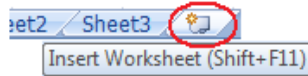


Useful Features

SHEET MANAGEMENT

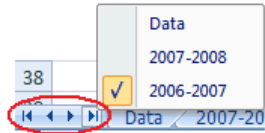
Inserting a Sheet

Single click on the icon as indicated.



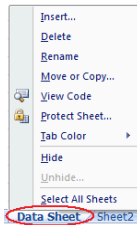
Switching Sheets

Right click on any one of the navigation arrows (as illustrated).



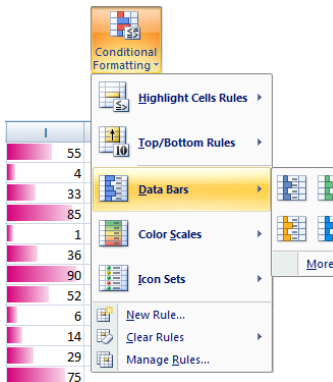
New Sheet Menu

When you right click on a sheet new options appear. Protect Sheet, Tab Color, Hide/Unhide.



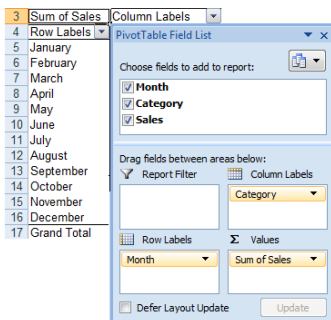
CONDITIONAL FORMATTING

Now includes a spectrum of formatting styles including a Traffic Light system and Data Bars. Your data will be formatted to a style of your choice based on a set of criteria.



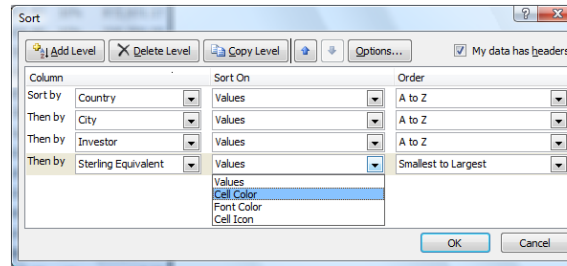
PIVOT TABLE

Pivot tables are controlled from a 'task pane' instead of having lots of controls floating all over the screen. By default this pane appears docked on the right edge of your screen.



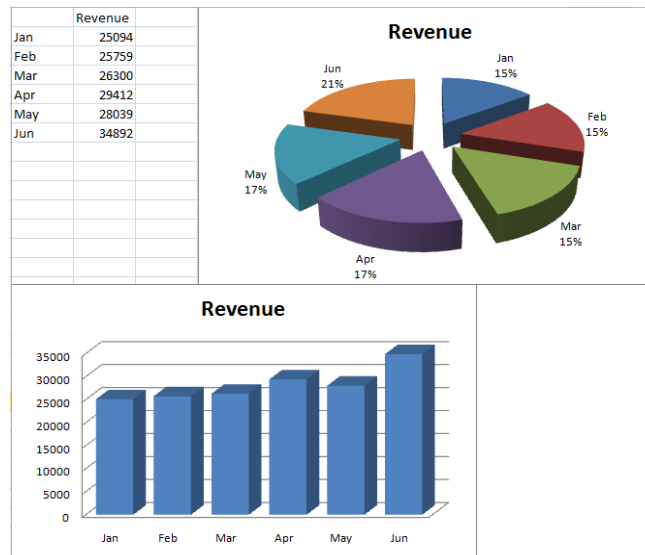
SORTING

Sorting can now be controlled up to 64 levels. With Data Sort, you can easily manage which field is sorted in which order. If you insert a new row into a table and it needs resorting there is now a Reapply icon on the Data Tab found under the Sort & Filter Group.



CHARTING

Charting has a new design interface. When you add a chart into Word or PowerPoint, Office 2007 will split your screen and make use of Excel to create your chart. Charts have lots more built in styles for effective presentation of your data.



Try It Yourself

HERE ARE 4 FEATURES TO PRACTICE

LIVE FORMATTING PREVIEW

- Open an existing workbook
- Select all the heading cells
- Click the drop-down arrow for the font size list
- Hover your mouse over various font sizes
What do you see happening in the worksheet?
- Repeat with the drop downs for cell background or font colour.

WRITING A FUNCTION

- Select a blank cell and type =
- Start to enter a function Excel (e.g. SUM)
 - Double click your required function.... or
 - You can use Arrow up/down to continue.
What happens when you click on the screen tip text below the Function?
- Complete the function or press Esc twice to abandon

SELECTING A LARGE DATA TABLE

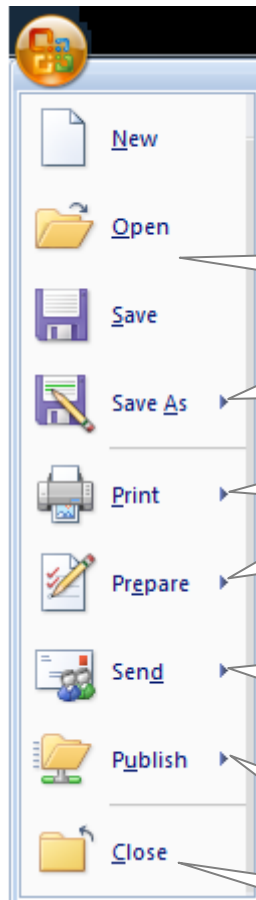
- Open a workbook that contains a large data table
Drag your mouse across the entire table to select all cells
What happens when you get close to the edge of the table?

SMART TAGS

- In a blank cell enter today's date (CTRL ;)
- From the bottom right-hand corner of that cell, drag down the + over 10 cells.
What appears at the bottom of the highlighted area?
What options do you get relating to dates?

Office Button

COMMANDS AVAILABLE



This menu replaces File. It can be accessed by pressing ALT + F

To access additional options click on the triangle symbol to the right.

New, Open or Save are standard options on the

Save As: Saving in alternative formats such as a template or a PDF

Print: Print commands and Print Preview.

Prepare: Properties, Inspect, Mark as Final and Compatibility Checker

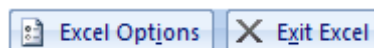
Send: Email a file as an attachment, or convert to PDF and email.

Publish: Save to document management servers

Close will only close the active file servers.

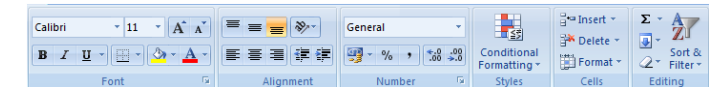
TOOLS OPTIONS

At the bottom of the Office button menu you'll find the Excel Options, the equivalent of Tools, Options in previous versions. The Exit button will close ALL open files and quit the application.



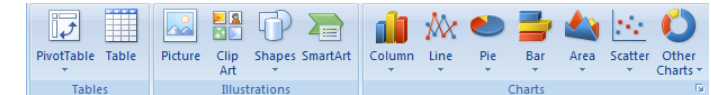
The Ribbon and Contextual Tabs

HOME



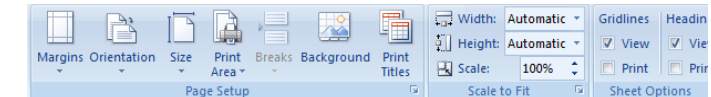
Contains all familiar formatting icons along with commonly used features such as AutoSum, Sorting and Filtering.

INSERT



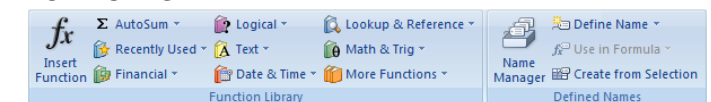
Insert objects such as Tables, Charts, and Graphics

PAGE LAYOUT



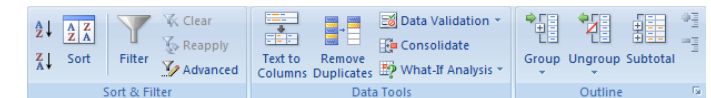
Quick access to Page Setup features and sheet options.

FORMULAS



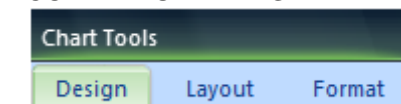
Very useful for accessing functions, and auditing features.

DATA



Sorting, Filtering, Subtotals, and Data Validation are all found on this tab. Note the new Remove Duplicates option.

CONTEXTUAL TABS



Appear on right of existing tabs, are colour coded and only appear when you have certain 'objects' selected such as graphics, tables or charts