

## Microsoft® Office Excel 2007

Microsoft Office Excel 2007 is a powerful tool you can use to create and format spreadsheets, and analyze information to make more informed decisions. Office Excel 2007 takes advantage of a new, results-oriented user interface to make powerful productivity tools easily accessible. New data analysis and visualization tools help you analyze information, spot trends, and access your company information more easily. Combined with Excel Services, a new technology that ships with Microsoft Office SharePoint Server 2007, Office Excel 2007 provides significant improvements for sharing data with greater security. Learn more about Microsoft Office Excel 2007 at <http://office.microsoft.com>.

## Tips & Tricks

### Microsoft Office Excel 2007

#### Create Better Spreadsheets

**Command Tabs** – The traditional menus and toolbars have been replaced by a set of command tabs located in what is called the Ribbon. Presented graphically, command tabs display the commands that are most relevant for each of the task areas in the application. The Office Excel 2007 spreadsheet program has a unique set of command tabs useful for spreadsheet work such as creating worksheets, working with formulas, managing data, and other tasks. You can double-click a command tab to hide or reveal the Ribbon as needed. Of course, the traditional dialog box interfaces are still available for those who want a greater degree of control over the result of the operation.

**Galleries and Live Preview** – You can rest your pointing device over a gallery on the command tabs to see a live preview of an editing or formatting change *before* that change is actually applied.

**Microsoft Office Button** – The Microsoft Office button has replaced the File menu and contains many of the standard file-related commands.

**Quick Access Toolbar** – To the right of the Microsoft Office button is the customizable Quick Access Toolbar containing the Undo, Redo, and Save commands. To customize the Quick Access Toolbar, click the drop-down arrow to the right of the toolbar.

**Spreadsheet Capacity** – Office Excel 2007 delivers greater spreadsheet capacity—1 million rows by 16,000 columns—to facilitate working with tremendous amounts of data.

**Page Layout View** – You can also use the new Page Layout View to work with your spreadsheets as they will appear on the printed page. With headers and footers in plain view, you can quickly change the title of your report or add additional details in the footer. To use Page Layout, click Page Layout View on the View tab.

**Excel Tables** – Enhancements in Office Excel 2007 help you assemble data into a table with just a few clicks. Simply choose Format as Table in the Styles group on the Home command tab. Office Excel 2007 automatically labels column headings, creates AutoFilters, and displays other relevant tools. When you need to expand the table to accommodate more data, Office Excel 2007 quickly expands the table using the proper format.

**Formulas** – New formula enhancements enable you to build formulas based on column headers instead of cryptic cell names. Formulas can be automatically copied down the entire column. To select column headers in your formula, use the [ and ] keys.

## Improve Spreadsheet Analysis

**Sorting and Filtering** – Sorting and filtering are two of the most important types of basic analysis that you can do with data. New options for sorting and filtering, such as multiselect in AutoFilters, sort or filter by color, and “quick filters” for specific data types make Office Excel 2007 the ideal tool for working with large amounts of complex data. To sort by multiple levels, click the Data tab. In the Sort & Filter group, click Sort.

**Conditional Formatting** – You can apply conditional formatting more easily and identify trends by using colored gradients, data bars, and icons. In the Style group on the Table Tools command tab, click Conditional Formatting.

**PivotTables** – Create a PivotTable view more easily by using data fields to reorient data quickly to summarize and find the answers you need. Simply drag the fields to where you want them to display. To create a PivotTable, click the Insert tab. In the Tables group, click PivotTable.

**Office 2007 Shared Charting Engine** – With accessible charting tools available from the newly redesigned interface of the Microsoft Office system, you can use the same tools to create and format charts in any of the core Office applications. Use the Chart Tools contextual command tab to format axes, titles, and other chart labels, or to add visual enhancements such as 3-D, shadows, and glow. To insert a chart, click the Charts group on the Insert command tab.

## Share Spreadsheets and Business Information with Others

**Save as PDF** – With the **Microsoft Save As PDF or XPS** add-in, which is available for download at no cost from <http://office.microsoft.com>, you can save your document as a Portable Document Format (PDF) or XML Paper Specification (XPS) file. Click the Microsoft Office Button, and then click the arrow next to Save As. Select PDF or XPS.

**Excel Services** – Office Excel 2007, combined with Excel Services, a new technology in Office SharePoint Server 2007, provides significant improvements for sharing data with greater security. With Excel Services, you can render a spreadsheet dynamically in HTML for browser-based viewing. You can permit others to view the entire spreadsheet or only parts of it. Providing universal access to spreadsheet information in a browser helps you share data more easily and securely. External users such as customers and business partners can access and interact with your data without the ability to see formulae, macros, or other confidential business logic that might be contained in a spreadsheet. Excel Services can be used only with Excel 2007 files that are stored in a SharePoint document library. Open the file, click the Microsoft Office Button, click Publish, and then select Excel Services. Click Excel Services Options to define which parts of your spreadsheet to publish.

**Excel Services (Parameters)** – Spreadsheet authors can optionally name specific cells so they can be used as *parameters*. Parameters are single cells in which Microsoft Office Excel Web Access users can enter their own values. To name specific cells, click the Formulas tab. In the Defined Names group, click Define Name.