

Getting Started: Microsoft Excel 2007



Produced by the Humboldt Unified School District Information Services Department

Welcome

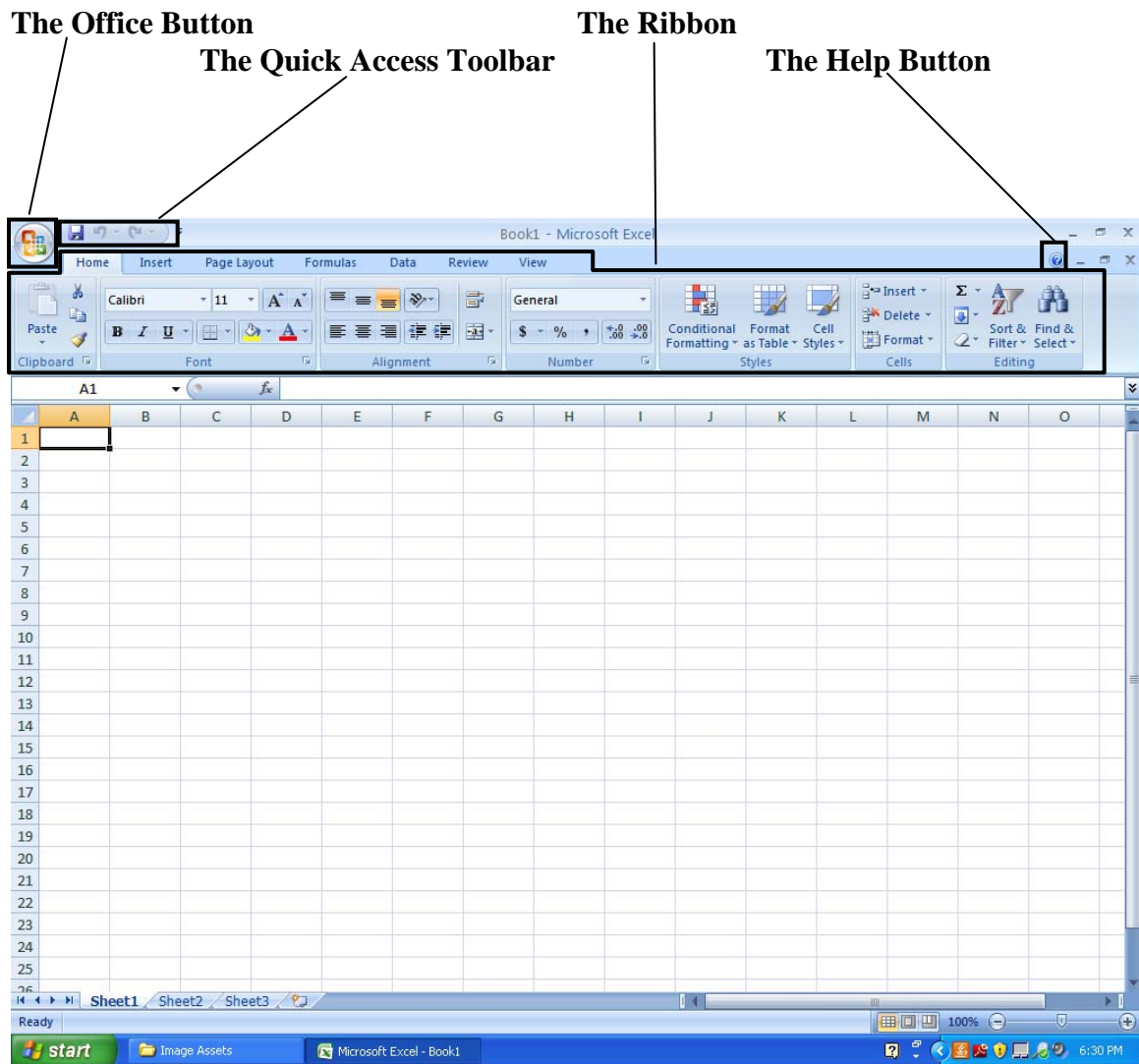
This Getting Started guide was designed to help the staff of Humboldt Unified School District get acquainted with Microsoft Office Excel 2007. For information on how to search for self help, please refer to page 6. Should you need to put in a technology helpdesk request, please email helpdesk@humboldtunified.com, or call 759-5020.

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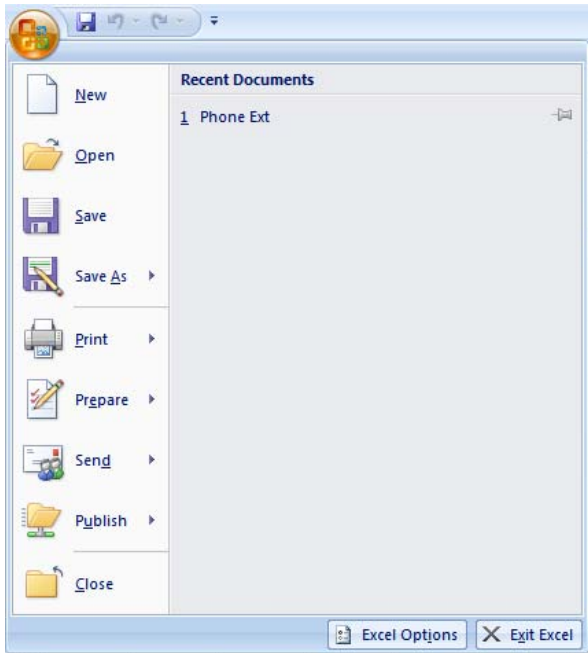
Getting Comfortable

As you may have already noticed, Excel 2007 has a different look and feel from Excel 2003. It is essential that you understand the various “areas” within Excel 2007. Each of these sections will be described in more detail in the following pages.

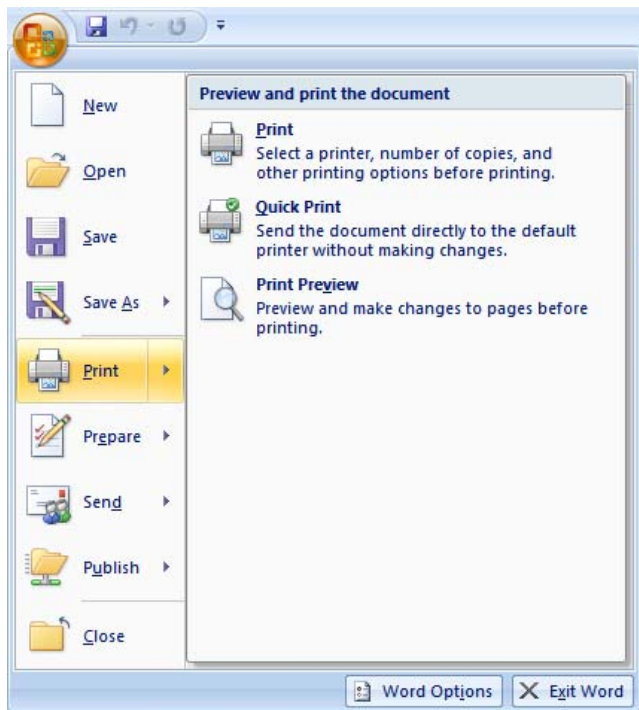


The Office Button

Think of the Office button the same way you would the File menu in Excel 2003, here you will find basic file manipulation commands. By default, when clicked the Office button displays recently opened documents to the right.



If you hover your cursor (don't click) over any of the buttons to the left, additional options will appear to the right. Below I have hovered over Print.

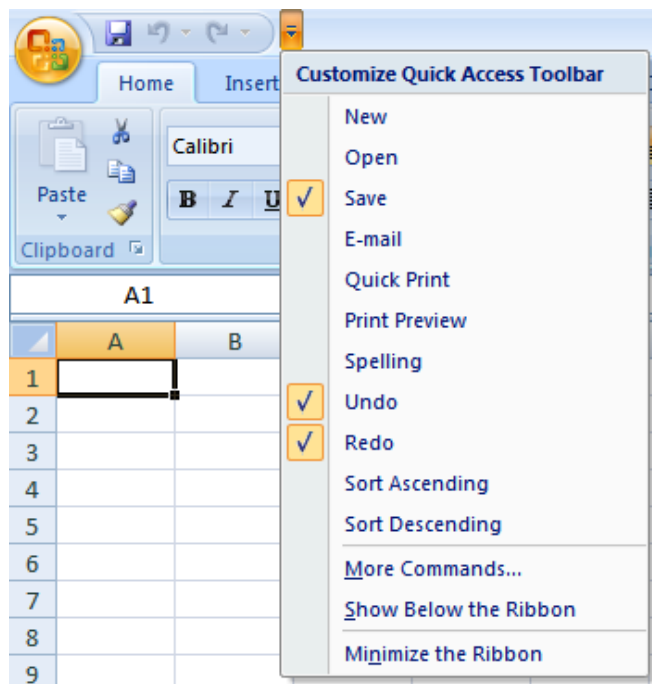


The Quick Access Toolbar

The Quick Access Toolbar is located just to the right of the Office button and is an ideal place to store the buttons you will use the most.

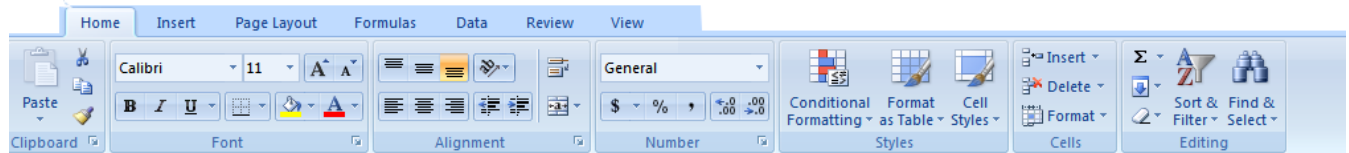


By default the Quick Access Toolbar shows the Save, Undo, and Redo buttons, however if you click on the drop down arrow just to the right, you can customize it to fit you needs.



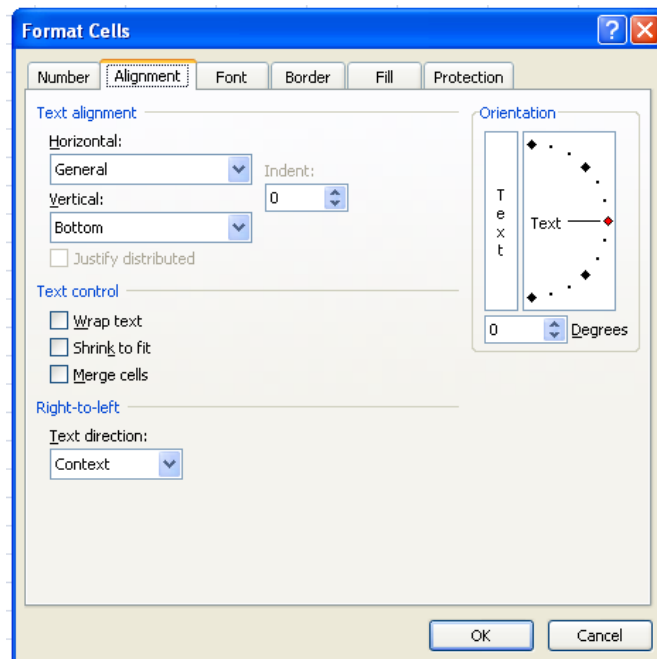
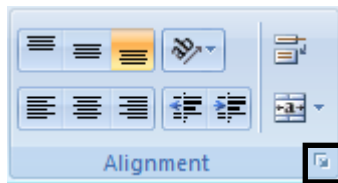
The Ribbon

The Ribbon is designed to replace the menus and toolbars of Office 2003. The goal of the Ribbon is to keep commands up front so that they are easy to access as you work.



If you would like a cross reference guide to understand where the commands in the Office 2003 file menus have moved to within the ribbon, please refer to pages 8 – 14.

As you may have noticed, some sections of the ribbon (the alignment section, for example) have a triangular icon in the lower right hand corner, clicking this will bring up additional menu options. For example, clicking the triangle in the alignment section brings up the classic format cells window.



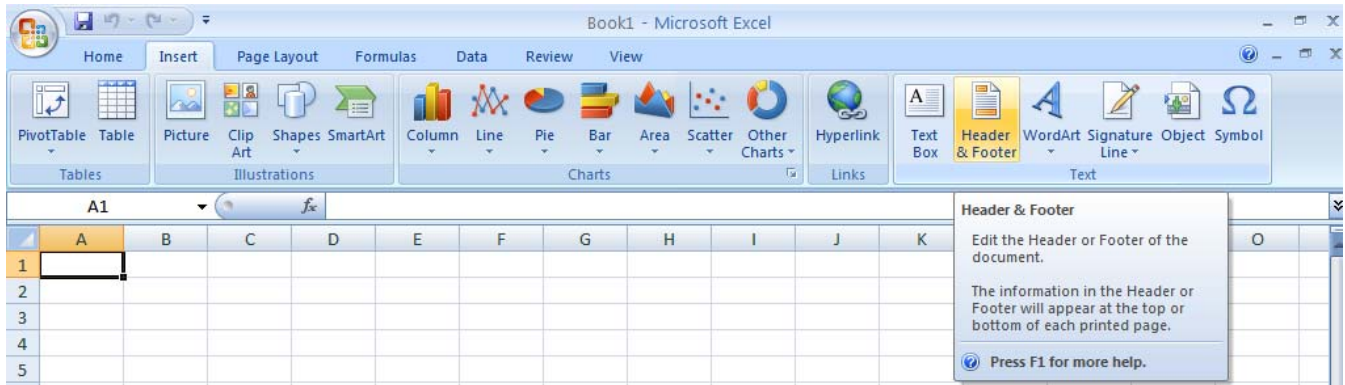
The Help Button

Lets face it, nobody can know everything. When you need assistance with Excel 2007, click the Help button in the upper right hand corner. When you click the Help button a window will appear with links to common Excel 2007 tasks, as well as a search field to help you find answers to specific questions.



Tip:

If you are unsure what a particular button does, hover your cursor over it (don't click) and a description of the buttons' function will appear. In the example below, I have hovered over the *Header & Footer* button on the *Insert* tab.



Translating Excel 2003 Menus to Excel 2007

Below are a few tables that will describe the location of various functions from Excel 2003, along with their new location in Excel 2007. A keyboard shortcut is also provided.

File Menu

Excel 2003 Location	Excel 2007 Location	Keyboard Shortcut
File > New	Office button > New	Ctrl-N
File > Open	Office button > Open	Ctrl-O
File > Close	Office button > Close	Ctrl-W
	Office button > Save	
File > Save	or	Ctrl-S
	Quick Access tool bar > Save icon	
File > Save As	Office button > Save As	F12
		In Excel 2003: Alt-F, G
File > Save As Web Page	Office button > Save As (in Save As dialog, choose Web Page from Save As Type drop-down)	In Excel 2007: F12 (in Save As dialog, choose Web Page from
		Save As Type drop-down)
File > Save Workspace	View > Window > Save Workspace	In Excel 2003: Alt-F, W In Excel 2007: Alt-W, K
File > File Search	Windows Start button > Search	In Excel 2003: Alt-F, H In Excel 2007: Window key, C
File > Permission	Office button > Prepare > Restrict Permission	In Excel 2003: Alt-F, M In Excel 2007: Alt-F, E, R
File > Web Page Preview	Add to Quick Access tool bar: Office button > Excel Options > Customize > All Commands > Web Page Preview	In Excel 2003: Alt-F, B In Excel 2007: Alt-[number of position in Quick Access tool bar]
File > Page Setup	Page Layout > Page Setup (click dialog box launcher for more options) or Office button > Print > Print Preview > Page Setup icon	In Excel 2003: Alt-F, U In Excel 2007: Alt-P, SP
File > Print Area	Page Layout > Page Setup > Print Area	In Excel 2003: Alt-F, T In Excel 2007: Alt-P, R
File > Print Preview	Office button > Print > Print Preview	In Excel 2003: Alt-F, V In Excel 2007: Alt-F, W, V
File > Print	Office button > Print	Ctrl-P
	Office button > Send	
File > Send To	(for more Send options, see Office button > Excel Options > Customize > All Commands)	Alt-F, D
File > Most Recently Used Documents	Office button > Recent Documents	Alt-F

Edit Menu

Excel 2003 Location	Excel 2007 Location	Keyboard Shortcut
Edit > Undo	Quick Access tool bar > Undo icon	Ctrl-Z
Edit > Redo	Quick Access tool bar > Redo icon	Ctrl-Y
Edit > Cut	Home > Clipboard > Cut	Ctrl-X
Edit > Copy	Home > Clipboard > Copy	Ctrl-C
Edit > Office Clipboard	Home > Clipboard dialog box launcher	In Excel 2003: Alt-E, B In Excel 2007: Alt-H, FO
Edit > Paste	Home > Clipboard > Paste	Ctrl-V
Edit > Paste Special	Home > Clipboard > Paste > Paste Special	In Excel 2003: Alt-E, S In Excel 2007: Alt-E, S or Alt-Ctrl-V
Edit > Paste as Hyperlink	Home > Clipboard > Paste > Paste as Hyperlink	Alt-E, H
Edit > Fill	Home > Editing > Fill	In Excel 2003: Alt-E, I In Excel 2007: Alt-H, FI
Edit > Clear	Home > Editing > Clear	In Excel 2003: Alt-E, A In Excel 2007: Alt-H, E
Edit > Delete	Home > Cells > Delete	In Excel 2003: Alt-E, D In Excel 2007: Alt-H, D
Edit > Delete Sheet	Home > Cells > Delete > Delete Sheet	In Excel 2003: Alt-E, L In Excel 2007: Alt-H, D, S
Edit > Move or Copy Sheet	Home > Cells > Format > Move or Copy Sheet	In Excel 2003: Alt-E, M In Excel 2007: Alt-H, O, M
Edit > Find	Home > Editing > Find & Select > Find	Ctrl-F
Edit > Replace	Home > Editing > Find & Select > Replace	Ctrl-H
Edit > Go To	Home > Editing > Find > Find & Select > Go To	Ctrl-G

View Menu

Excel 2003 Location	Excel 2007 Location	Keyboard Shortcut
View > Normal	View > Workbook Views > Normal	In Excel 2003: Alt-V, N In Excel 2007: Alt-W, L
View > Page Break Preview	View > Workbook Views > Page Break Preview	In Excel 2003: Alt-V, P In Excel 2007: Alt-W, I
View > Task Pane	The overall task pane is gone in Excel 2007, but some dialog box launchers display task panes.	In Excel 2003: Ctrl-F1 In Excel 2007: not available
View > Tool bars	Excel 2007 no longer has tool bars.	In Excel 2003: Alt-V, T In Excel 2007: not available
View > Formula Bar	View > Show/Hide > Formula Bar	Alt-V, F
View > Status Bar	The Status Bar is always visible.	In Excel 2003: Alt-V, S In Excel 2007: not available
View > Header and Footer	Insert > Text > Header & Footer	Alt-V, H
View > Comments	Review > Comments > Show All Comments	Alt-V, C
View > Custom Views	View > Workbook Views > Custom Views	In Excel 2003: Alt-V, V In Excel 2007: Alt-W, C
View > Full Screen	View > Workbook Views > Full Screen	Alt-V, U
View > Zoom	View > Zoom > Zoom	Alt-V, Z

Insert Menu

Excel 2003 Location	Excel 2007 Location	Keyboard Shortcut
Insert > Cells	Home > Cells > Insert > Insert Cells	Alt-I, E
Insert > Rows	Home > Cells > Insert > Insert Sheet Rows	Alt-I, R
Insert > Columns	Home > Cells > Insert > Insert Sheet Columns	Alt-I, C
Insert > Worksheet	Home > Cells > Insert > Insert Sheet	Alt-I, W
Insert > Chart	Insert > Charts	Alt-I, H
Insert > Symbol	Insert > Text > Symbol	In Excel 2003: Alt-I, S In Excel 2007: Alt-I, S or Alt-N, U
Insert > Page Break	Page Layout > Page Setup > Breaks > Insert Page Break	Alt-I, B
Insert > Function	Formulas > Function Library > Insert Function	In Excel 2003: Alt-I, F In Excel 2007: Alt-I, F or Alt-M, F
Insert > Name	Formulas > Defined Names	In Excel 2003: Alt-I, N In Excel 2007: Alt-M, M
Insert > Comment	Review > Comments > New Comment	In Excel 2003: Alt-I, M In Excel 2007: Alt-I, M or Alt-R, C
Insert > Picture	Insert > Illustrations	In Excel 2003: Alt-I, P In Excel 2007: Alt-N, [letter depends on type of art inserted]
Insert > Diagram	Insert > Illustrations > SmartArt	In Excel 2003: Alt-I, G In Excel 2007: Alt-N, M
Insert > Object	Insert > Text > Object	Alt-I, O
Insert > Hyperlink	Insert > Links > Hyperlink	Ctrl-K

Format Menu

Excel 2003 Location	Excel 2007 Location	Keyboard Shortcut
Format > Cells	Home > Cells > Format > Format Cells	Alt-O, E
Format > Row	Home > Cells > Format	In Excel 2003: Alt-O, R In Excel 2007: Alt-H, O
Format > Column	Home > Cells > Format	In Excel 2003: Alt-O, C In Excel 2007: Alt-H, O
Format > Sheet	Home > Cells > Format	In Excel 2003: Alt-O, H In Excel 2007: Alt-H, O
Format > AutoFormat	Home > Styles > Format as Table	In Excel 2003: Alt-O, A In Excel 2007: Alt-O, A or Alt-H, T
Format > Conditional Formatting	Home > Styles > Conditional Formatting	In Excel 2003: Alt-O, D In Excel 2007: Alt-O, D or Alt-H, L
Format > Style	Home > Styles > Cell Styles	In Excel 2003: Alt-O, S In Excel 2007: Alt-O, S or Alt-H, J

Tools Menu

Excel 2003 Location	Excel 2007 Location	Keyboard Shortcut
Tools > Spelling	Review > Proofing > Spelling	F7
Tools > Research	Review > Proofing > Research	Alt-Click
Tools > Error Checking	Formulas > Formula Auditing > Error Checking	Alt-T, K
Tools > Speech	Not in Excel 2007	In Excel 2003: Alt-T, H In Excel 2007: not available
Tools > Shared Workspace	Office button > Publish > Create Document Workspace	Alt-T, D
Tools > Share Workbook	Review > Changes > Share Workbook	In Excel 2003: Alt-T, B In Excel 2007: Alt-T, B or Alt-R, W
Tools > Track Changes	Review > Changes > Track Changes	In Excel 2003: Alt-T, T In Excel 2007: Alt-R, G
Tools > Compare and Merge Workbooks	Add to Quick Access tool bar: Office button > Excel Options > Customize > All Commands > Compare and Merge Workbooks	Alt-T, W
		In Excel 2003: Alt-T, P
Tools > Protection	Review > Changes	In Excel 2007: Alt-R, [letter depends on
		type of protection]
Tools > Online Collaboration	Not in Excel 2007	In Excel 2003: Alt-T, N In Excel 2007: not available
Tools > Goal Seek	Data > Data Tools > What-If Analysis > Goal Seek	Alt-T, G
Tools > Scenarios	Data > Data Tools > What-If Analysis > Scenario Manager	Alt-T, E
		In Excel 2003: Alt-T, U
Tools > Formula Auditing	Formulas > Formula Auditing	In Excel 2007: Alt-M, [letter depends on
		type of formula auditing]
Tools > Macro	View > Macros > Macros or Developer > Code > Macros	In Excel 2003: Alt-T, M In Excel 2007: Alt-W, M
Tools > Add-Ins	Office button > Excel Options > Add-Ins	Alt-T, I
Tools > AutoCorrect Options	Office button > Excel Options > Proofing > AutoCorrect Options	Alt-T, A
Tools > Customize	Office button > Excel Options > Customize	In Excel 2003: Alt-T, C In Excel 2007: Alt-F, I, C
Tools > Options	Office button > Excel Options	In Excel 2003: Alt-T, O In Excel 2007: Alt-T, O or Alt-F, I

Data Menu

Excel 2003 Location	Excel 2007 Location	Keyboard Shortcut
Data > Sort	Data > Sort & Filter > Sort or Home > Editing > Sort & Filter > Sort	In Excel 2003: Alt-D, S In Excel 2007: Alt-A, S
Data > Filter	Data > Sort & Filter > Filter or Home > Editing > Sort & Filter > Filter	In Excel 2003: Alt-D, F In Excel 2007: Alt-A, T
Data > Form	Add to Quick Access tool bar: Office button > Excel Options > Customize > All Commands > Form	In Excel 2003: Alt-D, O In Excel 2007: Alt-[number of position in Quick Access tool bar]
Data > Subtotals	Data > Outline > Subtotal	In Excel 2003: Alt-D, B In Excel 2007: Alt-D, B or Alt-A, B
Data > Validation	Data > Data Tools > Data Validation	In Excel 2003: Alt-D, L In Excel 2007: Alt-D, L or Alt-A, V
Data > Table	Data > Data Tools > What-If Analysis > Data Table	Alt-D, T
Data > Text to Columns	Data > Data Tools > Convert Text to Table	In Excel 2003: Alt-D, E In Excel 2007: Alt-D, E or Alt-A, E
Data > Consolidate	Data > Data Tools > Consolidate	In Excel 2003: Alt-D, N In Excel 2007: Alt-D, N or Alt-A, N
Data > Group and Outline	Data > Outline	In Excel 2003: Alt-D, G In Excel 2007: Alt-A, [letter depends on group/outline selection]
Data > PivotTable and PivotChart Report	Insert > Tables > PivotTable > PivotTable/PivotChart	Alt-D, P
Data > Import External Data	Data > Get External Data	In Excel 2003: Alt-D, D In Excel 2007: Alt-A, [letter depends on data source]
Data > List	Data > Get External Data	Ctrl-L
Data > XML	Developer > XML	In Excel 2003: Alt-D, X In Excel 2007: Alt-L, X (when Developer tab is showing)
Data > Refresh Data	Data > Connections > Refresh All > Refresh All	In Excel 2003: Alt-D, R In Excel 2007: Alt-A, R, A

Window Menu

Excel 2003 Location	Excel 2007 Location	Keyboard Shortcut
Window > New Window	View > Window > New Window	Alt-W, N
Window > Arrange	View > Window > Arrange All	Alt-W, A
Window > Compare Side by Side with	View > Window > View Side by Side	Alt-W, B
Window > Hide	View > Window > Hide	Alt-W, H
Window > Unhide	View > Window > Unhide	Alt-W, U
Window > Split/Remove Split	View > Window > Split/Remove Split	Alt-W, S (toggle)
Window > Freeze Panes/Unfreeze Panes	View > Window > Freeze Panes > Freeze Panes/Unfreeze Panes	In Excel 2003: Alt-W, F (toggle) In Excel 2007: Alt-W, F, F (toggle)
Window > Currently Open Workbooks	View > Window > Switch Windows	In Excel 2003: Alt-W In Excel 2007: Alt-W, W