New Features in Excel 2007

Office Button, Tabs and Ribbons

Office Button

The File menu selection located in the upper left corner in previous versions of Excel has been replaced with the Office Button in Excel 2007.

Clicking on the Office button will open this box:

Options, which used to be found under the Tools menu, are now located here:

Tabs

The Main Menu has been replaced with Tabs.

Clicking on a Tab opens a Ribbon. Shown below is the Home Ribbon.
Each Ribbon is divided into Groups. The Group highlighted above is the Number Group.

Some Groups have a small arrow in the lower right corner. Clicking on this arrow will open a menu box similar to those found in older versions of Excel.

Quick Access Toolbar and the Mini Toolbar

**QAT**

To Add Icons:

- Click on the dropdown arrow to the right of the QAT
- Right-click on the QAT and select *Customize Quick Access Toolbar…*
- Right-click on any icon on any ribbon and select *Add to Quick Access Toolbar*

To Remove Icons:

- Right-click on any icon the QAT and select *Remove from Quick Access Toolbar*
- Right-click on the QAT and select *Customize Quick Access Toolbar…*

Other Features:

- Right-click on QAT OR click on the dropdown arrow to the right of the QAT

**Mini Toolbar**

To Access the Mini Toolbar:

- Right-click on any cell
Exploring the Status Bar

Adding a New Worksheet

- Click on the icon to the right of the Sheet3 tab to add a worksheet.
- Right-click on any worksheet tab for more options.

Change the Worksheet View

- Click on one of the icons on the Page Layout toolbar to change the worksheet view. (NOTE: the view can also be changed by going to the View Ribbon.)

Zoom In or Out

- Use the Zoom Slider at the right end of the Status Bar.

Activate the Status Bar Functions

- Right-click on the Status Bar.
- Select 1 or more of the 6 functions from the menu.
- Select any cells containing data.
- The results of the calculations will appear in the Status Bar.

Tables

Convert a Dataset to a Table

- Select any cell in the data.
- Type Ctrl-T OR from the Insert Ribbon click on the Table icon.
- Be sure to indicate if your table has headers. Then click OK.
Table Formatting

- When a table is created, a default format is applied.
- To change the formatting, select any cell in the table.
- A Table Tools Design tab will appear.
- Click on this tab to open the Table Tools Design Ribbon and select formatting options.

![Excel Table Tools Design Ribbon](image)

Formulas

Columns

- Click in an empty cell at the top of a table column.
- Type `=` then add the cell references from the row by clicking on the cells, and arithmetic operators.
- Hit Enter and the formula will be copied down the column.
- Instead of using cell references, Excel creates the formula as structured references:

  ```excel
  =Table1[#This Row],[April]]+Table1[#This Row],[May]]
  ```

Rows

- Select any cell in the table.
- Open the Table Tools Design Ribbon.
- In the Table Styles Options group, select Total Row.
- A Total’s row is added to the bottom of the table.
- Select a cell in the Total’s row, then click on the dropdown arrow.

Set the Default Table Style

- Select any cell in the table.
- Open the Table Tools Design Ribbon.
- Right-click on any Table Style and select Set As Default.

Remove the Filters from a Table

- Click on the Data Tab to open the Data Ribbon.
- Click on Filter to remove the filters.
Convert a Table to a Range

- Select any cell in the table.
- Open the Table Tools Design Ribbon.
- In the Tools group click on Convert to Range, then click OK.

Conditional Formatting and Sorting

Conditional Formatting

- Select the data to be formatted.
- Click on the Home tab to open the Home ribbon.
- In the Styles group click on Conditional Formatting.
- Choose a category to apply to the data.

Sort by Color

- The Sort icon is found on the Home ribbon in the Editing group.
- Click on the Sort & Filter icon and select Custom Sort.

Charts

In Excel 2007 there is no Chart Wizard. To create a chart, first select the data. Click on the Insert tab to open the Insert ribbon. In the Charts group select a chart type and the chart will be created. To access the full range of chart options, select the chart and then notice the new ribbon options that become available.
Page View

In Excel 2007 it is possible to see and add headers and footers in the full edit screen. Page Layout view can be opened by clicking on the icon on the Status Bar or by clicking on the View tab to open the View Ribbon:

Although Page Layout view can be opened in the ways just described, the Page Layout tab contains the formatting options for headers and footers:

Finally, once Page Layout view has been opened and the header or footer selected, a new tab, Header & Footer Tools Design, becomes available. Here will be found still more formatting options for Page Layout:

Data Ribbon

The Data Ribbon you will find some familiar data analysis tools as well as a new tool for removing duplicates.
Other Features

Spreadsheet Size

In Excel 2007 the total number of cells in a spreadsheet has increased by a factor of 1024.

<table>
<thead>
<tr>
<th>Version</th>
<th>Rows</th>
<th>Columns</th>
<th>Total Cells</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excel 97 - 2003</td>
<td>65,536</td>
<td>256</td>
<td>16,777,216</td>
</tr>
<tr>
<td>Excel</td>
<td>1,048,576</td>
<td>16,384</td>
<td>17,179,869,184</td>
</tr>
</tbody>
</table>

Formula Bar

To expand the Formula Bar to show more than one line of text, click on the arrows at the right end of the Formula Bar.

Excel 2007 File Types

Excel 2007 files are saved in a new format with new files extensions. The ordinary Excel spreadsheet is saved with a 4 letter extension: .xlsx A macro-enabled spreadsheet is saved as: .xlsm

Users of older versions of Excel will not be able to open these files unless they have downloaded the Excel conversion utility, available at no charge from Microsoft. Excel 2007 files can also be saved in Excel 97-2003 formats by doing a Save As

Compatibility Mode

When older Excel files are opened in Excel 2007, the words Compatibility Mode will appear in the Title Bar.

This indicates that the file is in a version of Excel other than 2007. In order for the new 2007 features to be added to the file, it must be saved in the new Excel 2007 format as a .xlsx file. (Do a Save As...) OR

Click on the Office Button, select Convert and the workbook will be reconfigured as an Excel 2007 file. You’ll need to close and reopen the file for the change to take effect.
**Compatibility Checker**

To determine if features in your spreadsheet are compatible with older versions of Excel, run the Compatibility Checker:

- Click on the Office Button.
- Click on **Prepare**.
- Select **Run Compatibility Checker**.

![Compatibility Checker](image)

**Inspect Document**

To remove sensitive information from your spreadsheet before you send it to someone else, use the **Inspect Document** utility:

- Click on the Office Button.
- Click on **Prepare**.
- Select **Inspect Document**.

**Macros and VBA**

To access the macro recorder and the VBA editor, add the **Developer** tab to the Main Menu:

- Click on the Office Button.
- Click on **Excel Options**.
- Select **Popular**.
- Check the box for **Show Developer tab in the Ribbon**
<table>
<thead>
<tr>
<th>Hold down</th>
<th>And then press</th>
<th>Function</th>
<th>Also work in other Windows programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl c</td>
<td></td>
<td>Copy</td>
<td>*</td>
</tr>
<tr>
<td>Ctrl x</td>
<td></td>
<td>Cut</td>
<td>*</td>
</tr>
<tr>
<td>Ctrl v</td>
<td></td>
<td>Paste</td>
<td>*</td>
</tr>
<tr>
<td>Ctrl z</td>
<td></td>
<td>Undo</td>
<td>*</td>
</tr>
<tr>
<td>Ctrl y</td>
<td></td>
<td>Redo</td>
<td>*</td>
</tr>
<tr>
<td>Ctrl p</td>
<td></td>
<td>Print</td>
<td>*</td>
</tr>
<tr>
<td>Ctrl s</td>
<td></td>
<td>Save</td>
<td>*</td>
</tr>
<tr>
<td>Ctrl a</td>
<td></td>
<td>Select All</td>
<td>*</td>
</tr>
<tr>
<td>Ctrl b</td>
<td></td>
<td>Bold</td>
<td>*</td>
</tr>
<tr>
<td>Ctrl i</td>
<td></td>
<td>Italic</td>
<td>*</td>
</tr>
<tr>
<td>Ctrl Home</td>
<td></td>
<td>Go to the 1st cell in the spreadsheet</td>
<td></td>
</tr>
<tr>
<td>Ctrl End</td>
<td></td>
<td>Go to the last cell in the spreadsheet</td>
<td></td>
</tr>
<tr>
<td>Ctrl ↓</td>
<td></td>
<td>Travel down</td>
<td></td>
</tr>
<tr>
<td>Ctrl →</td>
<td></td>
<td>Travel right</td>
<td></td>
</tr>
<tr>
<td>Ctrl ↑</td>
<td></td>
<td>Travel up</td>
<td></td>
</tr>
<tr>
<td>Ctrl ←</td>
<td></td>
<td>Travel left</td>
<td></td>
</tr>
<tr>
<td>Ctrl Shift ↓</td>
<td></td>
<td>Select down</td>
<td></td>
</tr>
<tr>
<td>Ctrl Shift →</td>
<td></td>
<td>Select right</td>
<td></td>
</tr>
<tr>
<td>Ctrl Shift ↑</td>
<td></td>
<td>Select up</td>
<td></td>
</tr>
<tr>
<td>Ctrl Shift ←</td>
<td></td>
<td>Select left</td>
<td></td>
</tr>
<tr>
<td>Ctrl Shift 8</td>
<td></td>
<td>Select the current region</td>
<td></td>
</tr>
<tr>
<td>Ctrl ~</td>
<td></td>
<td>Show all formulas</td>
<td></td>
</tr>
<tr>
<td>Tab</td>
<td></td>
<td>Move to the next cell to the right</td>
<td></td>
</tr>
<tr>
<td>Shift Tab</td>
<td></td>
<td>Move to the next cell to the left</td>
<td></td>
</tr>
<tr>
<td>F1</td>
<td></td>
<td>Open Help</td>
<td></td>
</tr>
<tr>
<td>F2</td>
<td></td>
<td>Open Edit mode in a cell</td>
<td></td>
</tr>
<tr>
<td>F9</td>
<td></td>
<td>Recalculate the formulas in the spreadsheet</td>
<td></td>
</tr>
<tr>
<td>F11</td>
<td></td>
<td>Create a chart</td>
<td></td>
</tr>
</tbody>
</table>