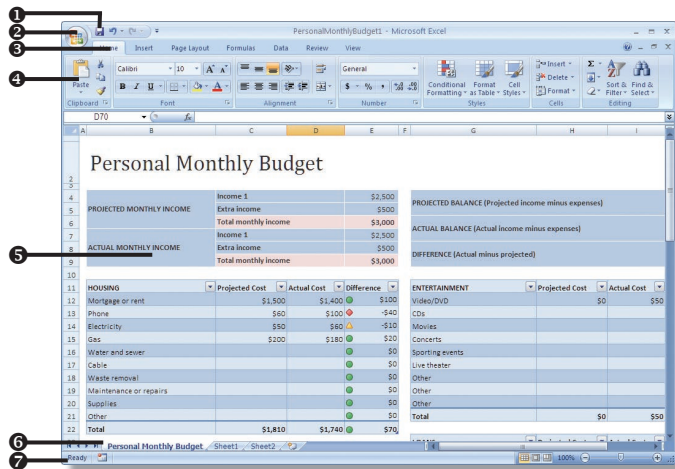




Getting Started

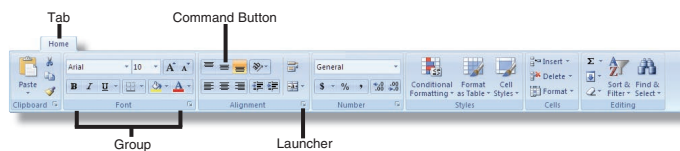
The Excel Window



- NEW!** ① **Quick Access Toolbar** – contains shortcuts for the most commonly used tools.
- NEW!** ② **Microsoft Office Button** – contains common file and system commands.
- NEW!** ③ **Tab Bar** – contains tabs that display tools and commands in the ribbon.
- NEW!** ④ **Ribbon** – contains groups of tools for use with Excel 2007.
- ⑤ **Worksheet Area** – displays the current worksheet.
- ⑥ **Sheet Tabs** – displays tabs for the sheets in the current workbook.
- ⑦ **Status Bar** – contains worksheet information and shortcuts.

Using the Ribbon

The ribbon contains commands grouped by task. (Click the launcher to open the selected group dialog box.)



Customizing the Quick Access Toolbar

1. Click the **Customize Quick Access Toolbar** to the right of the toolbar.
2. Select **More Commands** from the resulting menu.
3. Click the arrow on the **Choose commands from** box and select a category from the resulting menu.
4. In the left box, select the command you want to add and click the **Add** button.
5. *Optional:* To remove a command from the toolbar, select the command in the right box and click the **Remove** button.
6. Click the **OK** button when you are finished.

Note: To quickly add a default command button to the **Quick Access toolbar**, click the **Customize Quick Access Toolbar** and select a command from the resulting menu.

Creating a New Blank Workbook

1. Click the **Microsoft Office** button.
2. Select **New** from the resulting menu.
3. Click the **Create** button.

Note: To quickly create a new blank workbook, press **Ctrl + N**.

Creating a Workbook Based on a Template

1. Click the **Microsoft Office** button.
2. Select **New** from the resulting menu.
3. In the **New Workbook** dialog box, click the **Installed Templates** shortcut in the **Templates** pane.
4. Select the template you want to use.
5. Click the **Create** button.

Note: To search for a template online, click the **Microsoft Office** button and select **New** from the resulting menu. Enter a keyword in the **Type one or more keywords** box and click the **Start searching** button. Select the template you want and click the **Download** button.

Opening a Workbook

1. Click the **Microsoft Office** button.
2. Select **Open** from the resulting menu.
3. Locate and select the file you want to open.
4. Click the **Open** button.

Saving a Workbook

1. Click the **Microsoft Office** button.
2. Select **Save** from the resulting menu.
3. Select the location where you want to save the workbook.
4. Enter a file name in the **File name** box.
5. Click the **Save** button.

Note: To quickly save after the initial save, click the **Save** button on the **Quick Access toolbar** or press **Ctrl + S**.

Saving a Workbook in Another Format

Excel 2007 workbooks can only be opened in previous versions of Excel if the user with the older version has installed the Microsoft Office Compatibility Pack for Office 2007.

1. Click the **Microsoft Office** button.
2. Click the arrow next to **Save As**.
3. Do one of the following:
 - To save the workbook in the default format, select **Excel Workbook** from the resulting menu.
 - To save the workbook in an XML-based macro-enabled format, select **Excel Macro-Enabled Workbook** from the resulting menu.
 - To save the workbook in a binary file format, select **Excel Binary Workbook** from the resulting menu.
 - To make the workbook compatible with older versions of Excel, select **Excel 97-2003 Workbook** from the resulting menu.
 - To select other formats, select **Other Formats** from the resulting menu. Click the arrow on the **Save as type** box and select a file format from the resulting menu.
4. Select the location where you want to save the workbook.
5. Enter a file name in the **File name** box.
6. Click the **Save** button.

Note: To find add-ins for additional file formats, click the **Microsoft Office** button, click the arrow next to **Save As**, and select **Find add-ins for other file formats** from the resulting menu.