

[Your company name] presents:

# Microsoft® Office Excel® 2007 Training

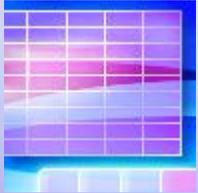
**Get up to speed**

# Course contents

- Overview: A hands-on introduction
- Lesson 1: What's changed, and why
- Lesson 2: Get to work in Excel
- Lesson 3: A new file format

The first two lessons include a list of suggested tasks, and all include a set of test questions.

# Overview: A hands-on introduction



Excel 2007 has a new look! It's got the familiar worksheets you're accustomed to, but with some changes.

Notably, the old look of menus and buttons at the top of the window has been replaced with **the Ribbon**.

This course shows you how to use the Ribbon and highlights the other changes in Excel that will help you make better worksheets, faster.

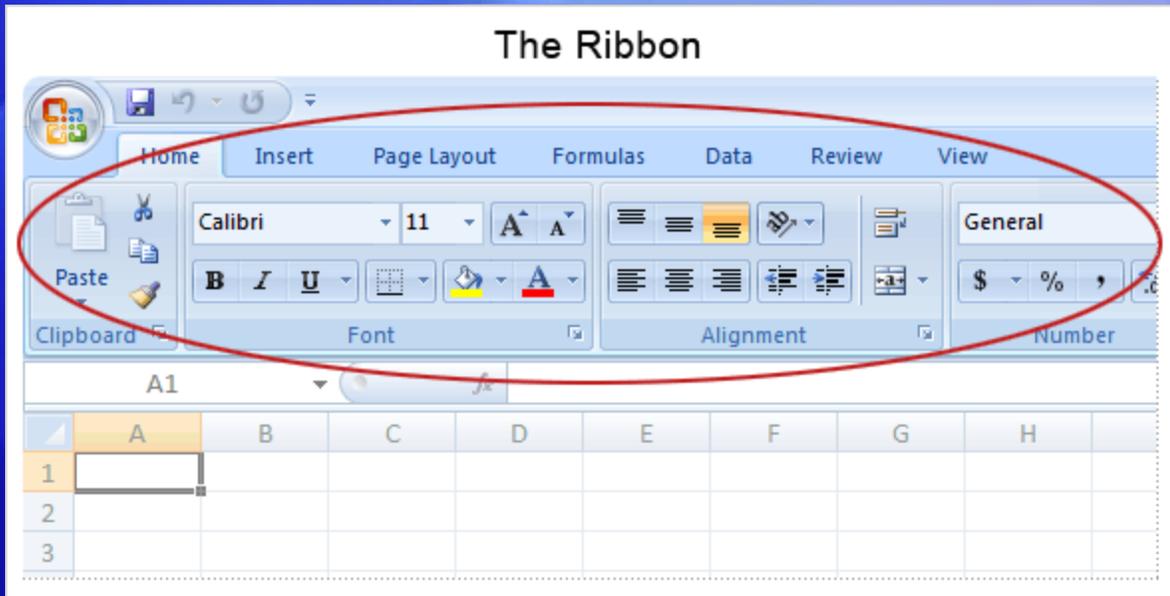
# Course goals

- Get a handle on the new look of Excel.
- Find everyday commands on the Ribbon: **Cut, Copy, Paste, Insert Sheet Rows, Insert Sheet Columns, and Sum.**
- Save workbooks in the new Excel file formats.

# Lesson 1

What's changed, and why

# What's changed, and why



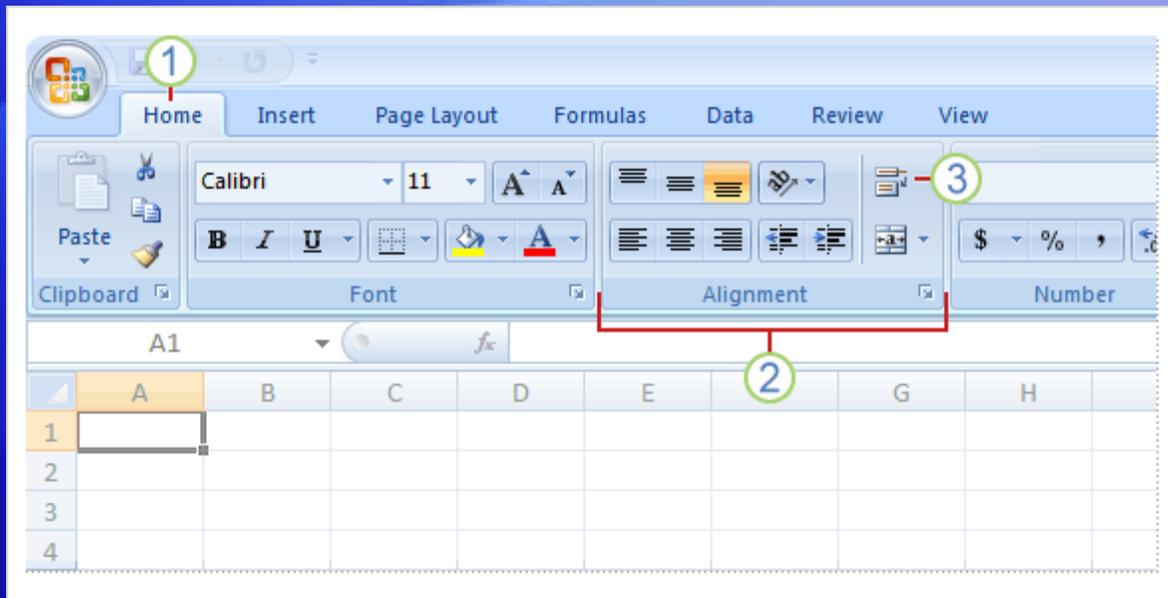
Yes, there's a lot of change in Excel 2007. It's most noticeable at the top of the window.

But it's good change.

The commands you need are now more clearly visible and more readily available in one control center called **the Ribbon**.

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# What's on the Ribbon?

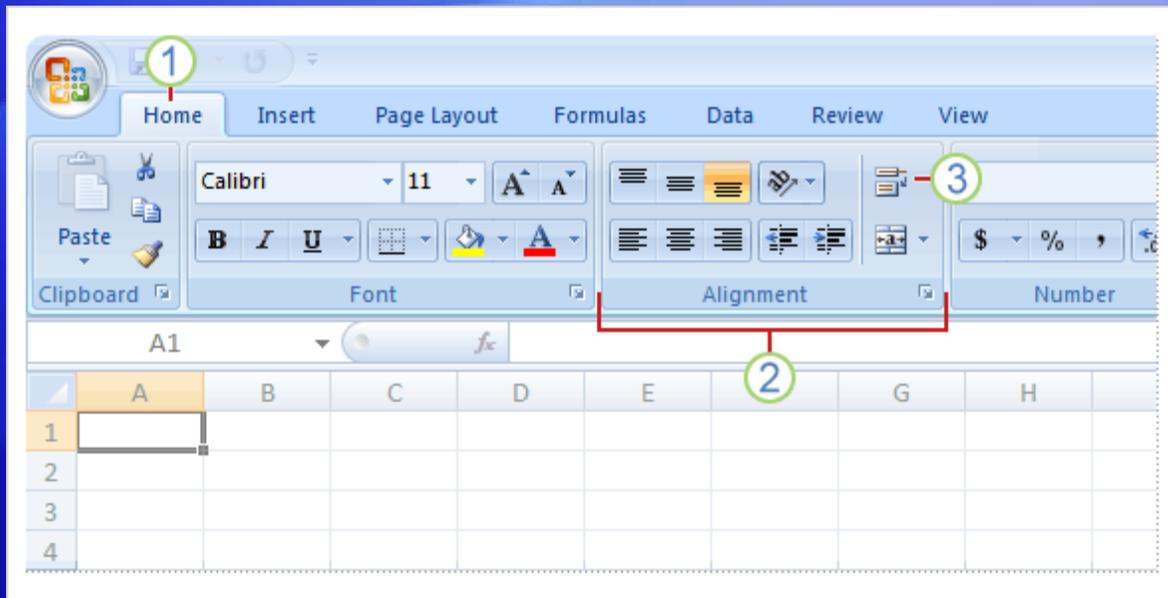


The three parts of the Ribbon are tabs, groups, and commands.

- ① **Tabs:** Tabs represent core tasks you do in Excel. There are seven tabs across the top of the Excel window.
- ② **Groups:** Groups are sets of related commands, displayed on tabs.
- ③ **Commands:** A command is a button, a menu, or a box where you enter information.

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# What's on the Ribbon?



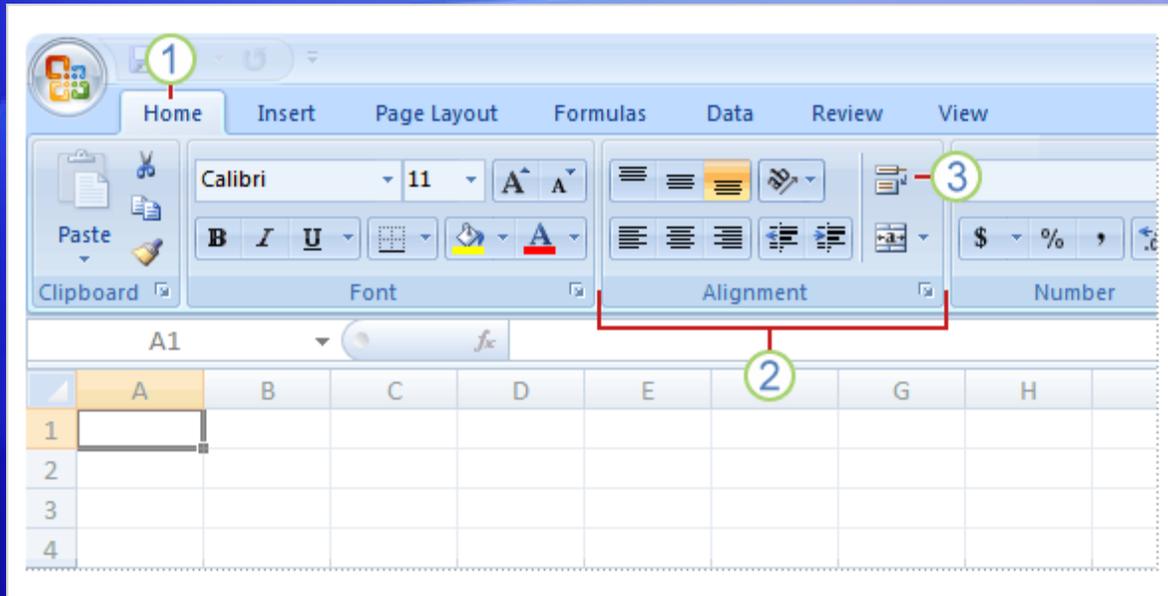
How do you get started on the Ribbon?

Begin at the beginning.

The principal commands in Excel are gathered on the first tab, the **Home** tab.

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# What's on the Ribbon?



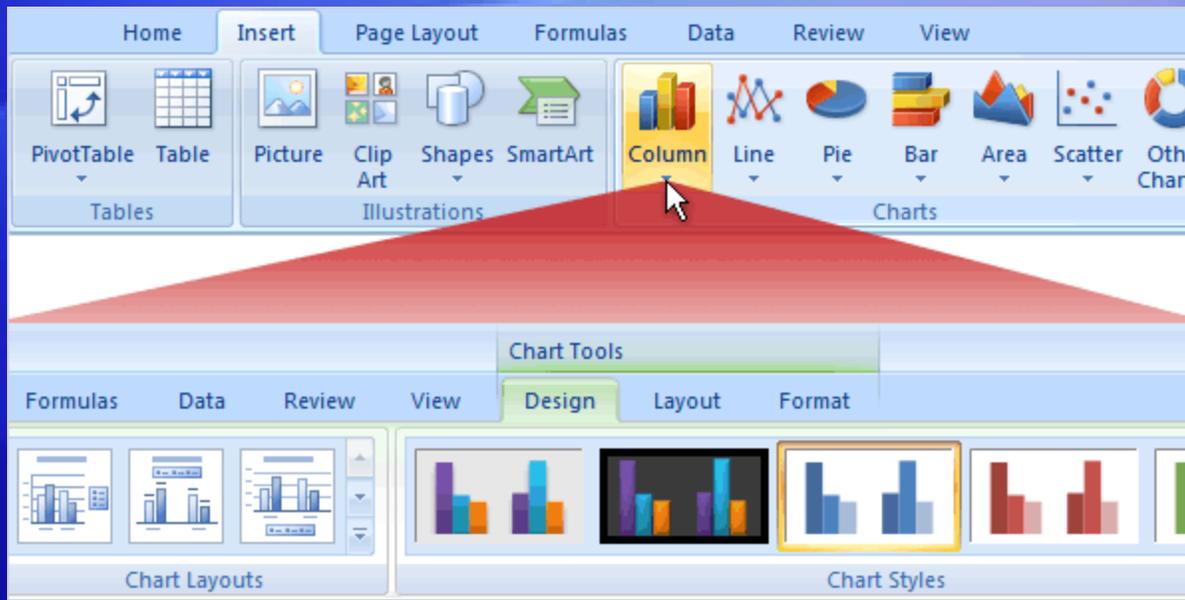
**Groups** pull together all the commands you're likely to need for a particular type of task.

Throughout your task, groups remain on display and readily available; commands are no longer hidden in menus.

Instead, vital commands are visible above your work space.

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# 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.

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# More options, if you need them



Sometimes an arrow, called the **Dialog Box Launcher**, appears in the lower-right corner of a group.

This means more options are available for the group.

Click the Dialog Box Launcher , and you'll see a dialog box or task pane. The picture shows an example:

- ① On the **Home** tab, click the arrow  in the **Font** group.
- ② The **Format Cells** dialog box opens, with superscript and other options related to fonts.

# Put commands on your own toolbar

Add a button to the  
Quick Access Toolbar

Do you often use commands that aren't as quickly available as you'd like?

You can easily add them to the **Quick Access Toolbar**.

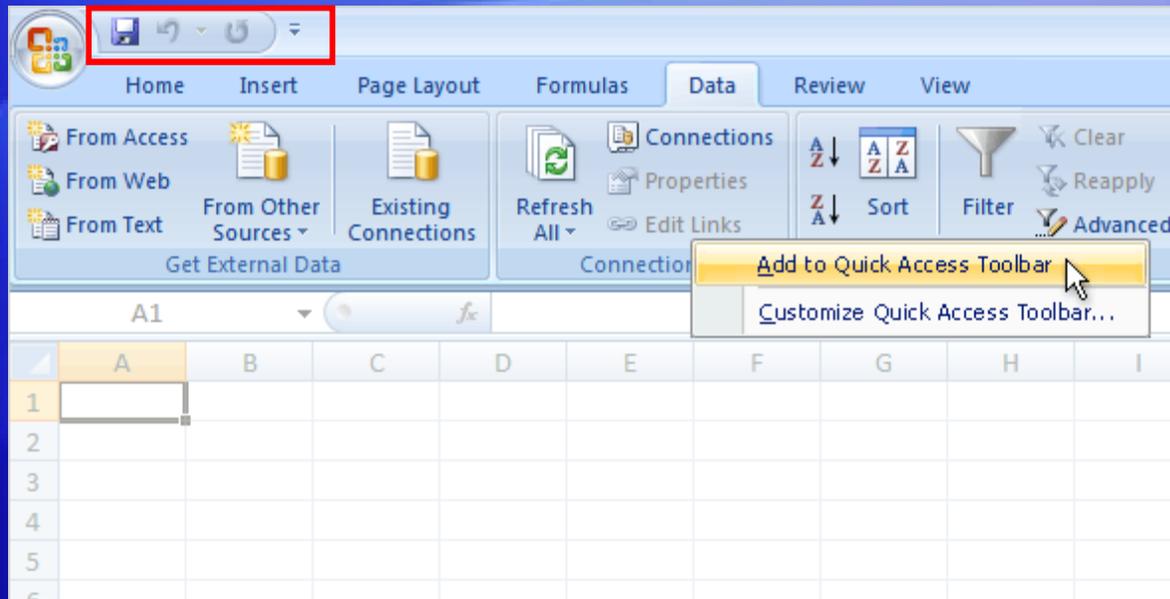
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Animation: Right-click, and click **Play**.

Play the animation to see the process of adding a button to the toolbar and then removing a button from the toolbar.

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# Put commands on your own toolbar



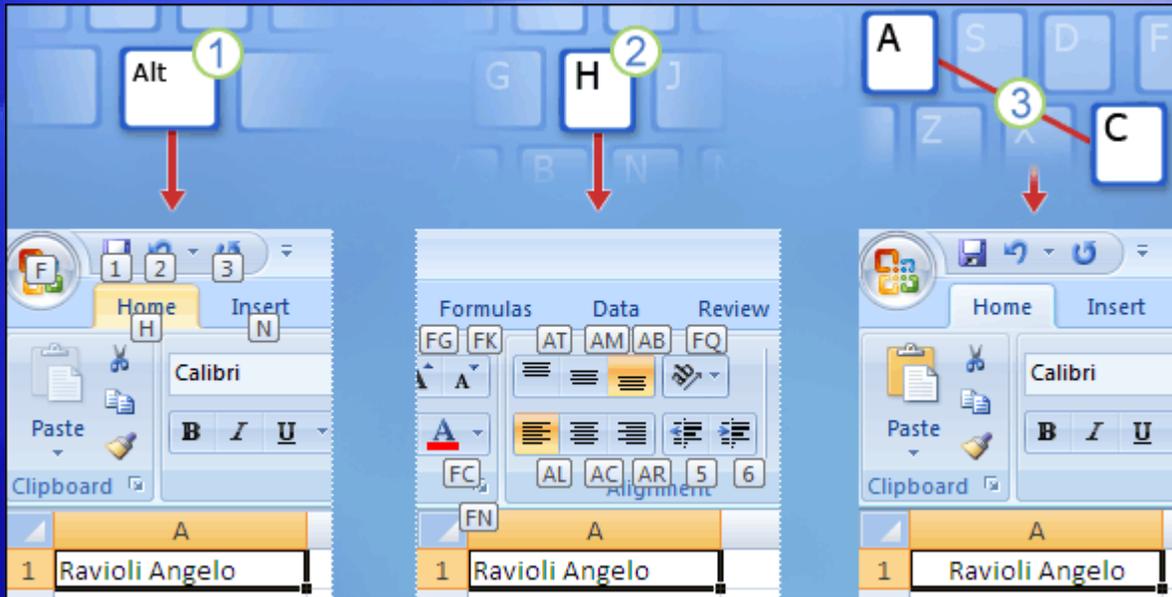
Do you often use commands that aren't as quickly available as you'd like?

You can easily add them to the **Quick Access Toolbar**.

The Quick Access Toolbar is above the Ribbon when you first start Excel 2007. There, commands are always visible and near at hand.

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# What about favorite keyboard shortcuts?



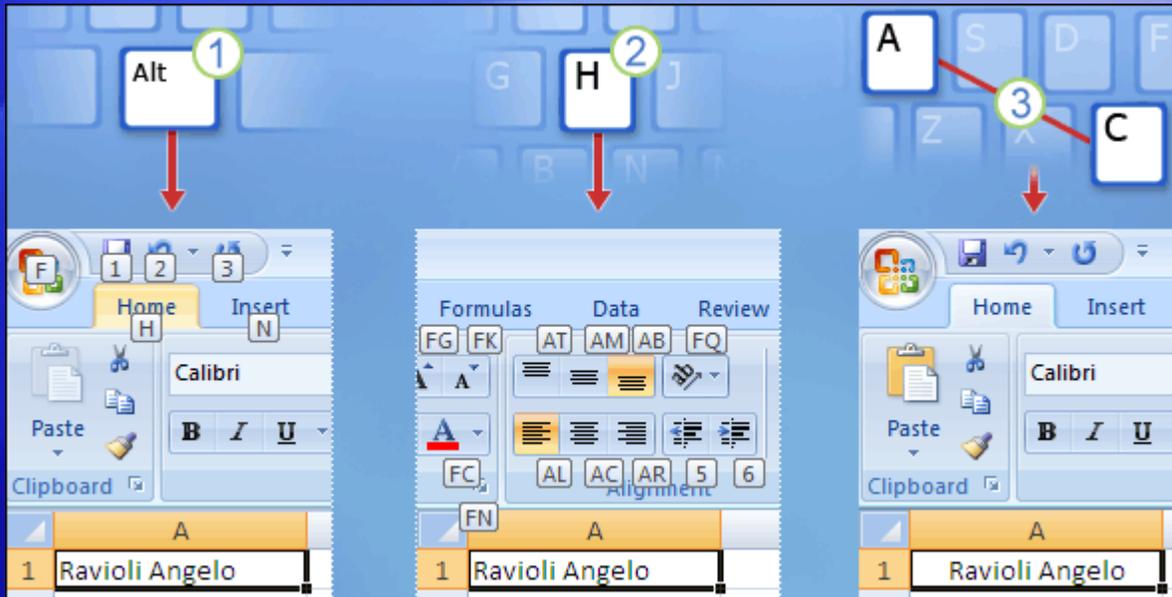
If you rely on the keyboard more than the mouse, you'll want to know that the Ribbon design comes with new shortcuts.

This change brings two big advantages over previous versions of Excel:

- There are shortcuts for every single button on the Ribbon.
- Shortcuts often require fewer keys.

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# What about favorite keyboard shortcuts?



The new shortcuts also have a new name: **Key Tips**.

You press ALT to make Key Tips appear.

For example, here's how to use Key Tips to center text:

- 1 Press ALT to make the Key Tips appear.
- 2 Press H to select the **Home** tab.
- 3 Press A, then C to center the selected text.

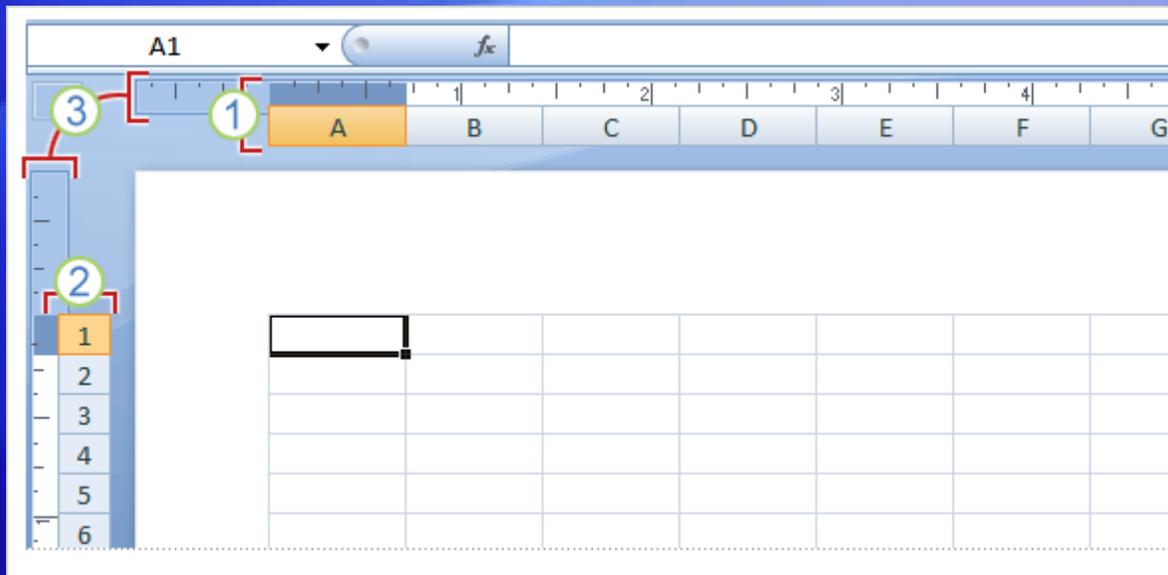
# What about favorite keyboard shortcuts?

## What about the old keyboard shortcuts?

Keyboard shortcuts of old that begin with CTRL are still intact, and you can use them the same way you always have.

For example, the shortcut CTRL+C still copies something to the clipboard, and the shortcut CTRL+V still pastes something from the clipboard.

# A new view



Not only the Ribbon is new in Excel 2007.

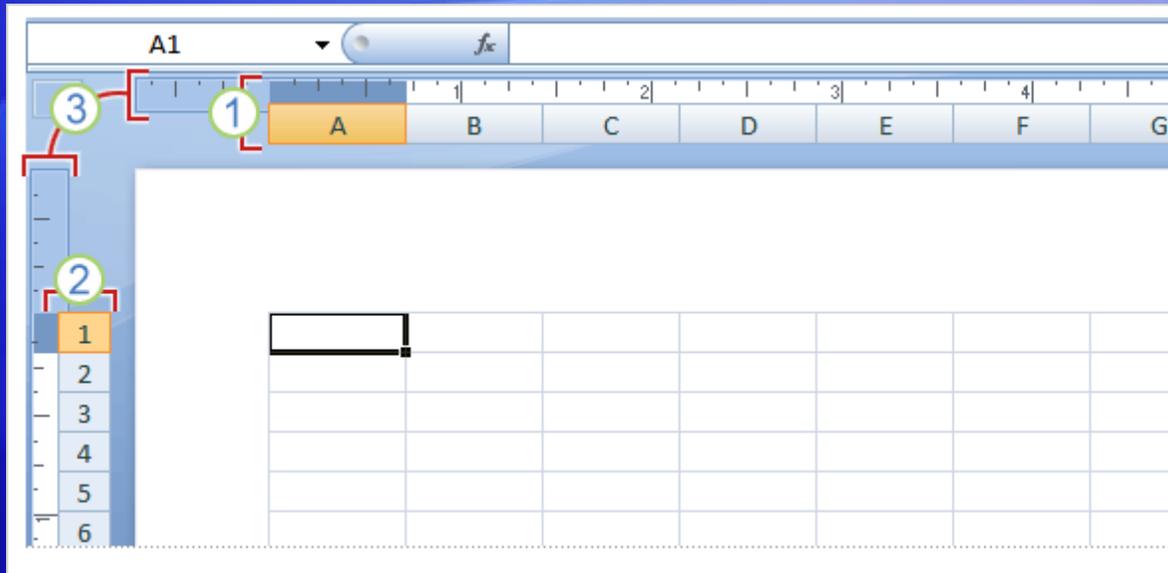
**Page Layout view** is new, too.

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

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# A new view

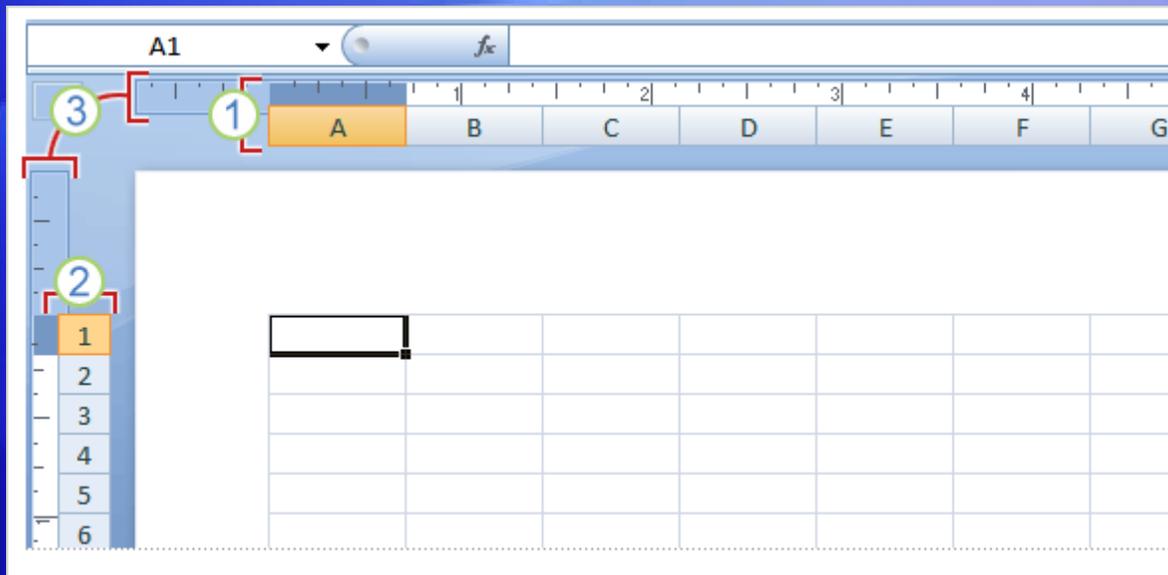


To see the new view, click **Page Layout View** on the **View** toolbar .

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

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

# A new view



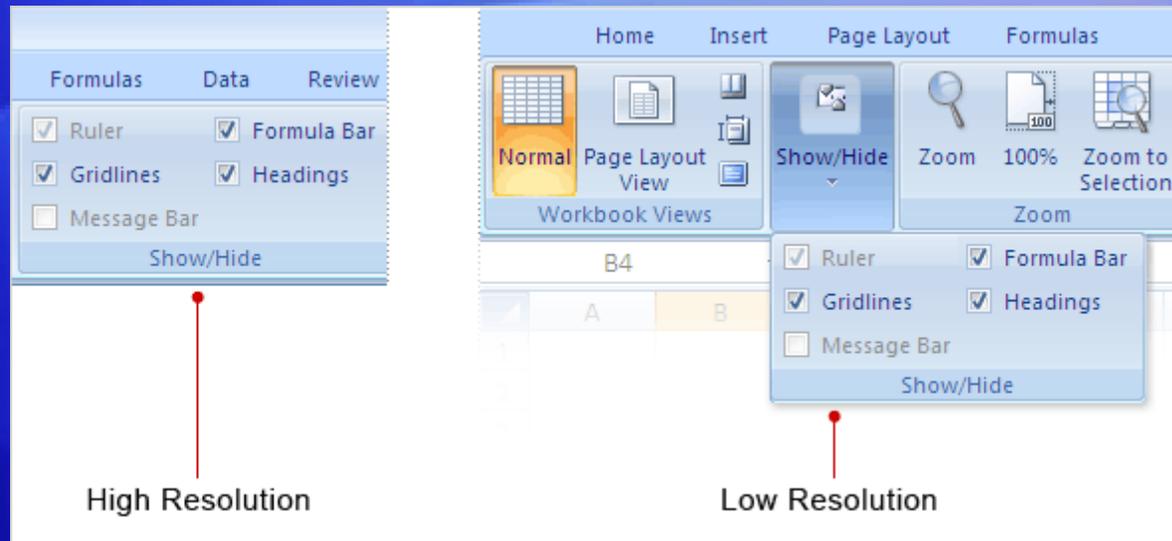
In Page Layout view there are page margins at the top, sides, and bottom of the worksheet, and a bit of blue space between worksheets.

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



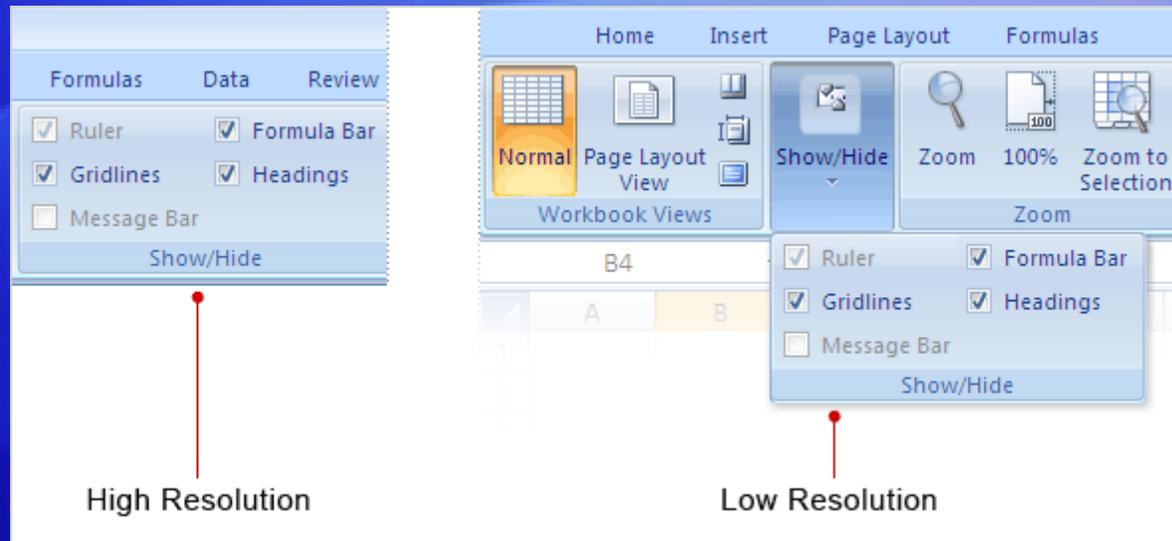
Everything described so far applies if your screen is set to high resolution and the Excel window is maximized.

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.

# 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?

- **When the Excel window isn't maximized.** Some groups will display only the group name.
- **With Tablet PCs.** On those with smaller screens, the Ribbon adjusts to show smaller versions of tabs and groups.

Get up to speed

# Suggestions for practice

1. Enter text.
2. Adjust column width.
3. Change document views.
4. Show or hide white space.
5. Add a button to the Quick Access Toolbar.

[Online practice](#) (requires Excel 2007)

# Test 1, question 1

You can customize Excel 2007 by adding commands to the Quick Access Toolbar. (Pick one answer.)

1. True.
2. False.

# Test 1, question 1: Answer

True.

You can add the commands you want to be at your fingertips to the Quick Access Toolbar.

## Test 1, question 2

**Some commands appear only when you need them. (Pick one answer.)**

1. True.
2. False.

# Test 1, question 2: Answer

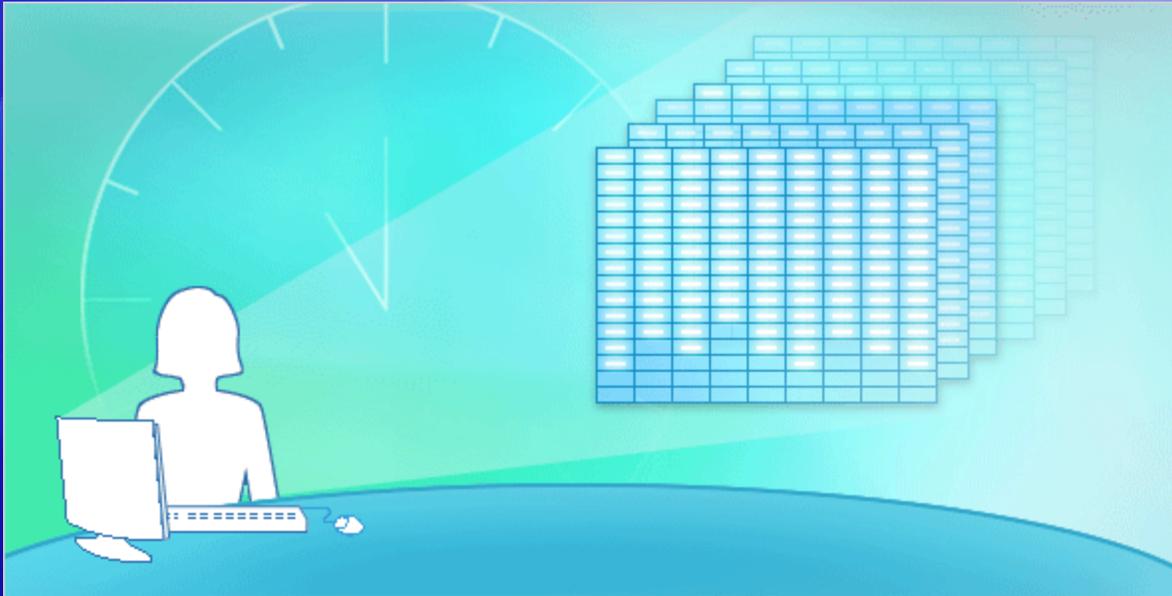
True.

Take the first step or two, and a new tab will appear, with all the commands you need. For example, insert a chart, or a header and footer, and you'll see more commands.

# 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.

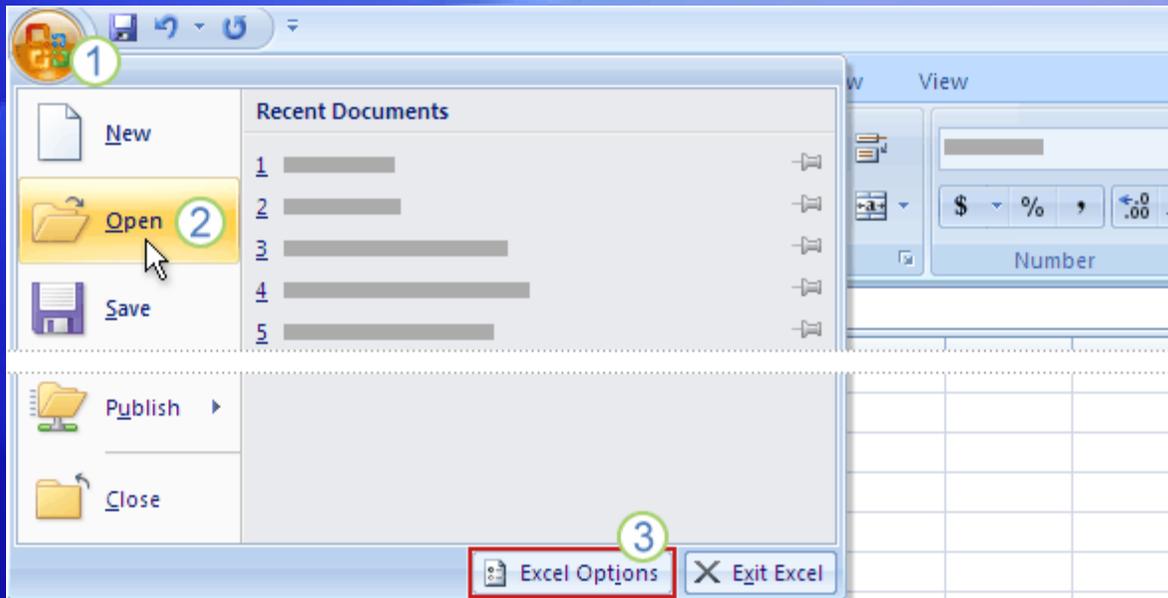
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Say you've got a half hour before your next meeting to make some revisions to a worksheet that you created in a previous version of Excel.

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.

Get up to speed

# Insert a column



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

You want it to go between two existing columns of data.

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Animation: Right-click, and click **Play**.

View the animation to see the process of inserting a column into the worksheet.

# 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**.

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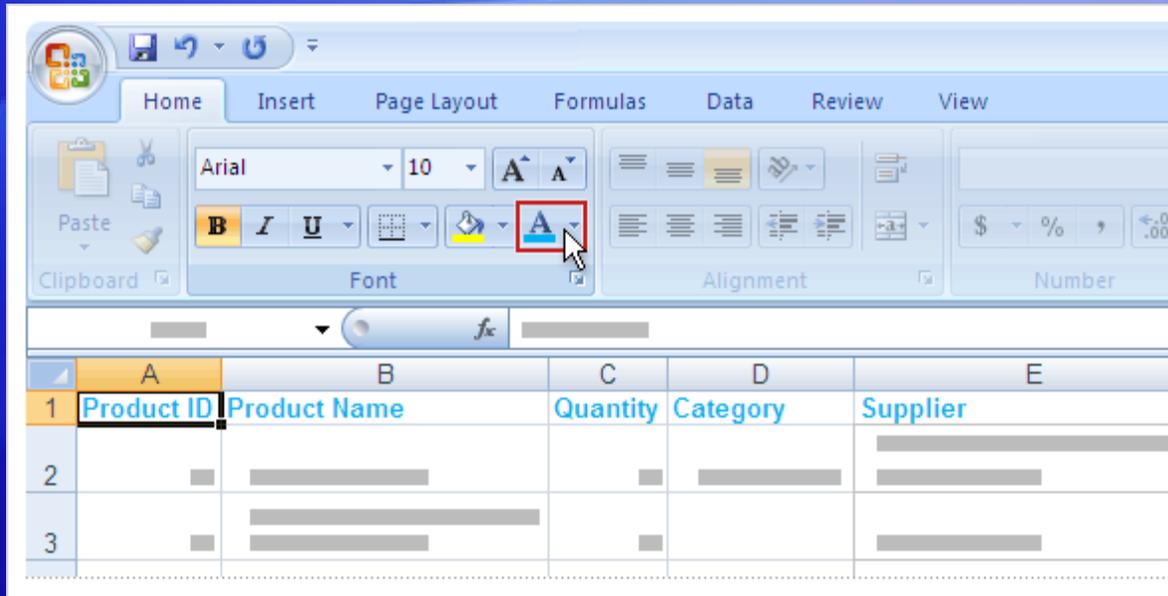
Your worksheet contains rows of products ordered from various suppliers, and you want to add the new column to identify the various products as dairy, grains, produce, and so on.

# 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

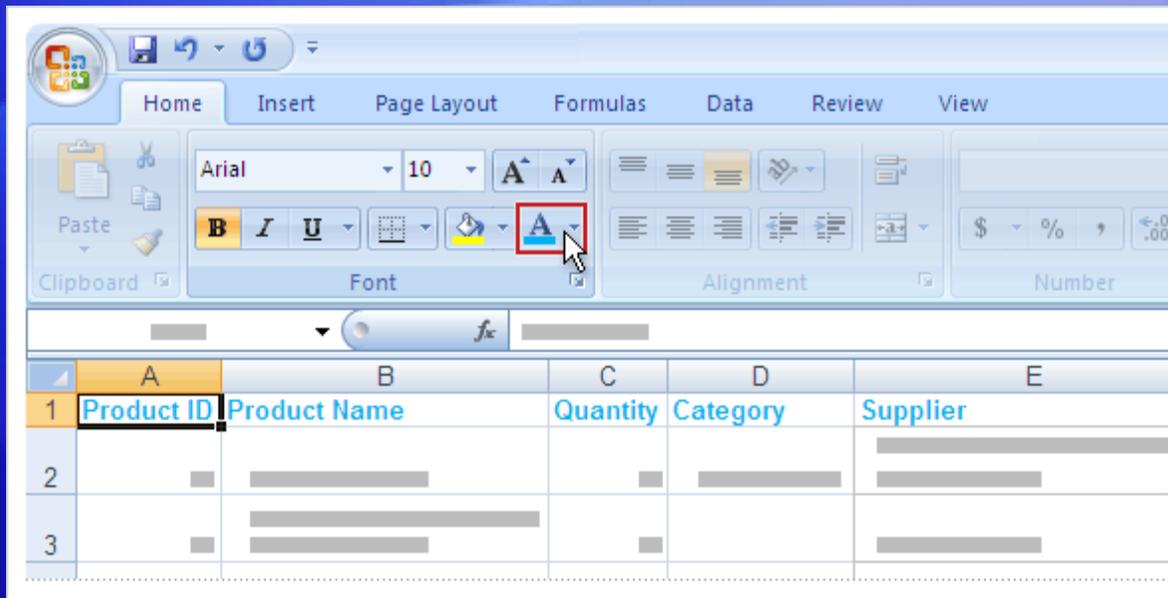


You format and edit data by using commands in groups on the **Home** tab.

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.

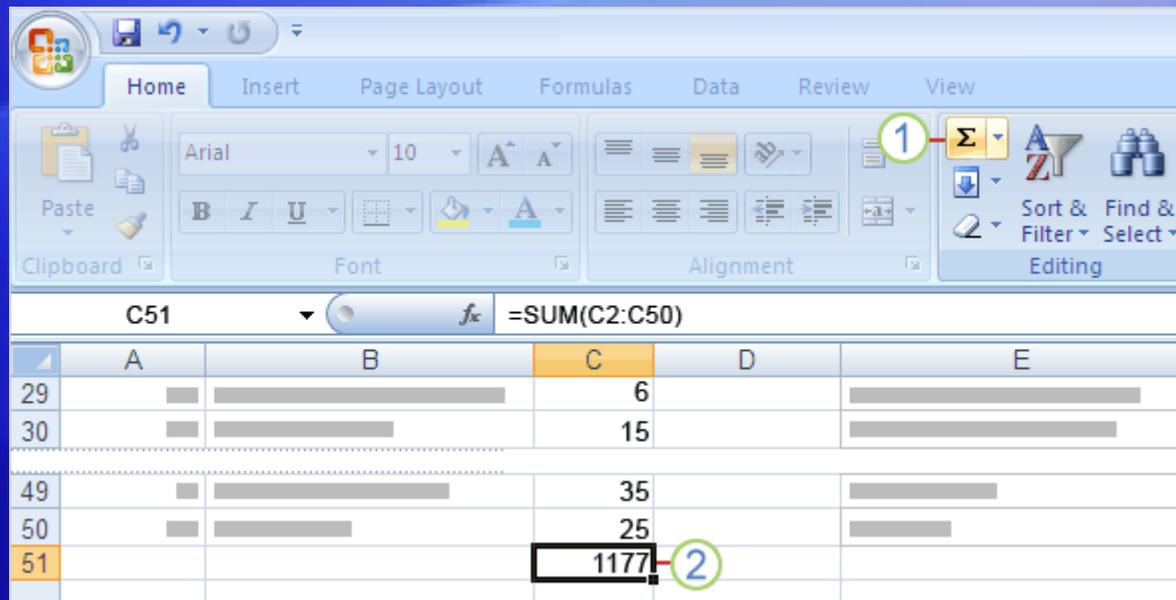
You can also see how the title will look in different colors by pointing at any color and waiting a moment.

# 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

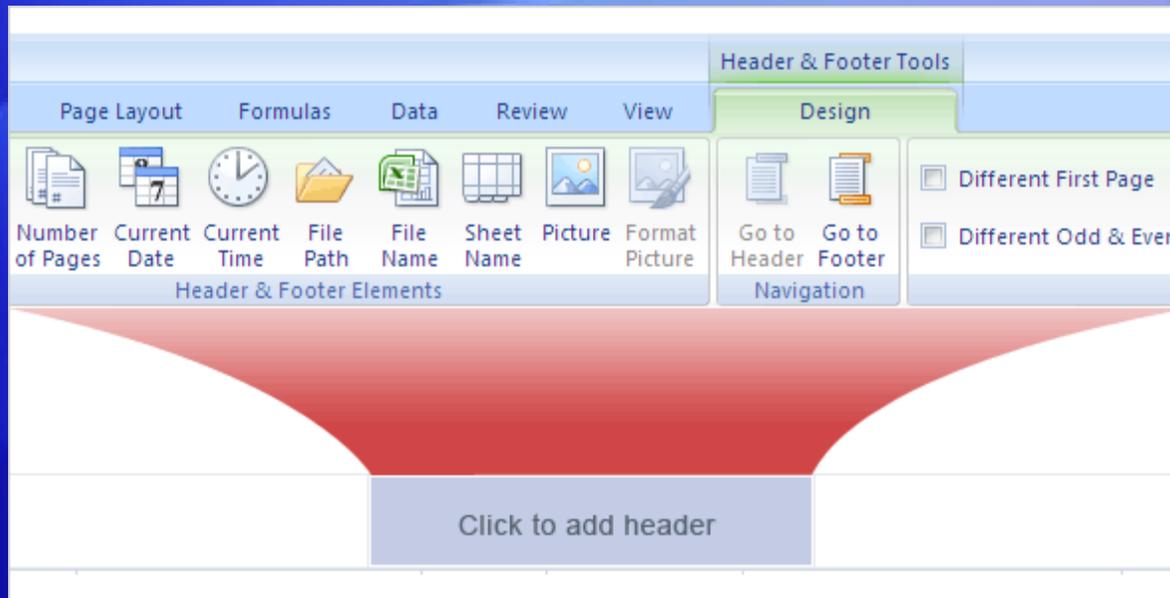


Before handing off your report, you want to add up the numbers in the Quantity column.

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.

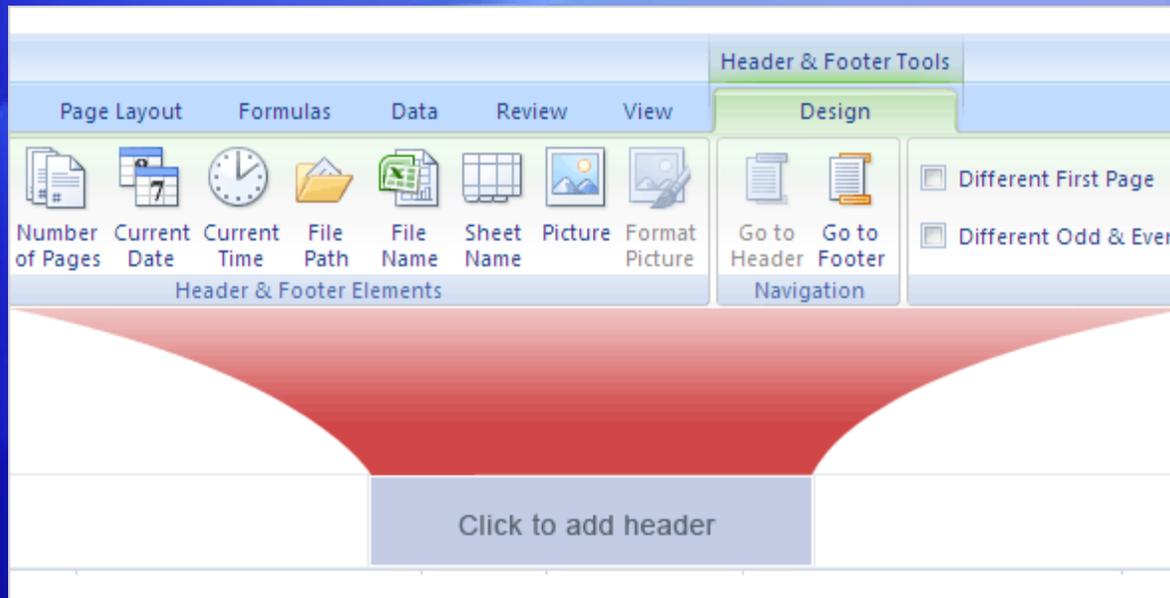
This will help make clear to everyone what the data is about.

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.

Get up to speed

# Add headers and footers



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

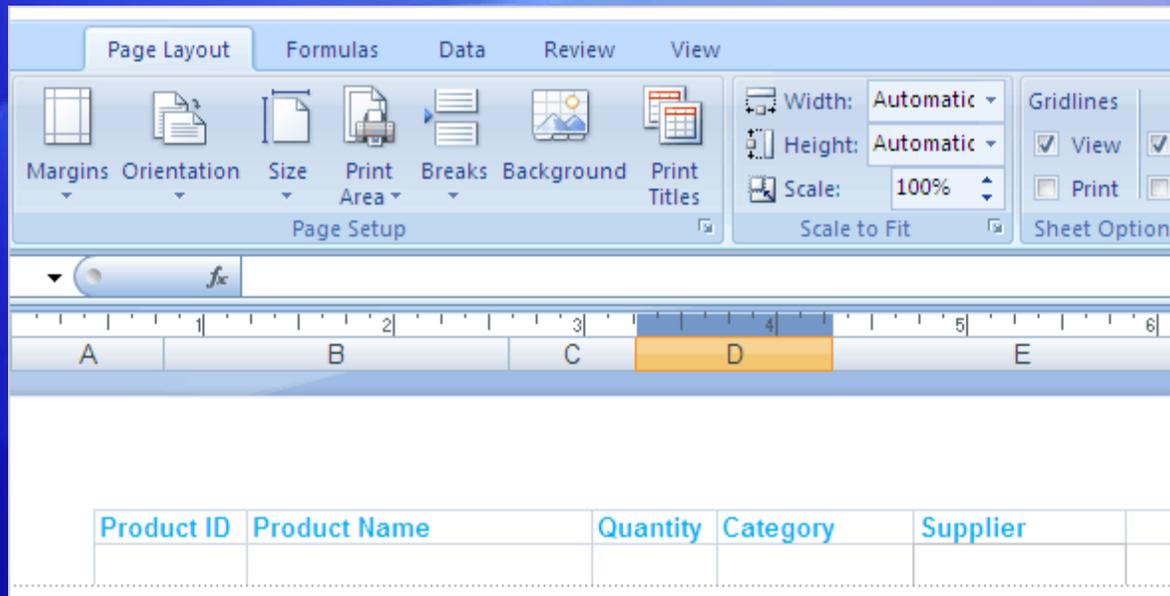
This will help make clear to everyone what the data is about.

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.

Get up to speed

# Print



It's time to print the report.

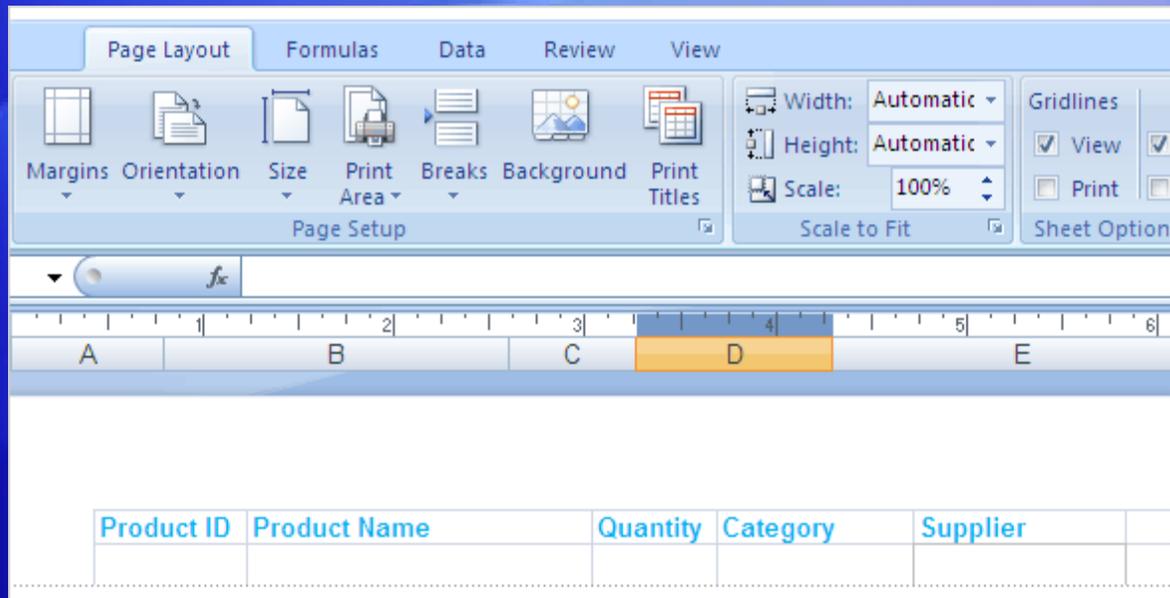
In Page Layout view, you can make adjustments and see the changes on the screen before you print.

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.

Get up to speed

# Print



It's time to print the report.

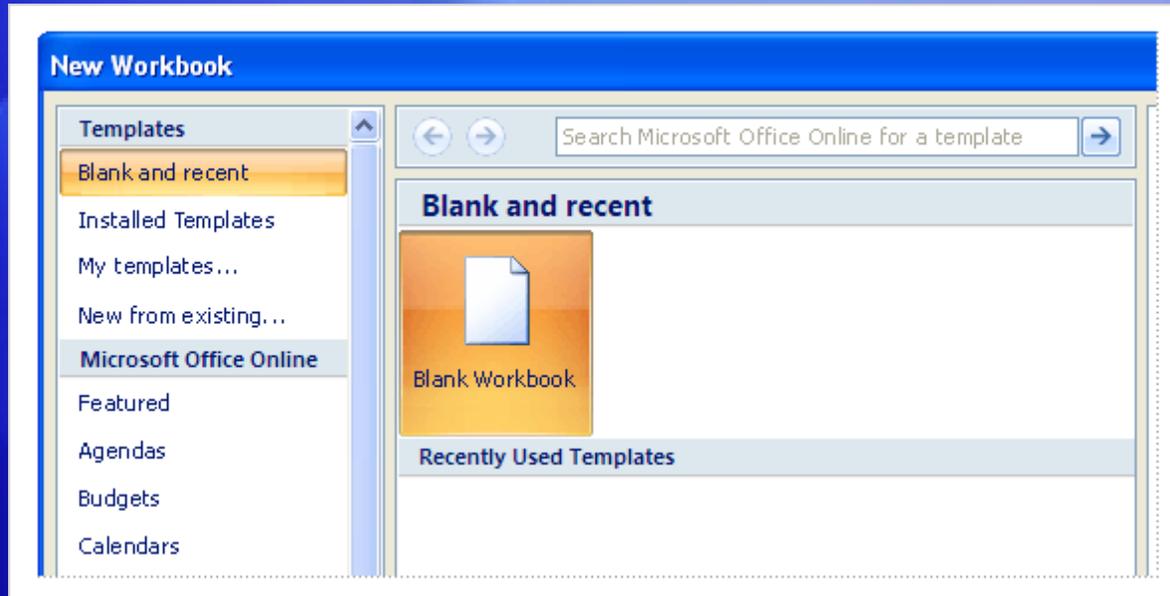
In Page Layout view, you can make adjustments and see the changes on the screen before you print.

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.)

Get up to speed

# 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.

Get up to speed

# Suggestions for practice

1. Insert a column.
2. Use AutoSum.
3. Add a header and a footer.
4. Add a few finishing touches.
5. Explore print options.

[Online practice](#) (requires Excel 2007)

# Test 2, question 1

To insert a new column, you use the commands in the Cells group on the Home tab. (Pick one answer.)

1. True.
2. False.

# Test 2, question 1: Answer

True.

Then click the arrow next to **Insert**, and then click **Insert Sheet Columns**.

## Test 2, question 2

Where is the button that you click to find commands to open and close your files? (Pick one answer.)

1. On the first tab.
2. In the upper-left corner of the window.
3. Underneath the Ribbon.

# Test 2, question 2: Answer

In the upper-left corner of the window.

Click the big round **Microsoft Office Button** in the upper-left corner.

## Test 2, question 3

In Page Layout view, you want to add a header to your worksheet, but you don't see the commands you need. To get the commands, you need to click in the area that says "Click to add header." (Pick one answer.)

1. True.
2. False.

## Test 2, question 3: Answer

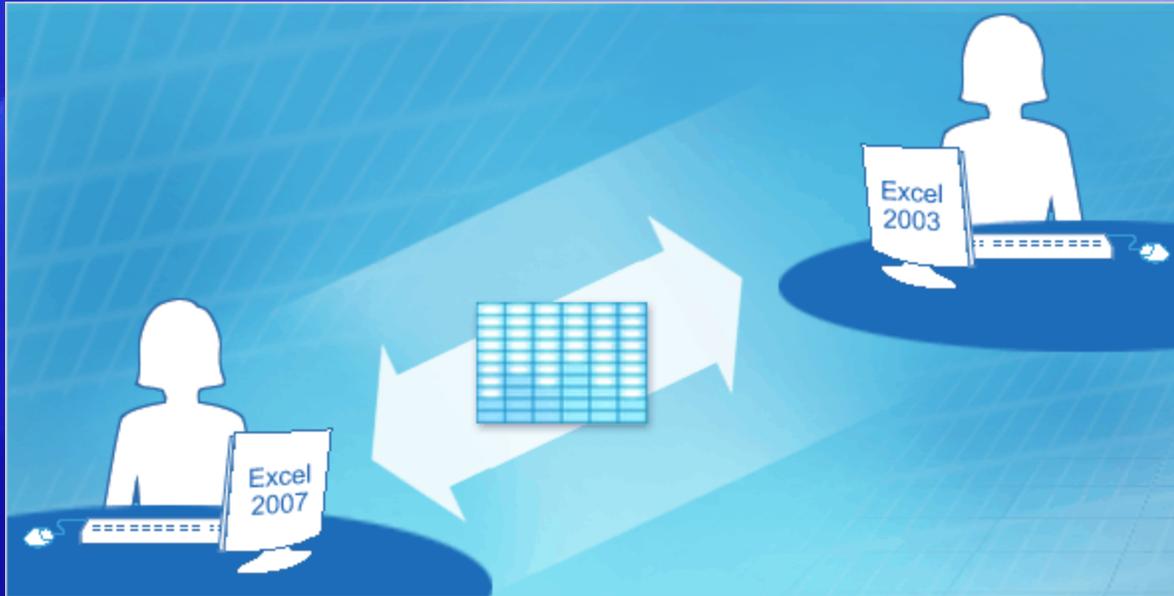
True.

As soon as you do, the **Header & Footer Tools** and the **Design** tab appear on the Ribbon. These have all the commands to work with headers and footers.

# Lesson 3

A new file format

# A new file format



Excel has a new file format.

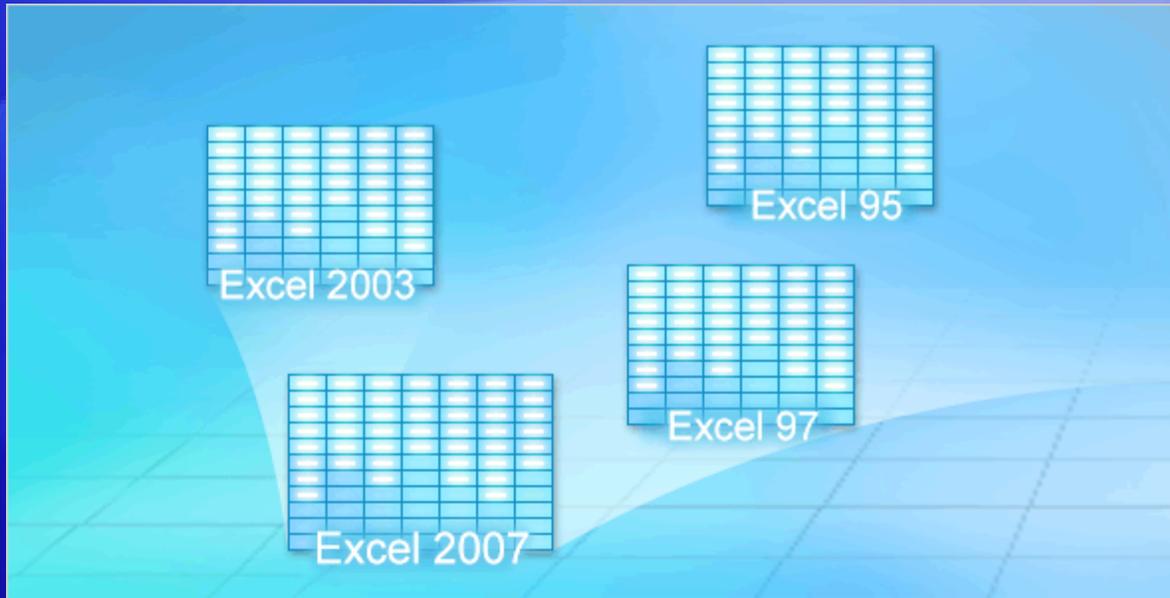
But you can still open and edit older workbooks and share files with people who don't have Excel 2007.

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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 need to share files with departments that don't have Excel 2007 yet?

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

Get up to speed

# Working with files from earlier versions

Here's how:

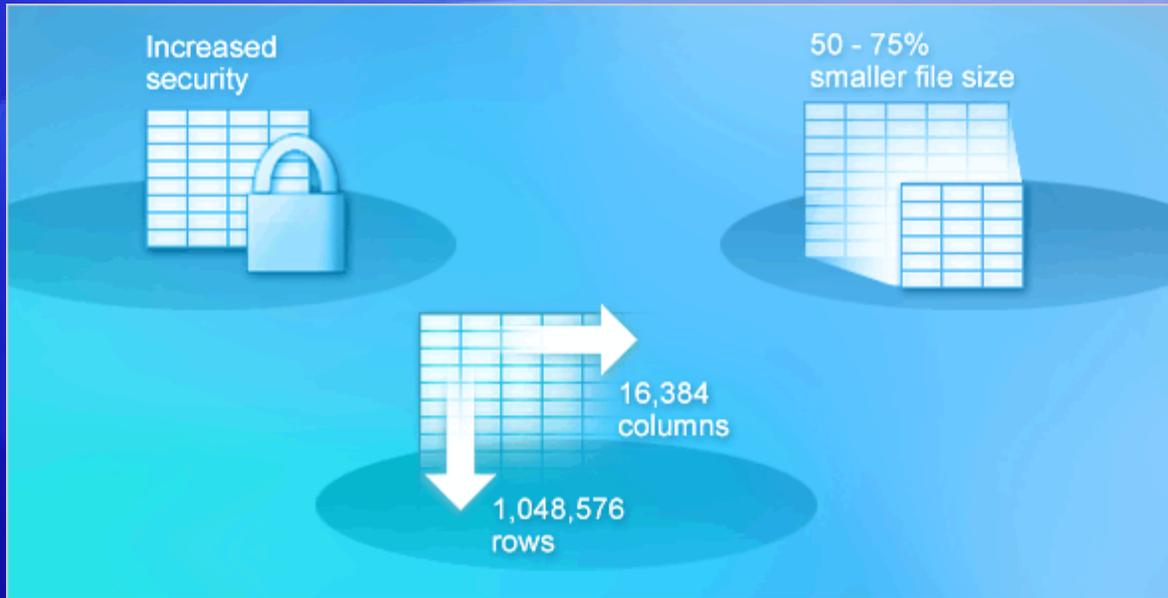
- Old files stay old unless you choose otherwise.
  - Excel will save an older file in its original format unless you specify otherwise. For example, if it started in Excel 2003, Excel 2007 saves it in 2003 format by default.
- Newer features warn you if you save a file as older.
  - When you save a 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



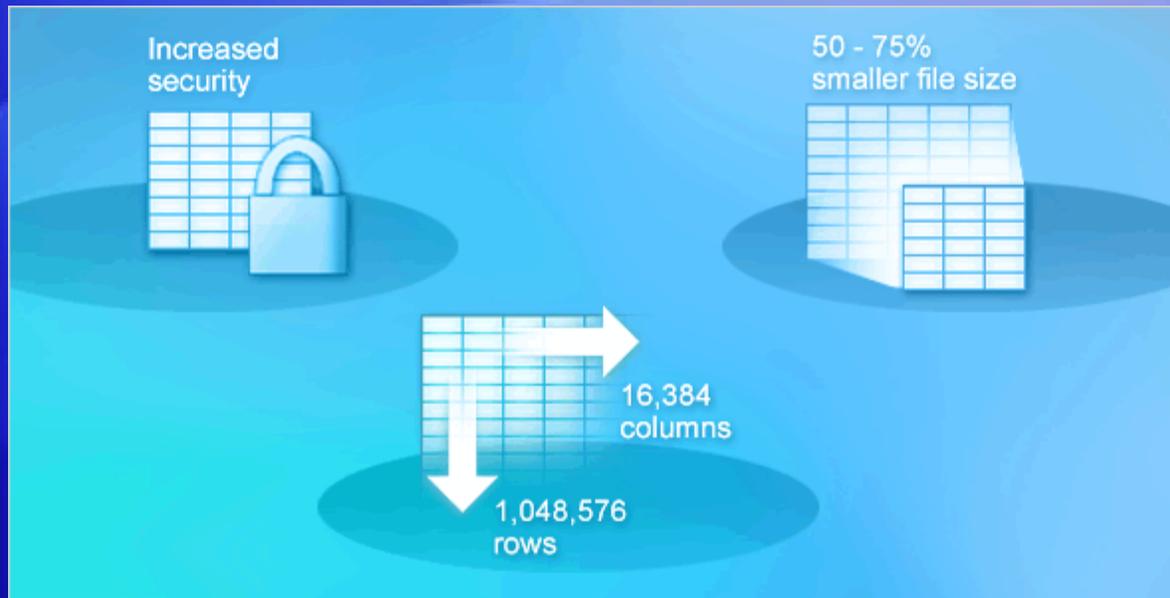
The new file format means improvements to Excel.

Here are its chief benefits:

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

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# Benefits of the new format



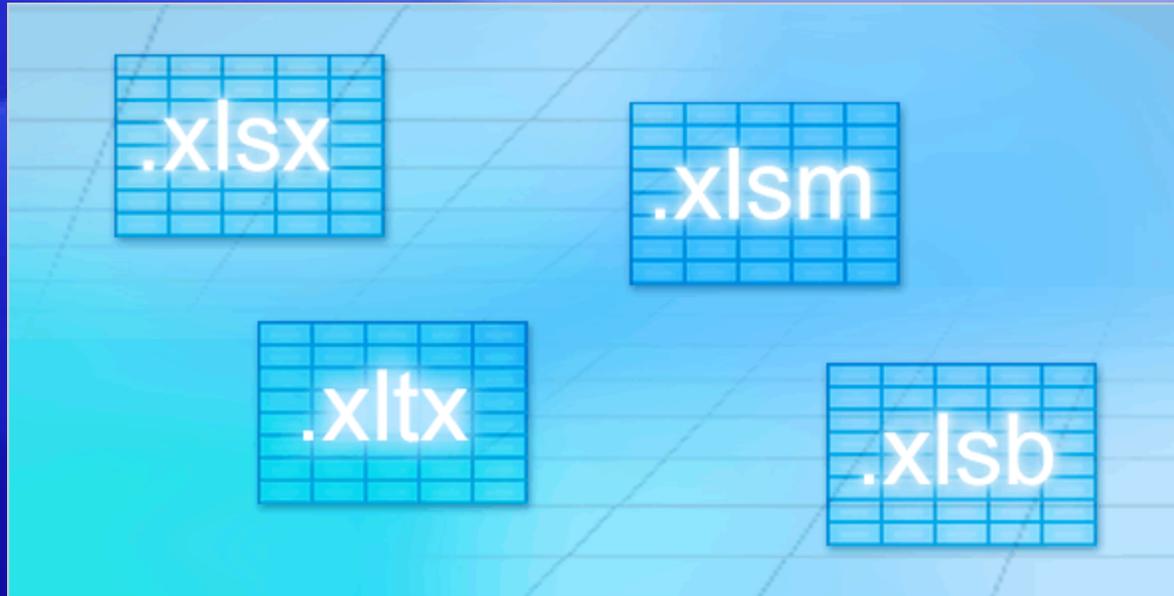
The new file format means improvements to Excel.

Here are its chief benefits:

- Reduced file size
- More useful data

Get up to speed

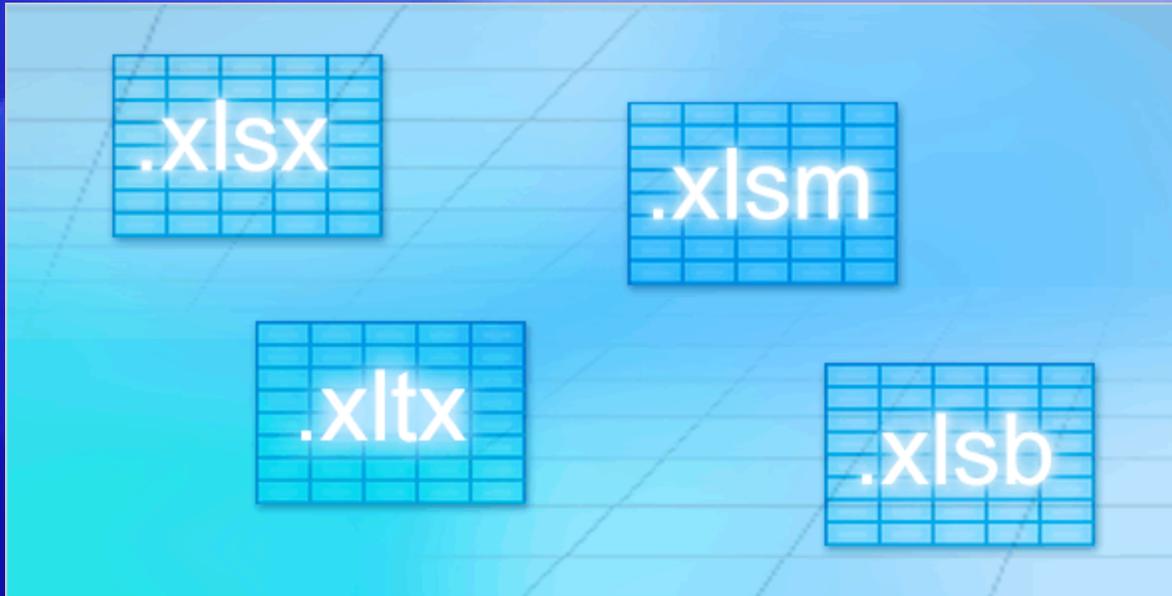
# New file formats, new options when you save



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.

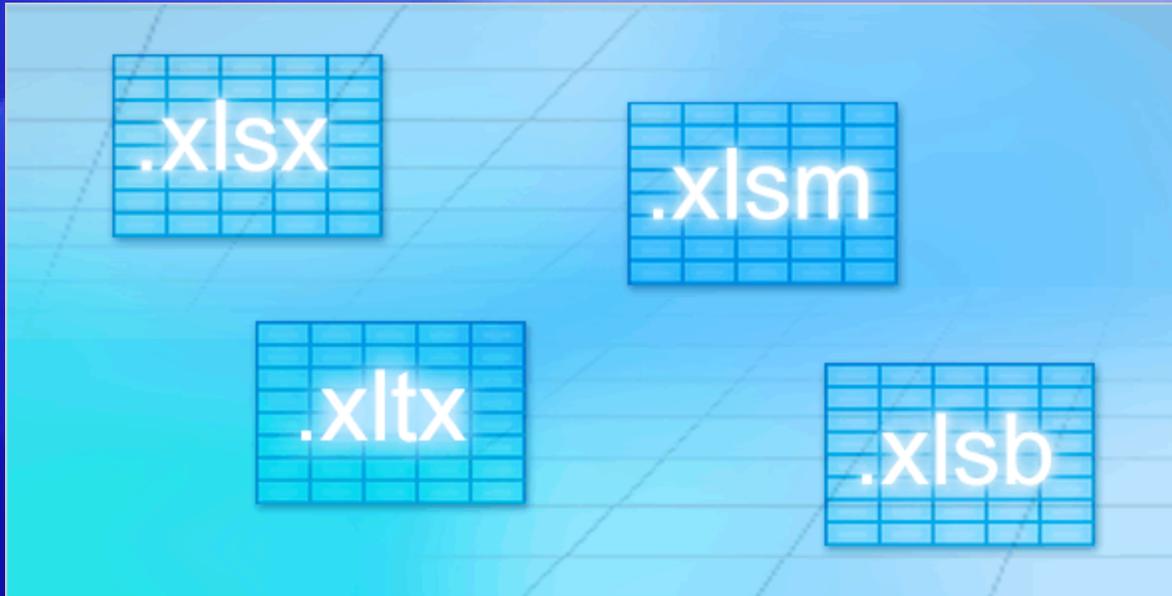
# New file formats, new options when you save



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.

# Test 3, question 1

If you save a file that was created in a previous version of Excel as an Excel 2007 file, the file can use all the new Excel features. (Pick one answer.)

1. True.
2. False.

# Test 3, question 1: Answer

True.

Get up to speed

## Test 3, question 2

Why was the Excel 2007 file format changed to XML? (Pick one answer.)

1. New features could be added to Excel.
2. Files are safer.
3. Less risk of file corruption.
4. Reduced file size.
5. All of the above.

# Test 3, question 2: Answer

All of the above.

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## Test 3, question 3

Someone sends you an Excel 2003 file, which you open in Excel 2007. When you're finished working with it in 2007, the file will automatically be saved as Excel 2007, unless you change the option. (Pick one answer.)

1. True.
2. False.

# Test 3, question 3: Answer

False.

If it started in Excel 2003, Excel 2007 saves it in the 2003 format unless you say otherwise.

# Quick Reference Card

For a summary of the tasks covered in this course, view the [Quick Reference Card](#).

Get up to speed

# USING THIS TEMPLATE

See the notes pane or view the full notes page (**View** tab) for detailed help on this template.