

Microsoft Excel 2007 Quick Reference

Shortcut	Action
Ctrl + =	Displays Formula
Alt + =	AutoSum
Ctrl + D	Fill List Down from Selection
Ctrl + R	Fill List to the Right from Selection
Ctrl + Shift + \$	Currency Format
Ctrl + Shift + %	Percentage Format
Ctrl + Shift + #	Apply Date Format
Ctrl + Shift + @	Apply Time Format
Ctrl + Tab	Switches through Open Workbook
Ctrl + W	Close Workbook
Ctrl + N	New Workbook
Ctrl + O	Open
Ctrl + P	Print
F11	Creates a Chart
Shift + F11	Inserts Blank Sheet
Ctrl + F11	Inserts a Macro Sheet
F4	Absolute or mix reference (Or repeat Action)
F3	Paste A Name Range
F2	Edits Cell contents
F5	Go To
Ctrl + Page Up	Moves One sheet to the left
Ctrl + Page Down	Moves one sheet to the right

The diagram illustrates the Microsoft Excel 2007 interface with several key components highlighted:

- Office Menu:** Located at the top left, it provides access to file operations like New, Open, Save, and Print.
- Quick Launch Toolbar:** A small toolbar on the left side of the ribbon, used for quickly accessing recent documents.
- Tabs:** Located at the top of the window, they allow users to switch between different workbooks.
- Ribbon:** The main area containing various toolbars and options, categorized into tabs like Home, Insert, Page Layout, Formulas, Data, Review, and View.

A callout box points to the ribbon with the text: "Ribbon, Within the Ribbon if you see an arrow this will open a dialog box, giving you more options".

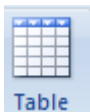
Two inset windows are shown to demonstrate the dialog boxes:

- Font dialog box:** Shows options for font face (Calibri, Cambria, etc.), font style (Regular, Italic, Bold, etc.), and font size (8, 9, 10, 11, 12, 14).
- Format Cells dialog box:** Shows options for number, alignment, font, border, fill, and protection. The Font tab is active, showing options for underline, color, and effects (Strikethrough, Superscript, Subscript).

How To

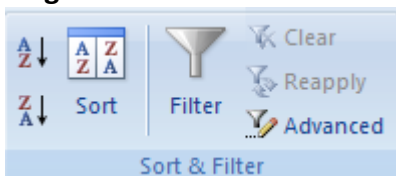
Action

Insert Tables



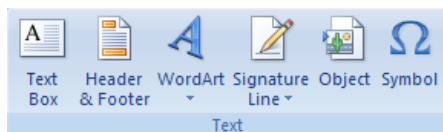
Select the **Insert Tab** and the **Table Option**, a New Gallery will be activated for preset formatting options

Filtering



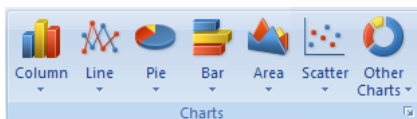
Select the **Data Tab**, and you will find the **Filter Options**. You can now use multiple filters within separate tables

Headers and Footers



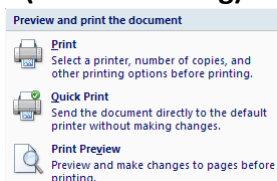
Select the **Insert Tab**, and the **Headers & Footers Group** to insert **Headers and Footer** and **Page Numbering**. A Gallery of preset designs will appear

Charts



Select the **Insert Tab**, to define your **Chart**. Additional Galleries will become available once you start the process. For quick Charts use F11

View (Before Printing)

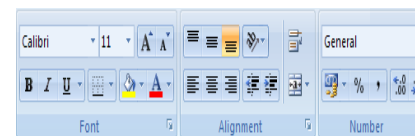


Use the **Office Logo** and Look at the **Print Options** for **Print Preview**. Or press Ctrl + F2

How To

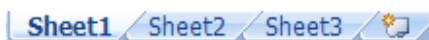
Action

Change Formats



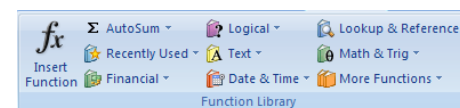
Select the **Home Tab**, in any of **Font**, **Alignment**, or **number Group's** you can change the Format settings

Add and Adjust Sheets Settings



Select the **Worksheet Tab**, and you can use the **Right mouse** button to adjust options, you can also add sheets, reorganise them, duplicate (Use mouse + Ctrl), delete

Formula



Select the **Formula Tab**, and you will they have enhanced the options for you to work in the different categories, you still can use other methods to create formula

Excel 2007 Workbook Extensions.

Use the **Office Logo** to select the **Save As** icon

- .XLSX Excel Workbook
- .XLSM Excel Macro Workbook
- .XLTM Excel Template
- .XLTMS Excel Macro Template

Please ensure you Save to a previous version if sending out of the company