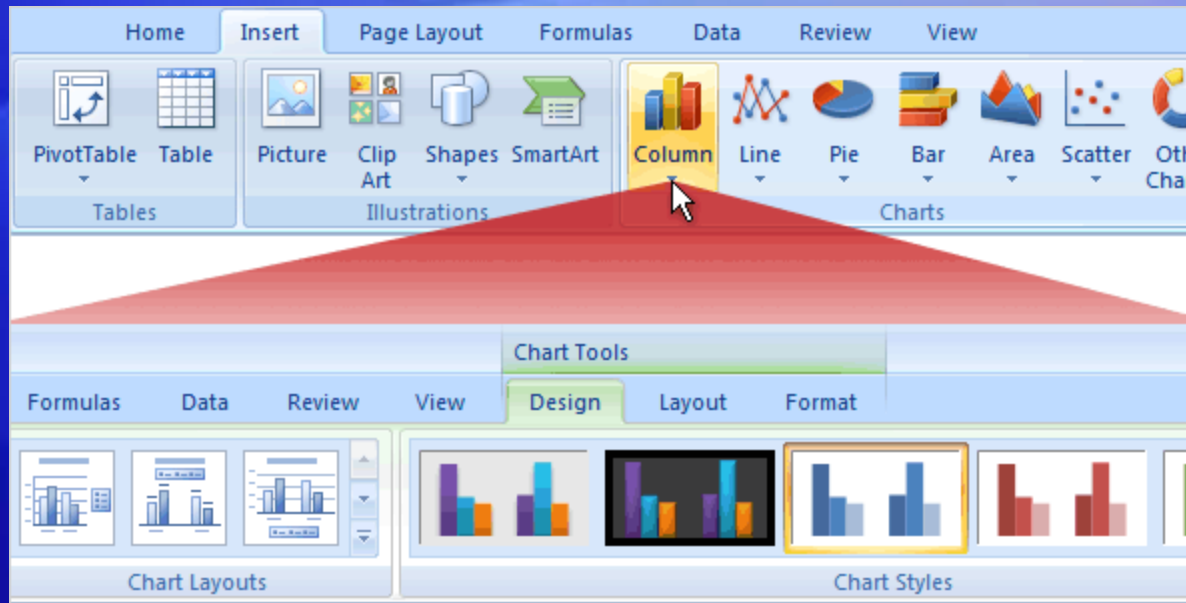
Microsoft® Office Excel® 2007 Training

Get up to speed

Lesson 1

What's changed, and why

More commands, but only when you need them

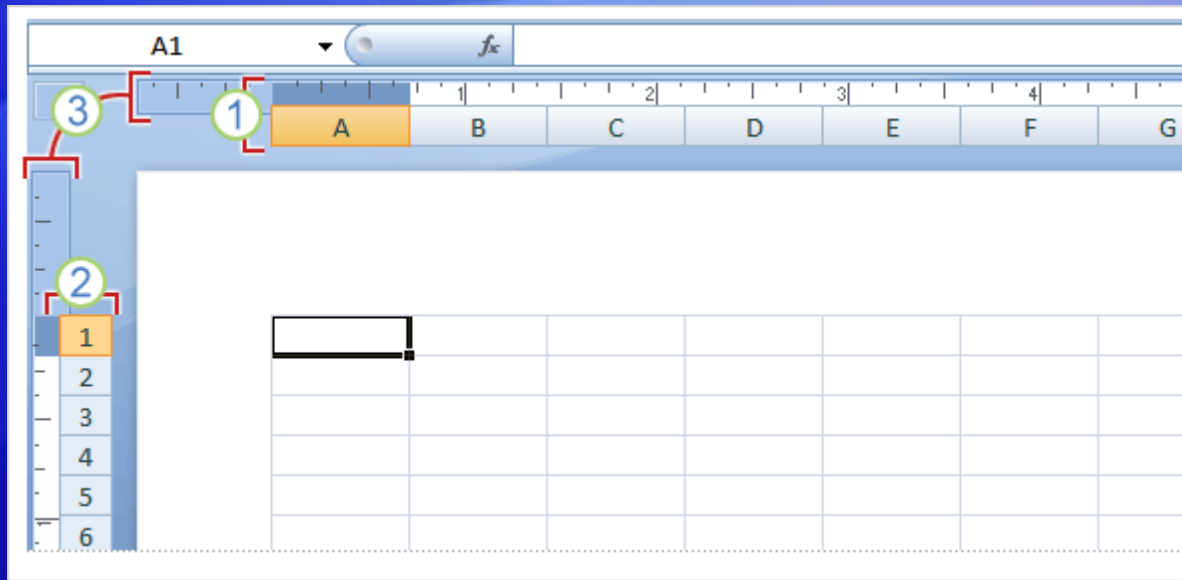


The commands on the Ribbon are the ones you use the most.

Instead of showing every command all the time, Excel 2007 shows some commands only when you may need them, in response to an action you take.

So don't worry if you don't see *all* the commands you need at all times. Take the first steps, and the commands you need will be at hand.

A new view

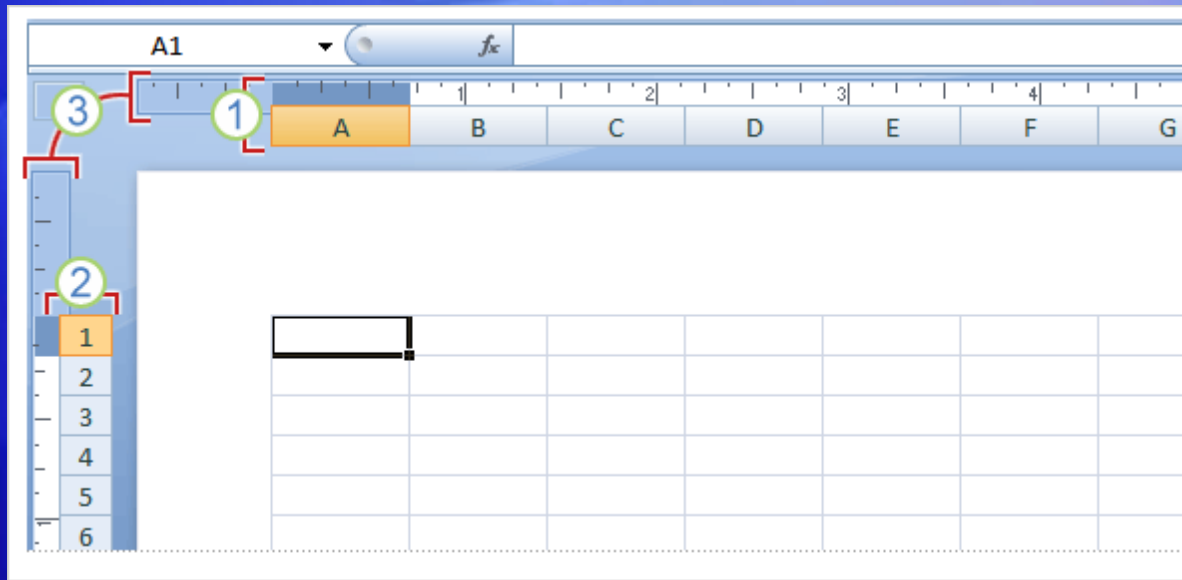



Not only the Ribbon is new in Excel 2007.

Page Layout view is new, too.

If you've worked in Print Layout view in Microsoft Office Word, you'll be glad to see Excel with similar advantages.

A new view

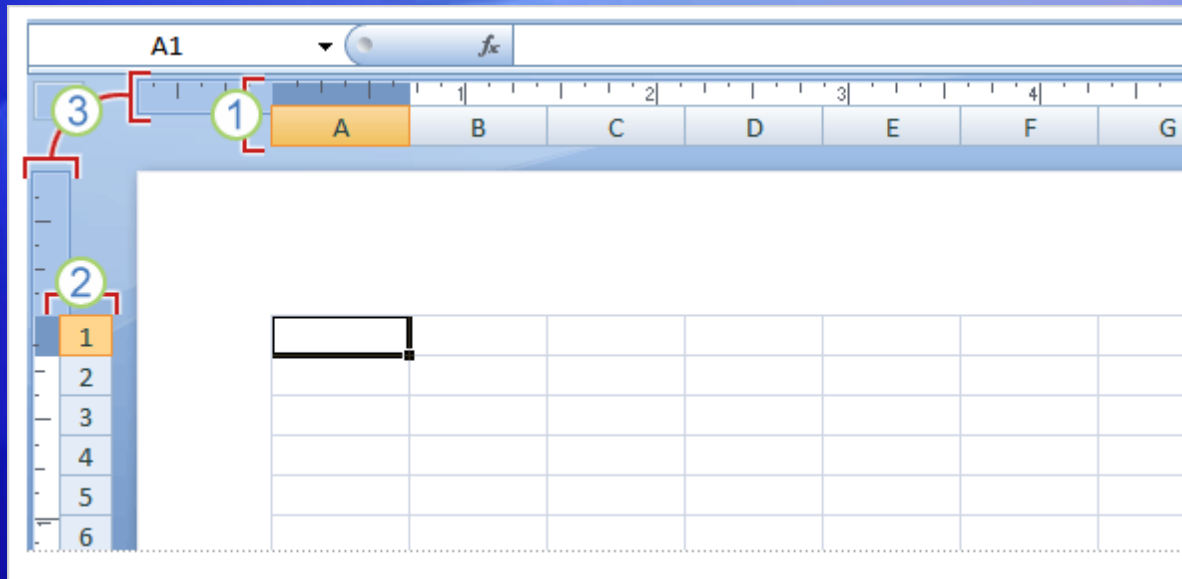


To see the new view, click **Page Layout View** on the **View** toolbar .

Here's what you'll see in the worksheet:

- ① Column headings.
- ② Row headings.
- ③ Margin rulers.

A new view



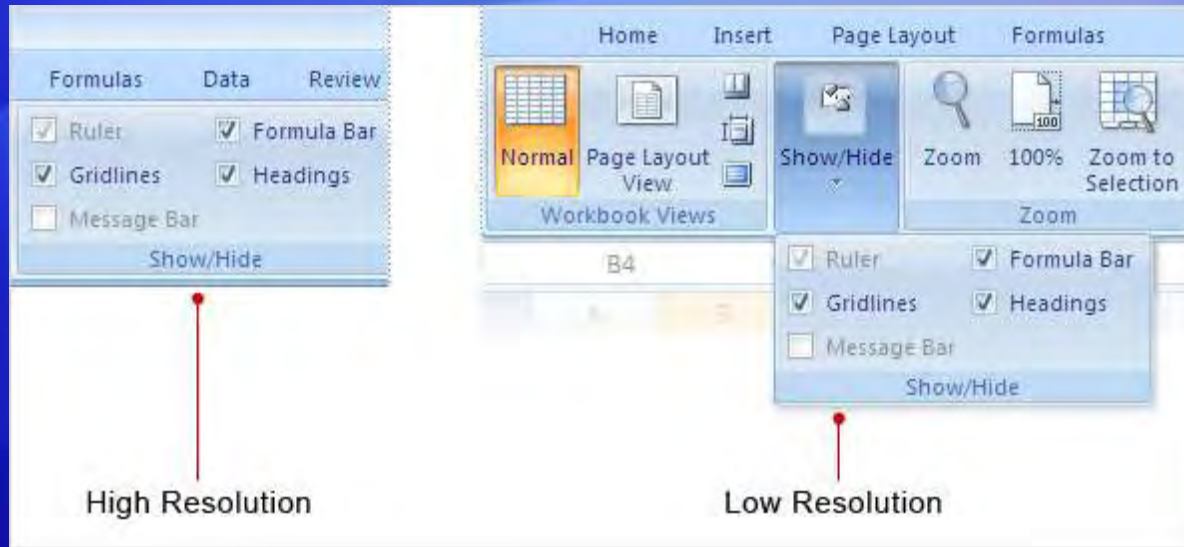
In Page Layout view there are page margins at the top, sides, and bottom of the worksheet, and a bit of blue space between worksheets.

Rulers at the top and side help you adjust margins.

Other benefits of the new view:

- You don't need to use Print Preview to find problems before you print.
- It's easier than ever to add headers and footers.
- You can see different worksheets in different views.

Working with different screen resolutions



Everything described so far applies if your screen is set to high resolution and the Excel window is maximized.

If not, things look different.

When and how do things look different?

- **At low resolution.** If your screen is set to a low resolution, for example to 800 by 600 pixels, a few groups on the Ribbon will display the group name only, not the commands in the group.

Lesson 2

Get to work in Excel

Get to work in Excel



The first lesson helped you get oriented to the new look of Excel 2007.

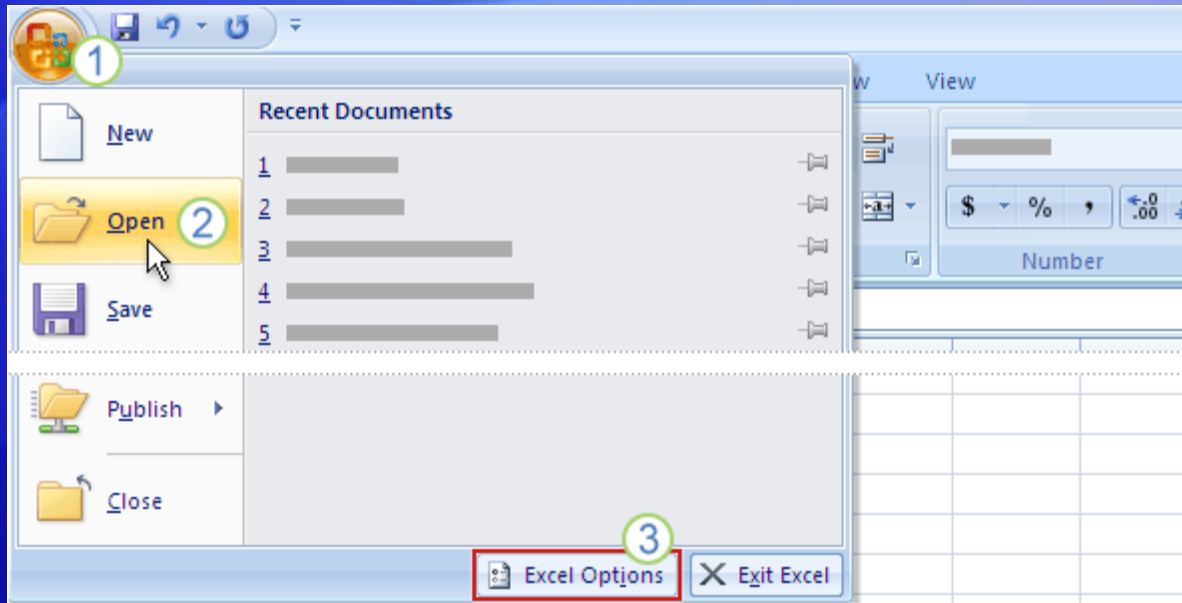
Now it's time to get to work.

Say you've got a half hour before your next meeting to make some revisions to a worksheet that you created in a previous version of Excel.

Can you do the basic things you need to do in Excel 2007, in just 30 minutes? This lesson will show you how.


Get up to speed

Open your file



First things first. You want to open an existing workbook created in an earlier version of Excel.

Do the following:

- 1 Click the **Microsoft Office Button** .
- 2 Click **Open**, and select the workbook you want.
- 3 Also note that you can click **Excel Options**, at the bottom of the menu, to set program options.

Insert a column



Now you want to add a column to your worksheet to identify product categories.

It should go between two existing columns of data, **Quantity** and **Supplier**.

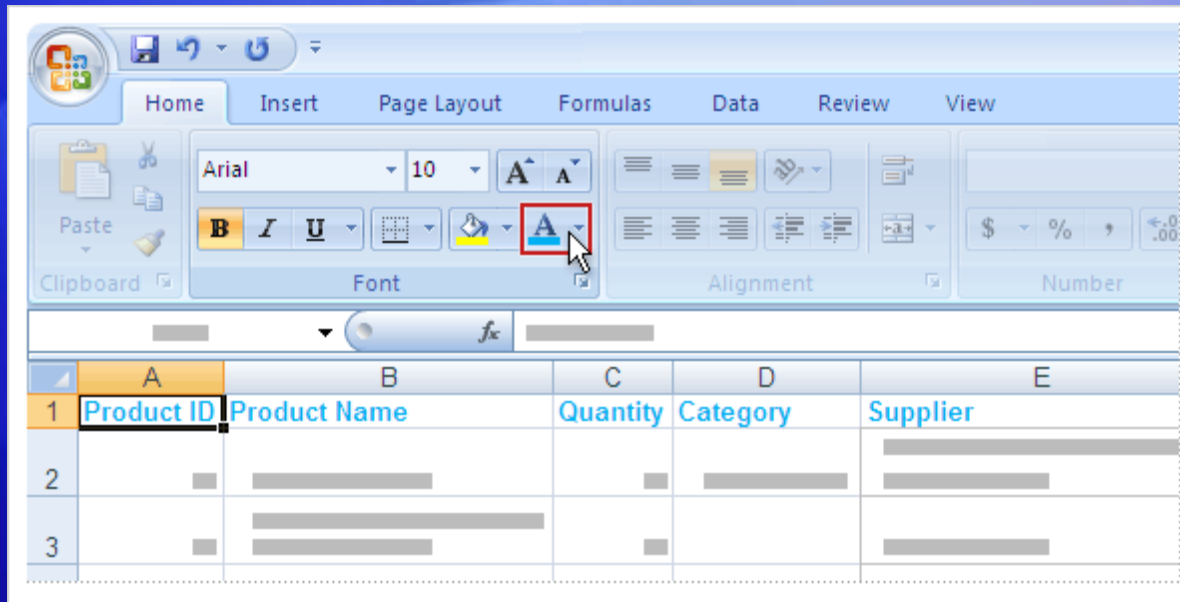
Your worksheet contains rows of products ordered from various suppliers, and you want to add the new column to identify the various products as dairy, grains, produce, and so on.

Insert a column

Follow this procedure to add the column between the **Quantity** column and the **Supplier** column:

1. Click in the **Supplier** column. Then on the **Home** tab, in the **Cells** group, click the arrow on **Insert**.
2. On the menu that appears, click **Insert Sheet Columns**. A new blank column is inserted, and you enter the new data in the column.
3. If you need to adjust the column width to fit the data, in the **Cells** group, click the arrow on **Format**. In the list that appears, click **AutoFit Column Width**.

Format and edit data

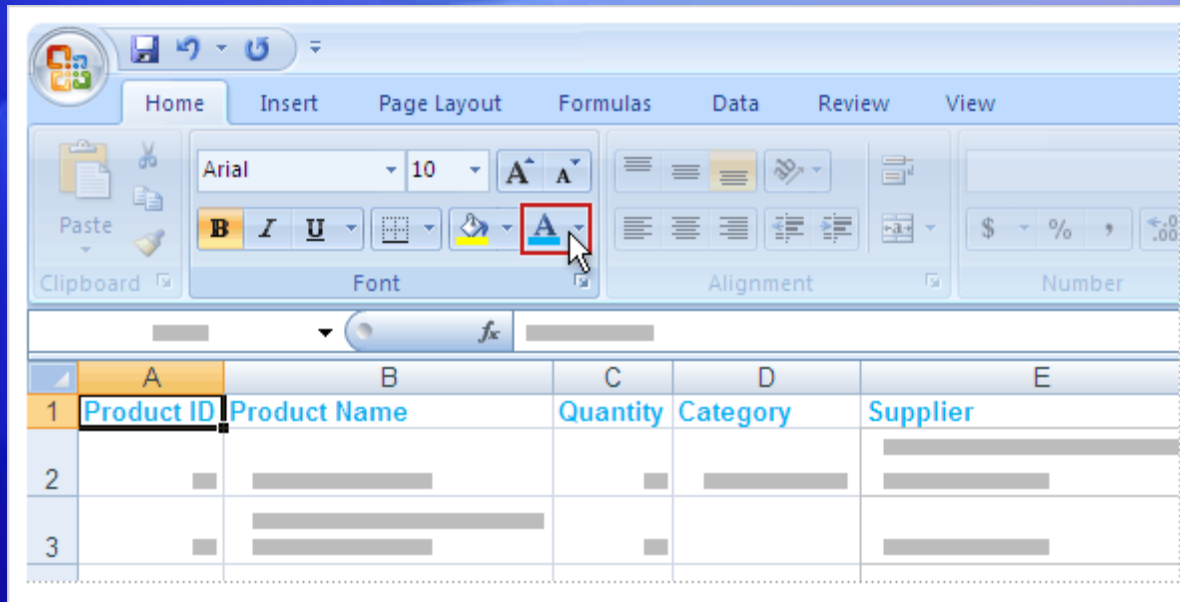


You format and edit data by using commands in groups on the **Home** tab.

For example, the column titles will stand out better if they are in bold type.

To make it so, select the row with the titles and then on the **Home** tab, in the **Font** group, click **Bold**.

Format and edit data







While the titles are still selected, you decide to change their color and their size, to make them stand out even more.

In the **Font** group, click the arrow on **Font Color**. You'll see many more colors to choose from than before.

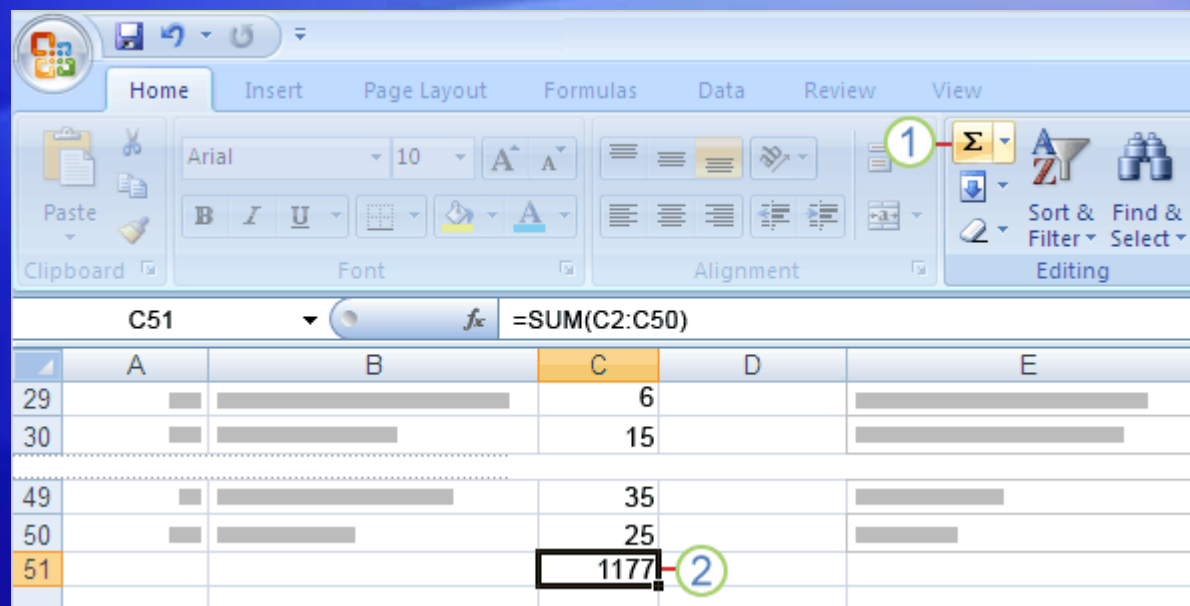
You can also see how the title will look in different colors by pointing at any color and waiting a moment.

Format and edit data


You can use the **Font** group to take care of other formatting and editing options, too.

- To increase the font size, click **Increase Font Size**  .
- While the titles are still selected, you decide to center them in the cells. In the **Alignment** group, click **Center**  .
- Finally, you find that you need to enter one more order for Louisiana Fiery Hot Pepper Sauce. Select that product name, and in the **Clipboard** group, click **Copy**  . Then click in the bottom row, and in the **Clipboard** group again, click **Paste**  .

Enter a formula

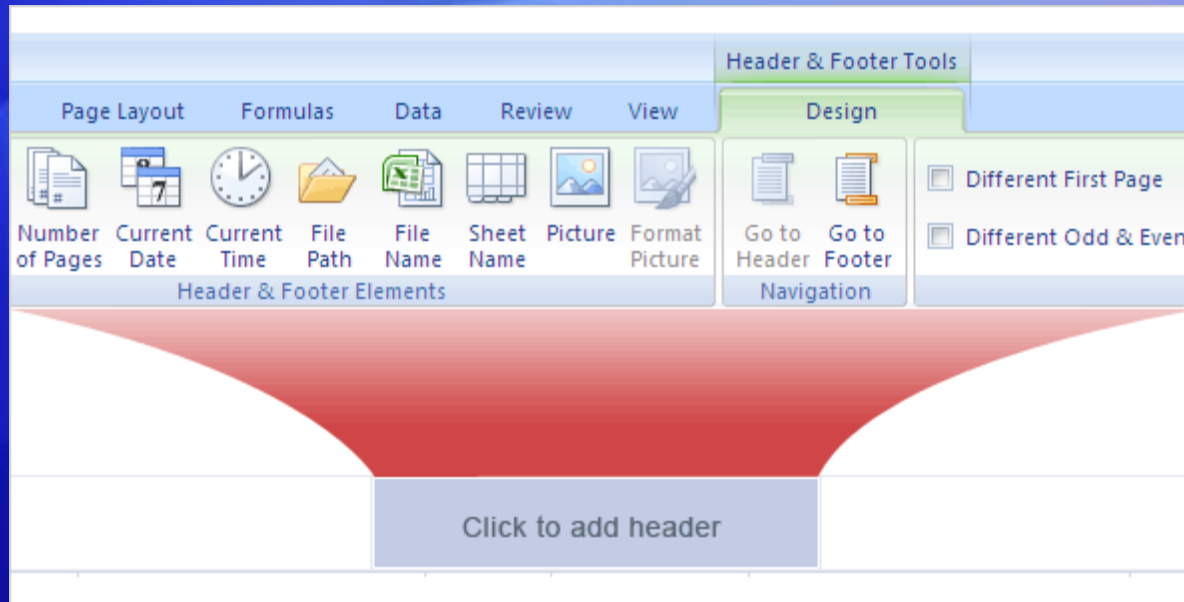


Before handing off your report, you want to add up the numbers in the Quantity column.

It's easy: Use the **Sum** button .

- 1 Place the cursor in the last cell in the Quantity column, and then click the **Sum** button on the **Home** tab. (It's in the **Editing** group.)
- 2 Press ENTER to see the formula result.


Add headers and footers



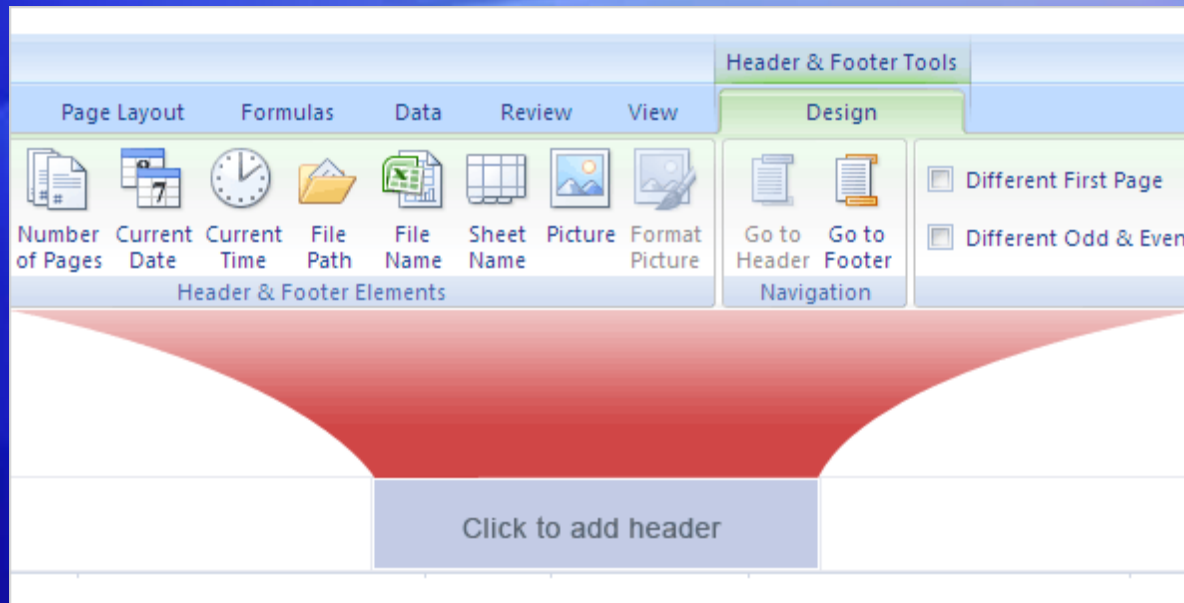
As a finishing touch, you decide to add headers and footers to the worksheet.

This will help make clear to everyone what the data is about.

Here's what to do:

1. Switch to Page Layout view. You can click the **View** tab, and then click **Page Layout View** in the **Workbook Views** group. Or click the middle button on the **View** toolbar  at the bottom of the window.

Add headers and footers



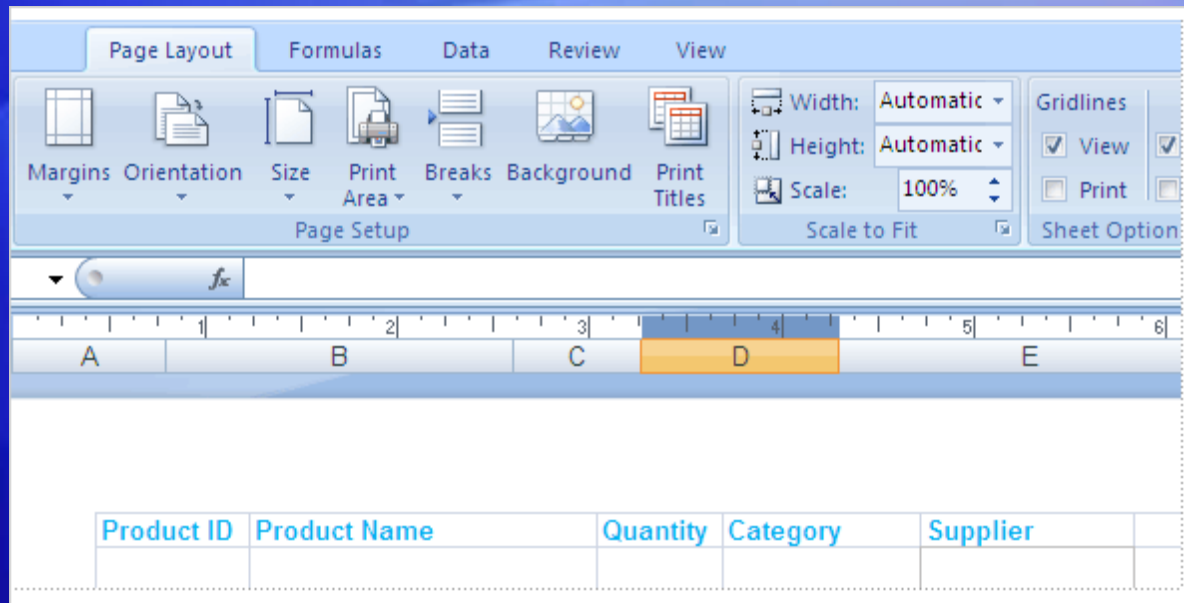
As a finishing touch, you decide to add headers and footers to the worksheet.

This will help make clear to everyone what the data is about.

Here's what to do:

2. Click in the area at the top of the page that says **Click to add header**.
3. As soon as you do, the **Header & Footer Tools** and the **Design** tab appear at the top of the Ribbon.

Print



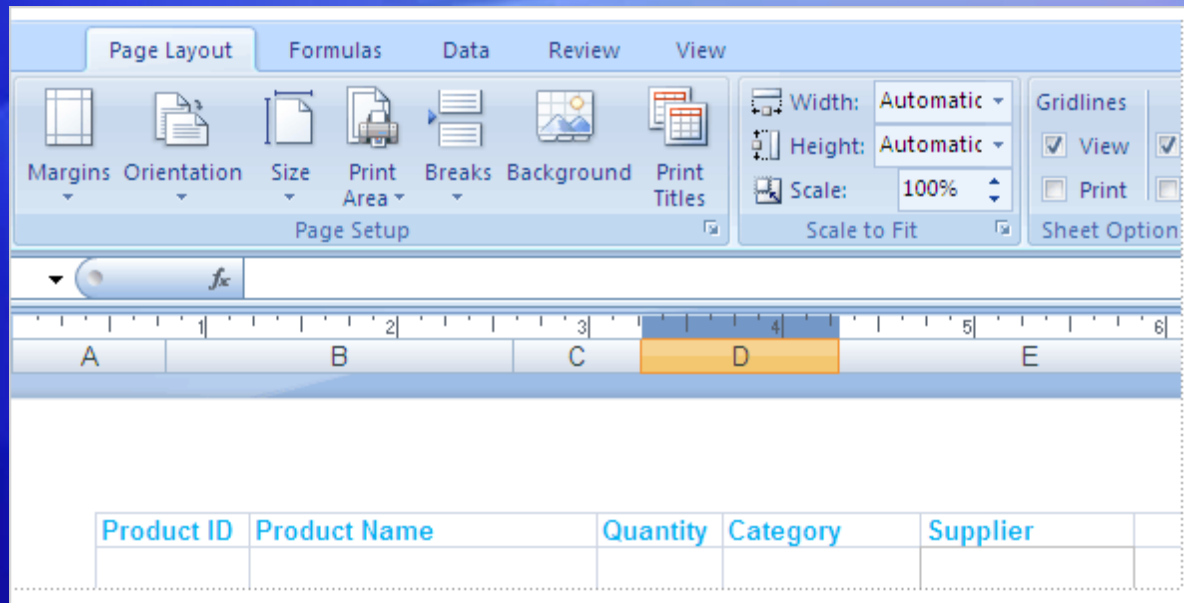
It's time to print the report.

In Page Layout view, you can make adjustments and see the changes on the screen before you print.

Here's how to use Page Layout view:

1. Click the **Page Layout** tab.
2. In the **Page Setup** group, click **Orientation** and then select **Portrait** or **Landscape**. In Page Layout view, you'll see the orientation change, and how your data will look each way.

Print



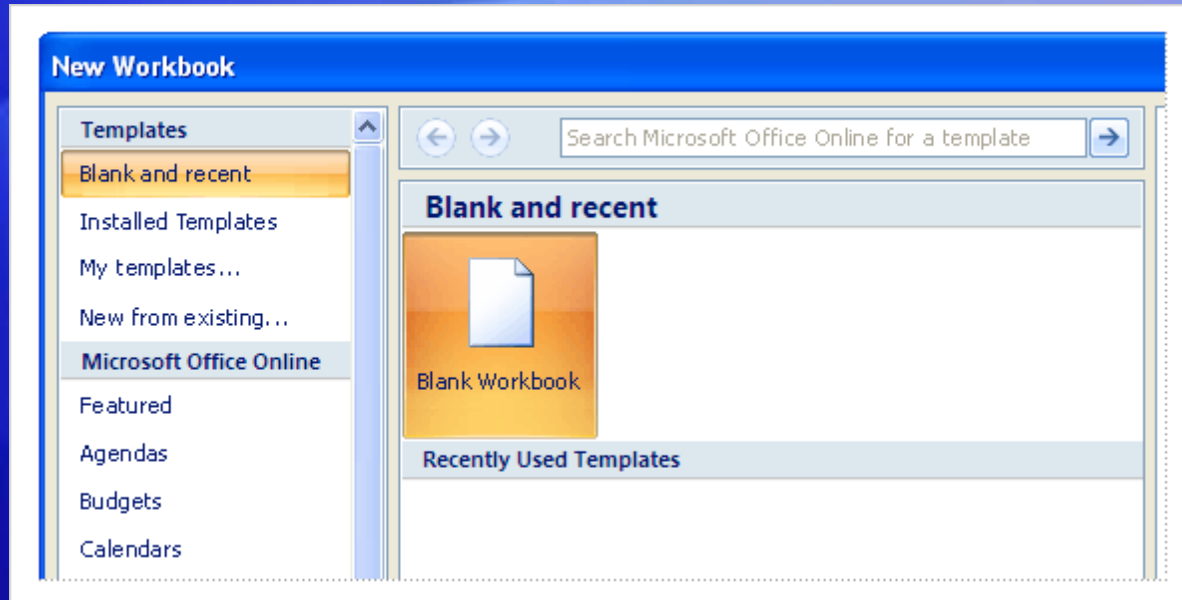
It's time to print the report.

In Page Layout view, you can make adjustments and see the changes on the screen before you print.

Here's how to use Page Layout view:

3. Still in the **Page Setup** group, click **Size** to choose paper size. You'll see the results of your choices as you make them. (What you see is what you print.)

The New Workbook window



The New Workbook window offers the perfect place to start in Excel.

When you click the **Microsoft Office Button**  and then click **New**, the **New Workbook** window opens.

At the top of the window, you can select either a new blank workbook or a template.

Lesson 3

Hands-on Exercise

A new file format

A new file format



Excel has a new file format.

But you can still open and edit older workbooks and share files with people who don't have Excel 2007.

The new file format brings increased security for your files, reduced risk of file corruption, reduced file size, and new features.

Get up to speed

Working with files from earlier versions



In Excel 2007, you can open files created in Excel 95 through Excel 2003.

But what if you're the first person in your office to have Excel 2007? What if you need to share files with departments that don't have Excel 2007 yet?

Don't panic. You can all share workbooks with each other.

Working with files from earlier versions

Here's how:

- Old files stay old unless you choose otherwise.
 - **Excel will save an older file in its original format** unless you specify otherwise. For example, if it started in Excel 2003, Excel 2007 saves it in 2003 format by default.
- Newer features warn you if you save a file as older.
 - When you save a file in a **previous version's format**, and the 2007 features you used are not compatible with the previous version, a **Compatibility Checker tells you so**.

Working with files from earlier versions

Here's how:

- You can always copy newer files in newer format first.
 - Just tell Excel you want an Excel Workbook (*.xlsx). That **copy of the file** will contain all the Excel 2007 features.
- You can share documents between versions by using a converter.
 - Colleagues with **Excel 2000 through 2003** can open 2007 files by **downloading and using a converter**.

Benefits of the new format



The new file format means improvements to Excel.

Here are its chief benefits:

- New features
- Safer files
- Less risk of file corruption

Get up to speed

Benefits of the new format



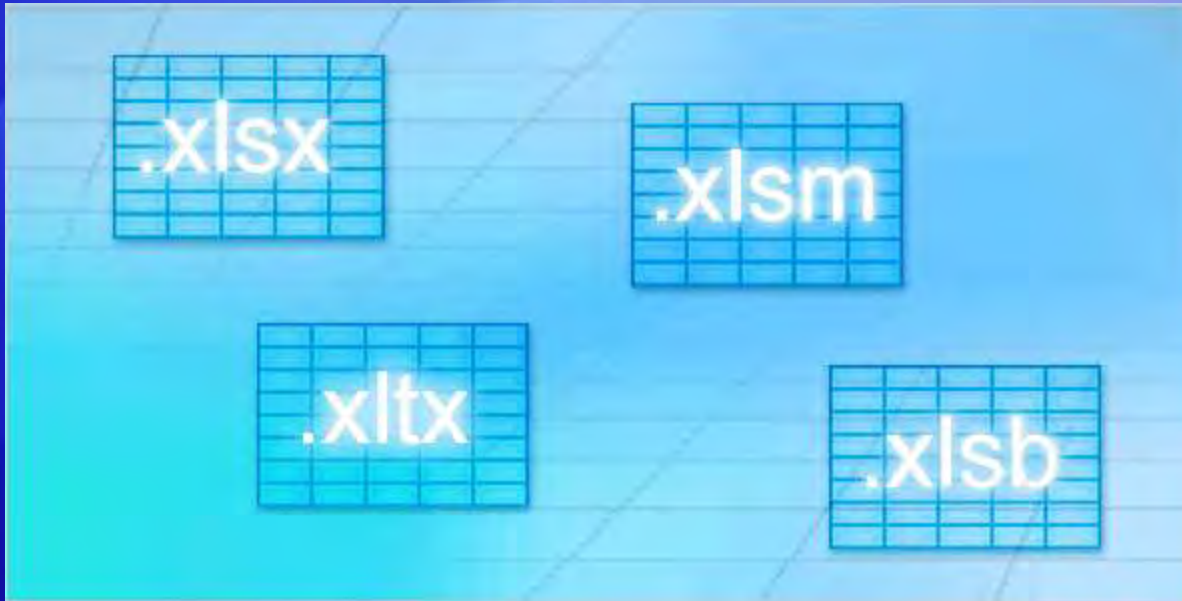
The new file format means improvements to Excel.

Here are its chief benefits:

- Reduced file size
- More useful data

Get up to speed

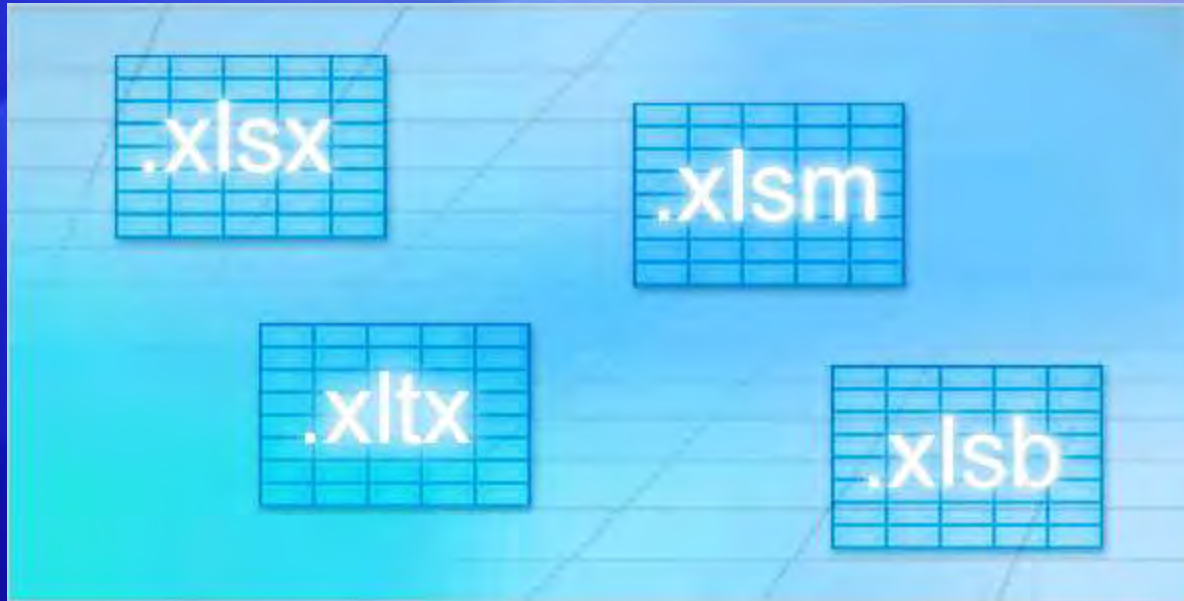
New file formats, new options when you save



When you save a file in Excel 2007, you can choose from several file types.

- **Excel Workbook (*.xlsx)**. Use when there are no macros or VBA code.
- **Excel Macro-Enabled Workbook (*.xlsm)**. Use when there are macros or VBA code.
- **Excel Template (*.xltx)**. Use when you need a template.

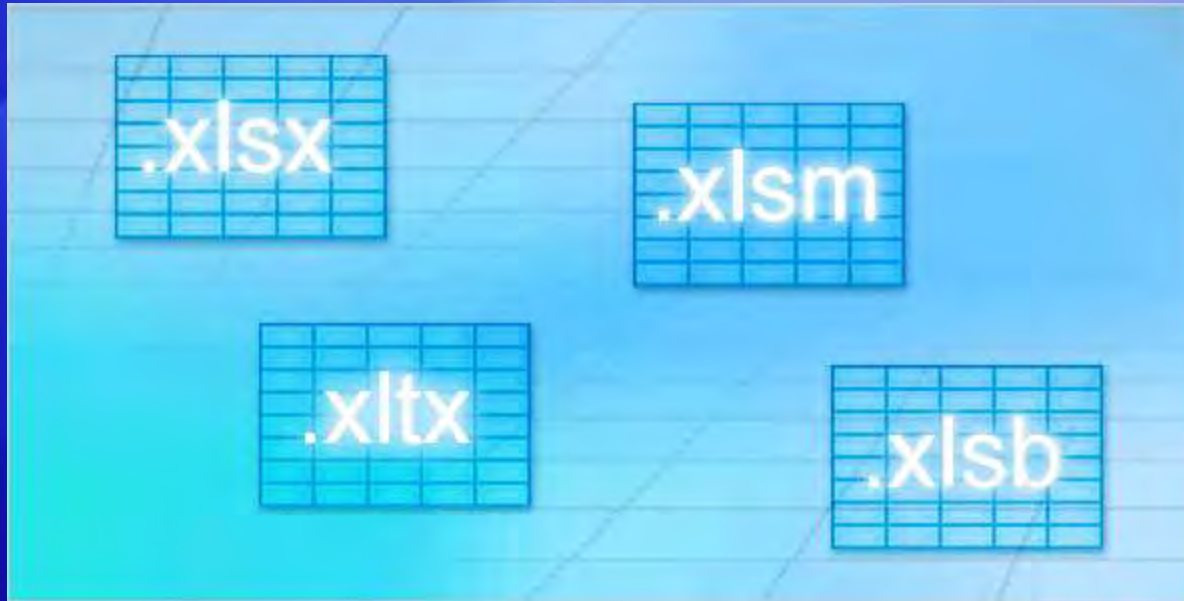
New file formats, new options when you save



When you save a file in Excel 2007, you can choose from several file types.

- **Excel Macro-Enabled Template (*.xltm)**. Use when you need a template and the workbook contains macros or VBA.
- **Excel Binary Workbook (*.xlsb)**. Use with an especially large workbook.

New file formats, new options when you save



When you save a file in Excel 2007, you can choose from several file types.

- **Excel 97-Excel 2003 Workbook (*.xls).** Use when you need to share with someone working in a previous version of Excel.
- **Microsoft Excel 5.0/95 Workbook (*.xls).** Use when you need to share with someone using Microsoft Excel 5.0.