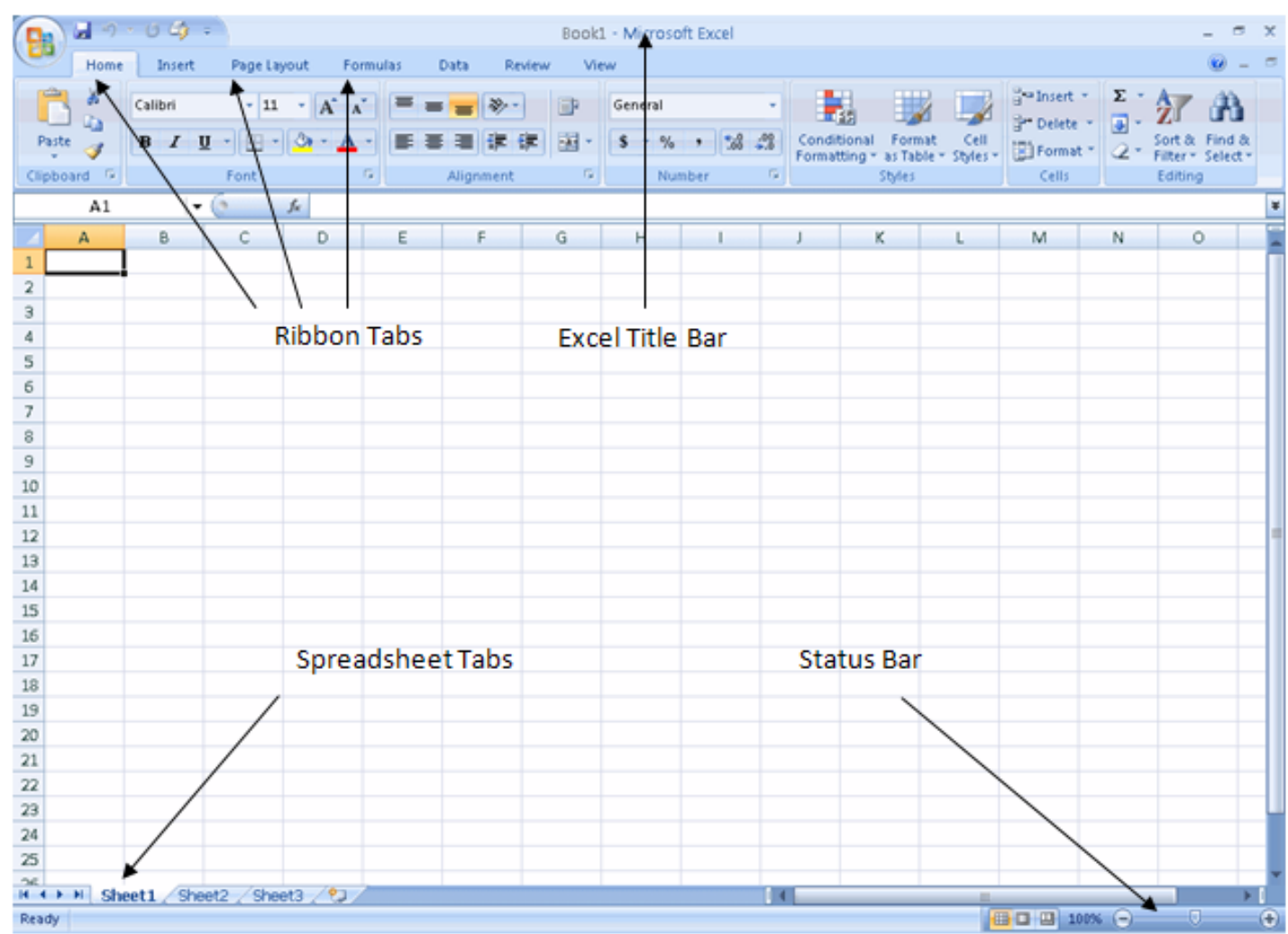


Excel Basics



The Quick Access Toolbar

An important component of the new interface is the Quick Access Toolbar. This toolbar is a part of the user interface that you can use to store buttons or features that you rely on heavily. When features are added to the quick access toolbar, they can be brought into play with a single click, even when the associated ribbon is unavailable.

The toolbar includes three default buttons:



To add commands, click the pull-down arrow on the right in the picture above and add a common command. You can also right-click on any command in any of the ribbons and click Add to Quick Access Toolbar.



Clicking this button will save your current workbook. If the workbook has not been previously saved, the save as dialogue will open. If you are working on something that has been saved already, this button will save the changes you have made since your last save.



This will undo the very last action you performed. If you continue to click the Undo button, the next most recent action will be undone, and so on.



If you want to redo an action (perform an action that you undid with Undo), you can click the Redo button on the Quick Access Toolbar. If you click redo multiple times, each successive action that was undone will be redone.

Creating Charts/ SmartArt

Charts in Excel 2007 have been taken to a whole new level. New styles, more organization options, and a fresh new set of styles and color schemes will help enhance your charts. Select the source data to visualize and select a chart type from the Insert ribbon.

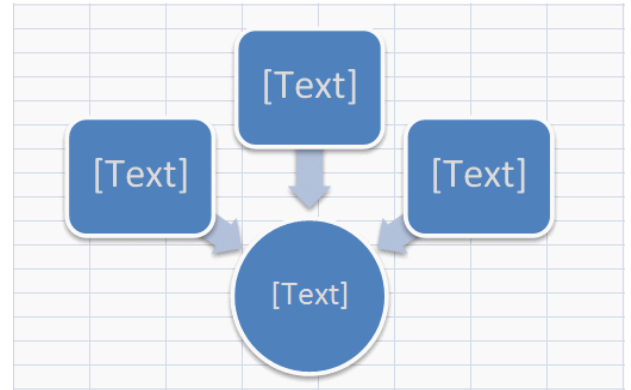
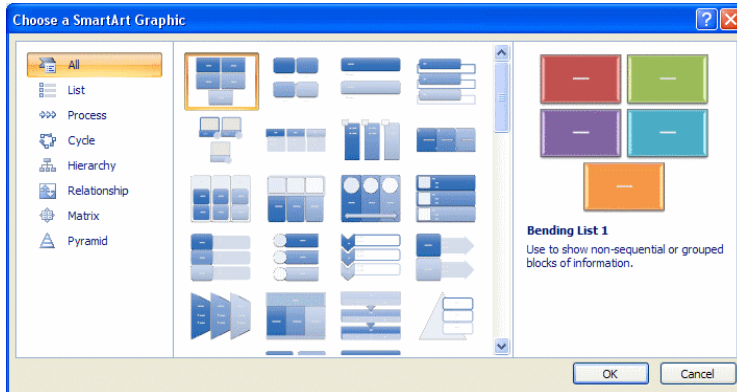


Once a chart has been created you can add a large number of different chart options either by the contextual tabs:



Or by right-clicking on the chart and choosing your options.

Excel 2007 features a new type of organizational diagram called SmartArt. These diagrams come in several pre-made shapes and sizes. From the Insert ribbon, click SmartArt. Choose a category to use, select a style, then click OK. Just double-click on a shape to add text:



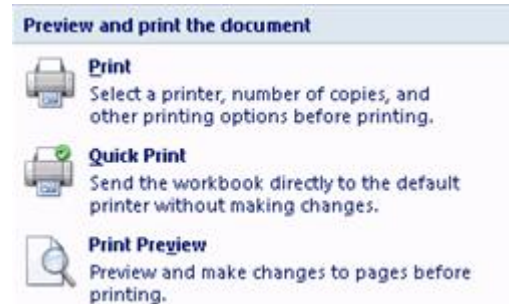
Formula Auditing

The Formula Auditing command group of the Formulas ribbon can help you track chains of cell references and find formula errors. These buttons are useful for correcting complex formulas that have hard to find errors.

Trace Precedents	Shows all of the cells that feed data to a given cell.
Trace Dependents	Shows all of the cells that are dependent on the results of a given cell.
Remove Arrows	Will remove the arrows drawn by the trace buttons.
Show Formulas	Will toggle formula display or result display in the entire spreadsheet.
Error Checking	Will find formula errors in the spreadsheet.
Evaluate Formula	Will calculate formulas.
Watch Window	Will display a window that you can use to watch cells in one area of the work book, while you change data in another area.

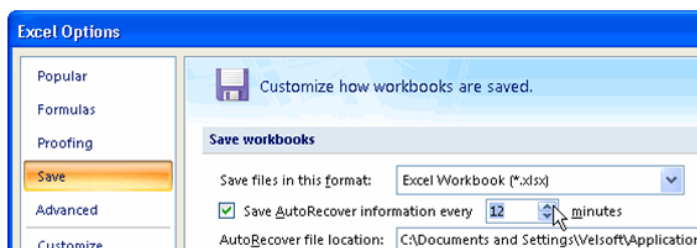
Printing your Workbook

Office Menu → Print will show a sub-menu that gives you three options. Print open the Print dialogue box, complete with a large number of options. Quick Print will send entire document to a printer with default options. Print Preview opens a window to view the document as it would look printed.



Setting AutoRecover Intervals

AutoRecover is a function that works every x minutes to save your file. You can set this interval from 1 minute to 99,999 minutes. Should Excel crash for some reason, your work can be safely backed up for you.



Excel File Extensions

.xlsx	This file type signifies an Excel 2007 workbook.
.xltx	This file type signifies an Excel 2007 template.
.xlsb	This file type signifies an Excel 2007 binary workbook.
.xlam	This file type signifies an Excel add-in.