

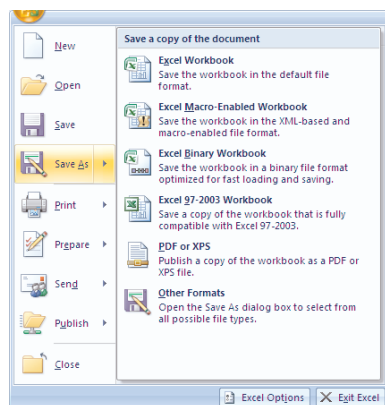


# Microsoft® Office Excel® 2007 Quick Reference

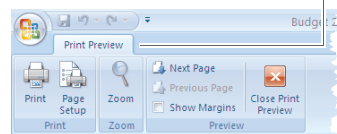


## Microsoft Office Excel 2007 Interface

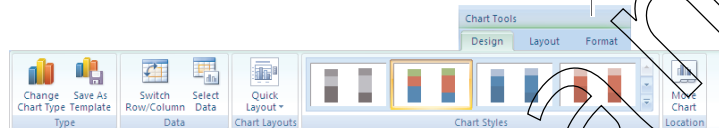
**Microsoft Office Button** - Opens the menu as shown, which contains commands commonly used to manage workbooks. The illustration below shows the Save As command highlighted with its submenu items displayed. It also shows the different file formats in which a workbook may be saved.



**Program tabs** - will appear in place of the standard Ribbon tabs when a different view or mode is activated, e.g., Print Preview.



**Contextual tabs** - will appear (in addition to the standard tabs) containing tools that may be used when a particular item or object is selected, e.g., a chart.

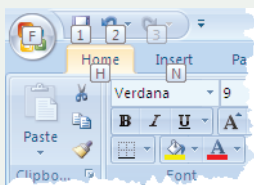


## Using the Ribbon

When using the mouse with the Ribbon, it is a straightforward point-and-click action. If desired, you may use the keyboard to select Ribbon items.

### ■ Selecting Ribbon Commands Using the Keyboard

1. Press the **ALT** key on the keyboard.
2. Press the desired letter or number associated with the tab or command, e.g., press **H** to select the **Home** tab.
3. If required, again select the desired letter or letters to select a command.
  - Press **ESC** to cancel a selected command.



### ■ Minimizing and Restoring the Ribbon

1. Click the **Customize Quick Access Toolbar** button.
  2. To minimize the Ribbon, enable the **Minimize the Ribbon** command or, to restore the Ribbon, disable the **Minimize the Ribbon** command.
- OR -

**Quick Access Toolbar** - Used to allow quick access to button commands you use often. Click the to change behavioral properties and customize the Quick Access Toolbar by adding and removing button commands.

**Ribbon** - Used as the primary means of navigation in Excel 2007, the Ribbon is organized into three levels: tabs (e.g., **Home**) which contain groups (e.g., **Font**), and groups which contain buttons or menu commands (e.g., **B**) used to perform tasks.

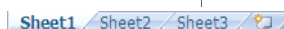
**Name box** - Used to name ranges and go to named ranges. Click the button to display a list of defined range names.

**Dialog Box Launcher** - Used to open the dialog box or task pane associated with the group. It provides additional commands if required. The Clipboard task pane is shown, as the result of clicking the Dialog Box Launcher button in the Clipboard group.

**Formula bar** - Used to display and edit the contents of the active cell. If desired, click the button to expand the Formula bar. Click the button to collapse the Formula bar.

**Status bar** - Displays various status and mode indicators, e.g., **Ready** mode and **Scroll Lock**.

**Sheet tabs** - Used to distinguish one sheet from another. Click the tab to insert a new worksheet. Click a sheet tab to select it.



**Column Headings** - Distinguish one column from another. Click a heading to select a column(s). Column heading **B**, as shown below, is highlighted as a result of cell **B9** being active.

**Cell pointer** - Used to select a cell(s) for entering and editing data.

**View buttons** - Click the appropriate button to select the desired view: **Normal**, **Page Layout**, or **Page Break Preview**.

**Row Headings** - Distinguish one row from another. Click a heading to select a row(s). Row heading **9**, as shown above, is highlighted as a result of cell **B9** being active.

**Zoom** - Click the **100%** button to select a predefined zoom level. Click the button or drag the slider left to decrease the zoom level. Click the button or drag the slider right to increase the zoom level.



## Using the Ribbon... cont'd

Press **CTRL+F1** to minimize/restore the Ribbon.  
**Note:** While the Ribbon is minimized, tabs are still displayed on the screen, while the groups and their commands disappear. Also, note that the previous procedures will permanently minimize or restore the Ribbon.

- OR -

1. To temporarily minimize the Ribbon, double-click the active Ribbon tab.  
**Note:** You can click Ribbon tabs to access commands, but once the Ribbon becomes inactive it will again be minimized.
  - Double-click any Ribbon tab to permanently restore the Ribbon.

## Useful Keyboard Shortcuts

- CTRL+A** Selects either the current data area or the entire worksheet, depending on the position of the active cell and the arrangement of data on the worksheet.
- CTRL+B** Applies bold to, or removes bold from, the selected cell(s).
- CTRL+C** Copies the selected cell(s) to the Clipboard.

## Useful Keyboard Shortcuts... cont'd

- CTRL+I** Applies italics to, or removes italics from, the selected cell(s).
- CTRL+K** Opens the Insert Hyperlinks dialog box.
- CTRL+N** Opens a new blank workbook.
- CTRL+O** Displays the Open dialog box.
- CTRL+P** Opens the Print dialog box.
- CTRL+S** Saves the current workbook.
- CTRL+U** Applies underline to, or removes underline from, the selected cell(s).
- CTRL+V** Pastes the contents of the Clipboard.
- CTRL+X** Cuts the selected cell(s) to the Clipboard.
- CTRL+Z** Undoes the previous action.
- CTRL+SHIFT+\$** Applies the Currency style format (two decimals places).
- CTRL+SHIFT+%** Applies the Percentage style format (no decimals places).
- CTRL+SHIFT+@** Applies a Time format (hours, minutes, AM/PM).
- CTRL+SHIFT+#** Applies a Date format (month, day, year).
- CTRL+SHIFT+~** Applies the General number format.