

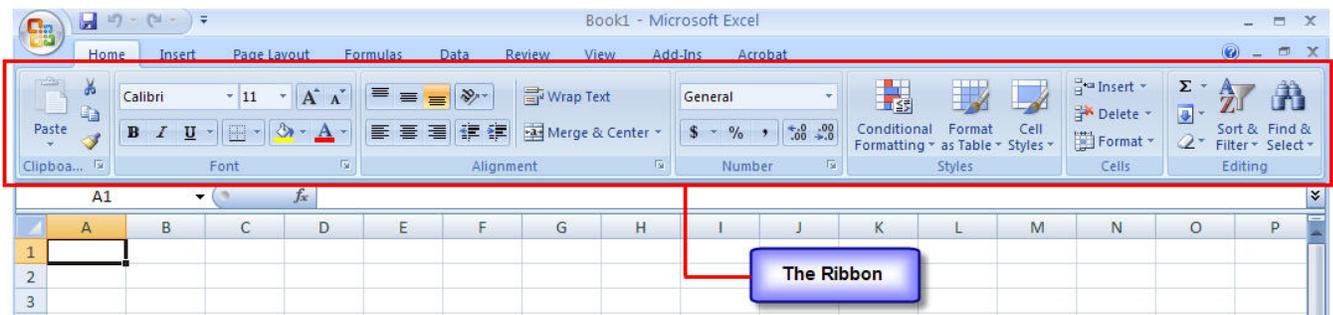
The New Look of Excel 2007

When you open Excel you'll see the familiar worksheets you're accustomed to. And you'll also see things that are new at the top of the window.

The old look of Excel menus and buttons has been replaced with this new Ribbon, with tabs you click to get to commands. The Ribbon was developed to make Excel simpler to use, and to help you quickly find and work with the commands you need.

What you need is now more clearly visible and more readily available. Instead of having 30 or so undisplayed toolbars, and commands buried on menus, you have one control center — the Ribbon, which brings together the essentials and makes them very visual.

When you try the new design, you'll discover that the commands you already know how to use are grouped together in ways that make sense to you.



The Ribbon

There are three basic components to the Ribbon:

- 1 Tabs** There are seven of them across the top. Each represents core tasks you do in Excel.
- 2 Groups** Each tab has groups that show related items together.
- 3 Commands** A command is a button, a box to enter information, or a menu.

How do you get started? Begin at the beginning, with the first tab.

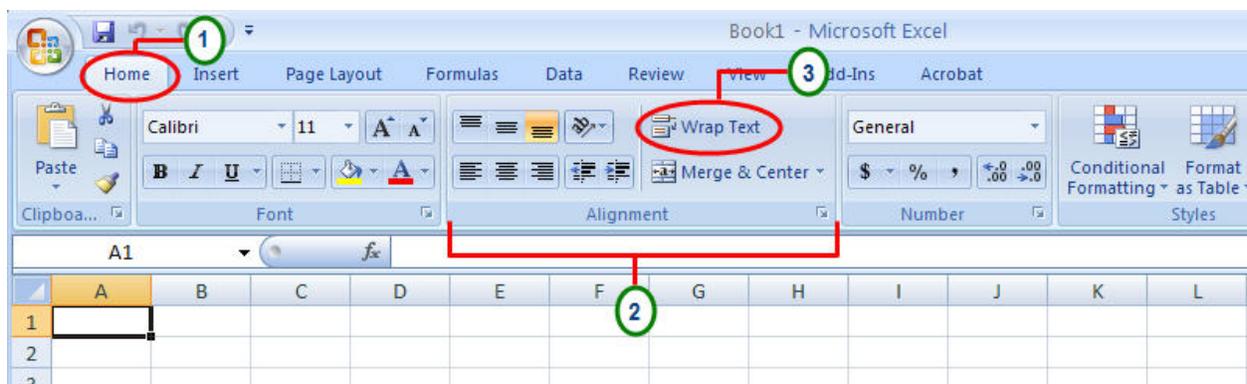
The principal commands in Excel are gathered on the first tab, the **Home** tab. The commands on this tab are those that Microsoft has identified as the most commonly used when people do basic tasks with worksheets.

For example, the **Paste**, **Cut**, and **Copy** commands are arranged first on the **Home** tab, in the **Clipboard** group. Font formatting commands are next, in the **Font** group. Commands to center text or align text to the left or right are in the **Alignment** group,

and commands to insert and delete cells, rows, columns, and worksheets are in the **Cells** group.

Groups pull together all the commands you're likely to need for a particular type of task, and throughout the task they remain on display and readily available, instead of being hidden in menus. These vital commands are visible above your work space.

Here's an example of the convenience: If you want text displayed on multiple lines in a cell, you don't have to click a command on a menu, click a tab in a dialog box, and then click an option in the dialog box. You just click the **Wrap Text**  button in the **Alignment** group, on the **Home** tab.



Commands When You Need Them

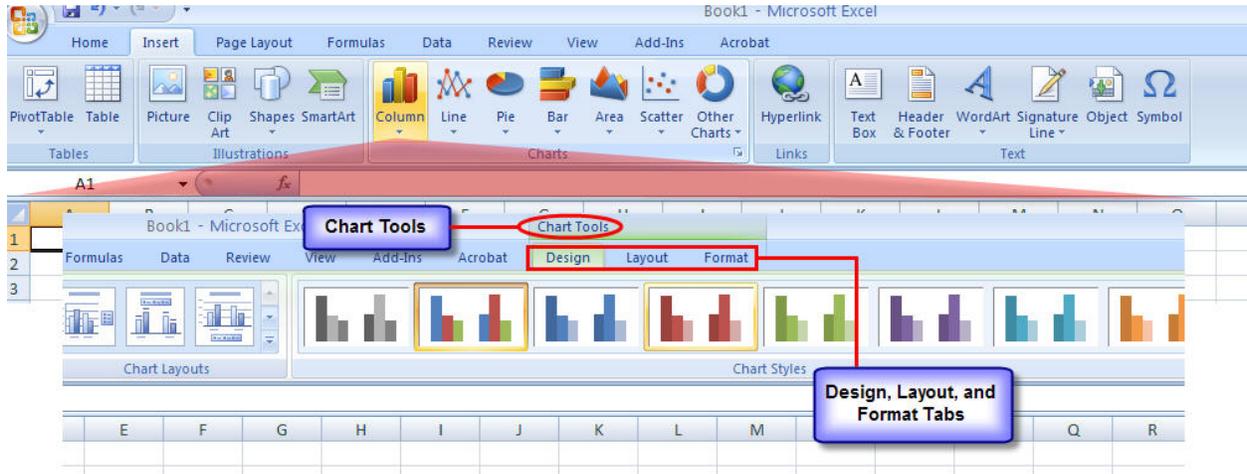
The commands on the Ribbon are the ones you use the most. Instead of showing every command all the time, Excel 2007 shows some commands when you may need them, in response to an action you take.

For example, if you don't have a chart in your worksheet, the commands to work with charts aren't necessary.

But after you create a chart, the **Chart Tools** appear, with three tabs: **Design**, **Layout**, and **Format**. On these tabs, you'll find the commands you need to work with the chart. The Ribbon responds to your action.

Use the **Design** tab to change the chart type or to move the chart location; the **Layout** tab to change chart titles or other chart elements; and the **Format** tab to add fill colors or to change line styles. When you complete the chart, click outside the chart area. The **Chart Tools** go away. To get them back, click inside the chart. Then the tabs reappear.

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

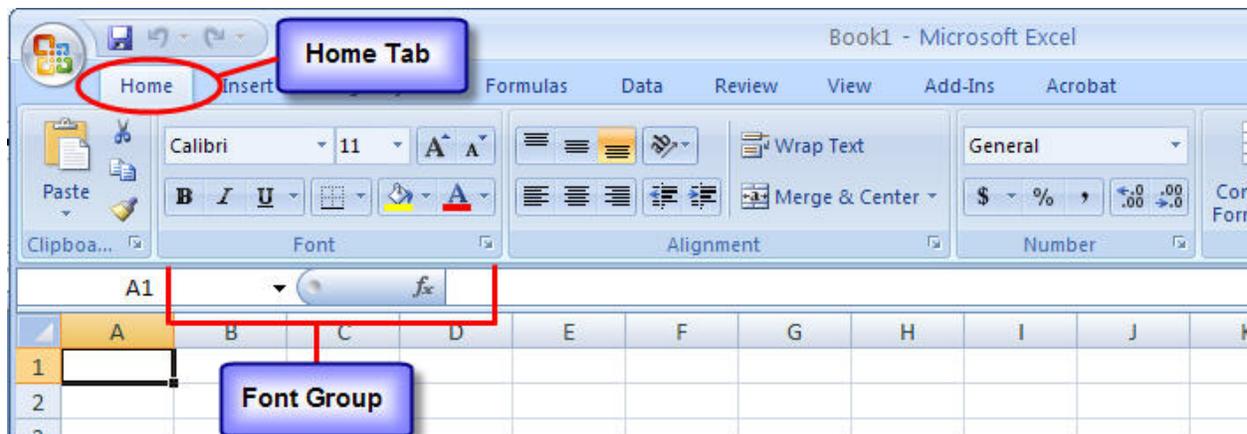


Click the arrow  at the bottom of a group to get more options if you need them.

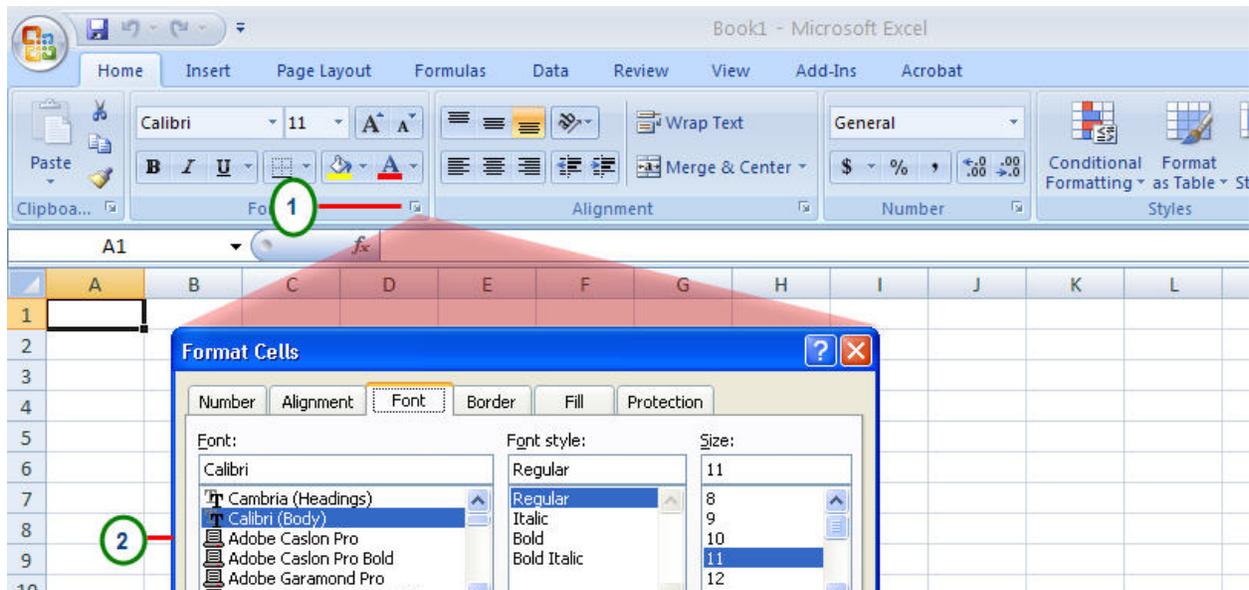
- 1 Click the arrow  in the **Font** group.
- 2 The **Format Cells** dialog box opens

When you see this arrow  (called the **Dialog Box Launcher**) in the lower-right corner of a group, there are more options available for the group. Click the arrow, and you'll see a dialog box or a task pane.

For example, on the **Home** tab, in the **Font** group, you have all the commands that are used the most to make font changes: commands to change the font, to change the size, and to make the font bold, italic, or underlined.

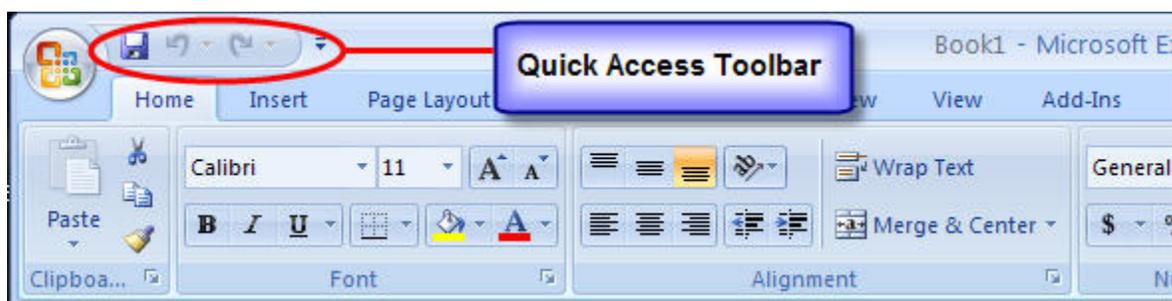


If you want more options, such as superscript, click the  arrow to the right of **Font**, and you'll get the **Format Cells** dialog box, which has superscript and other options related to fonts.



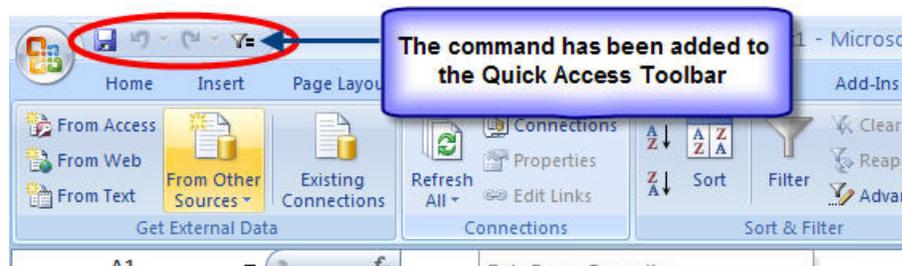
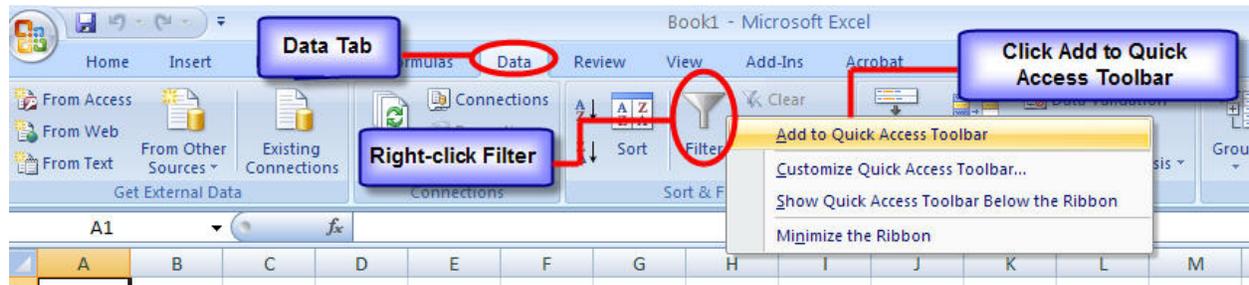
Add a Button to the Quick Access Toolbar

If you often use commands that are not as quickly available as you would like, you can easily add them to the **Quick Access Toolbar**, which is above the Ribbon when you first start Excel 2007. On that toolbar, commands are always visible and near at hand.



For example, if you use AutoFilter every day, and you don't want to have to click the **Data** tab to access the **Filter** command each time, you can add **Filter** to the Quick Access Toolbar.

To do that, right-click **Filter** on the **Data** tab, and then click **Add to Quick Access Toolbar**.



To remove a button from that toolbar, right-click the button on the toolbar, and then click **Remove from Quick Access Toolbar**.

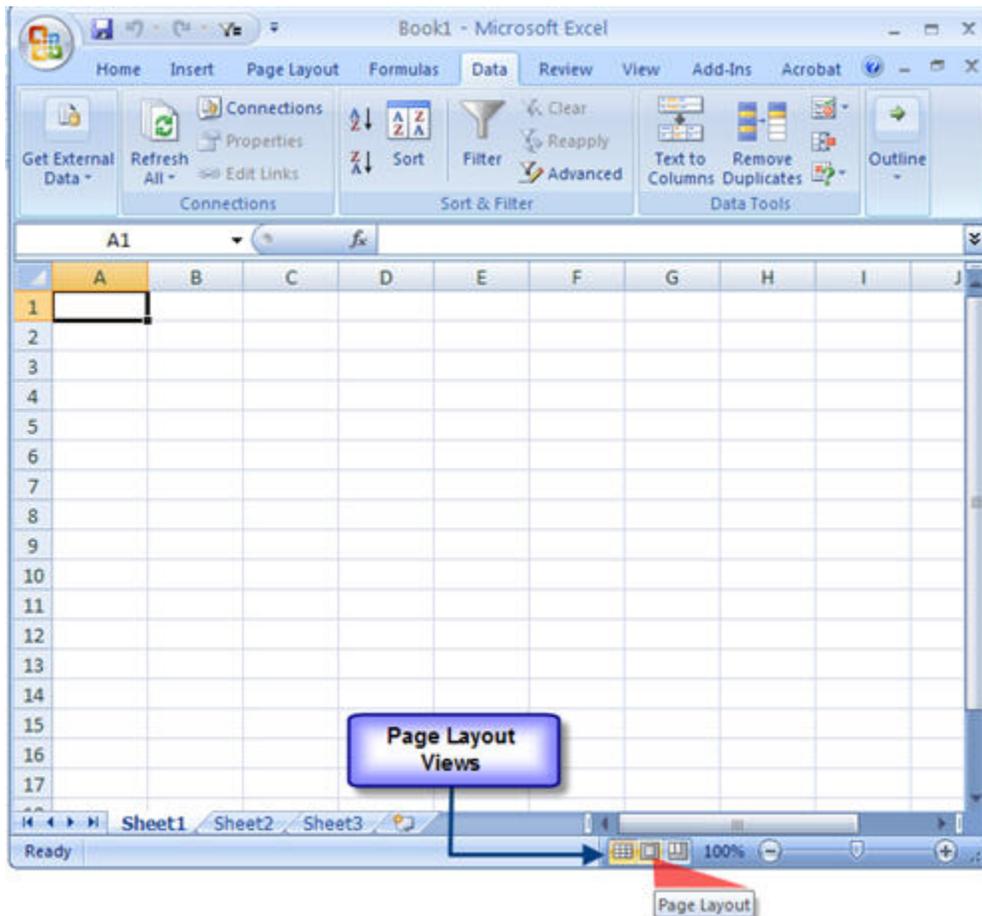
The New View

The new Page Layout view in Excel.

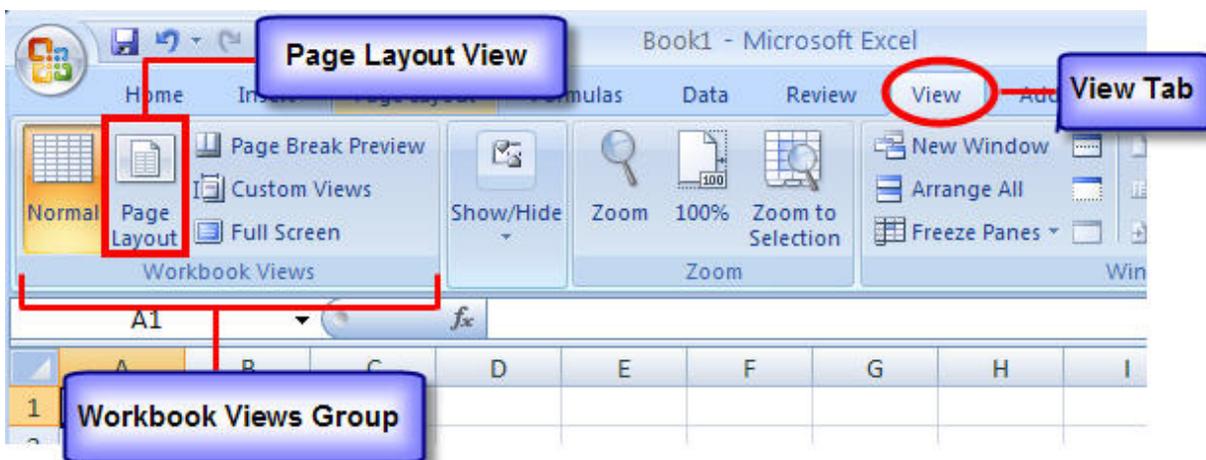
- 1 Column headings.
- 2 Row headings.
- 3 Margin rulers.

Not only the Ribbon is new in Excel 2007. **Page Layout view** is new too.

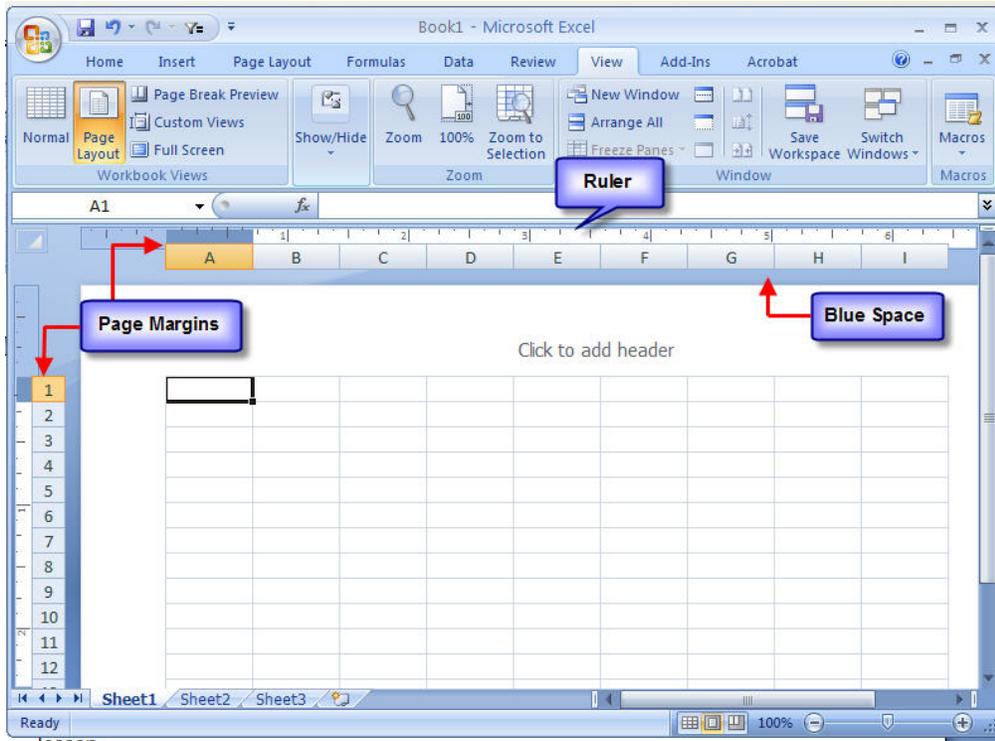
To see the new view, click **Page Layout View** on the **View** toolbar  on the bottom right of the window.



Or click the **View** tab on the Ribbon, and then click **Page Layout View** in the **Workbook Views** group.

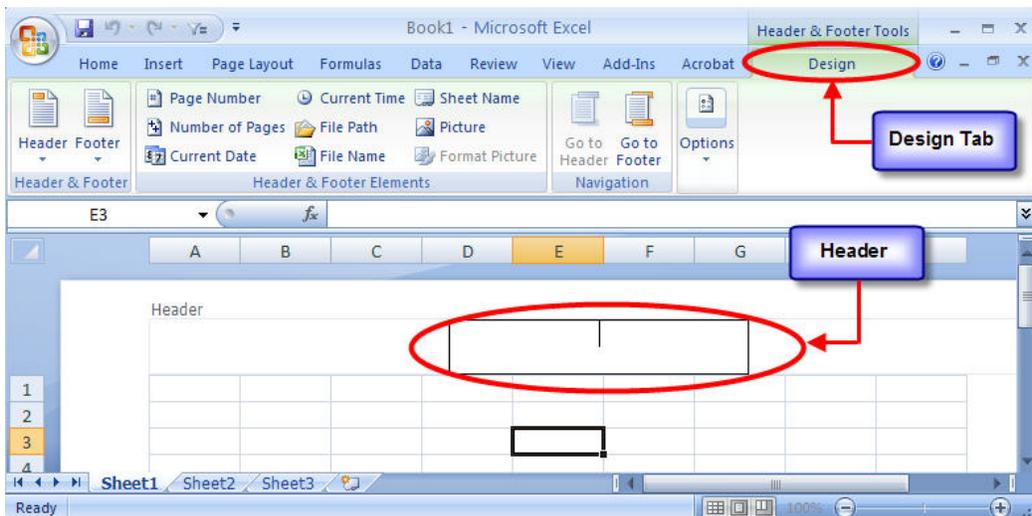


In Page Layout view there are page margins at the top, sides, and bottom of the worksheet, and a bit of blue space between worksheets. Rulers at the top and side help you adjust margins.



With this new view, you don't need print preview to make adjustments to your worksheet before you print.

It's easy to add headers and footers in Page Layout view. When you type in the new header and footer area at the top or bottom of a page, the **Design** tab opens with all the commands you need to create your headers and footers.



You can see each sheet in a workbook in the view that works best for that sheet. Just select a view on the **View** toolbar, or in the **Workbook Views** group on the **View** tab, for each worksheet. Normal view and Page Break preview are both there.

