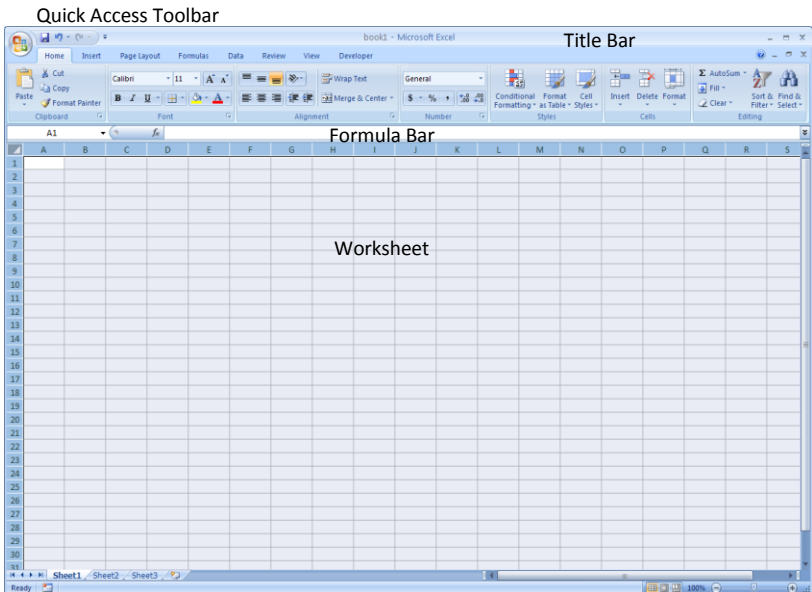


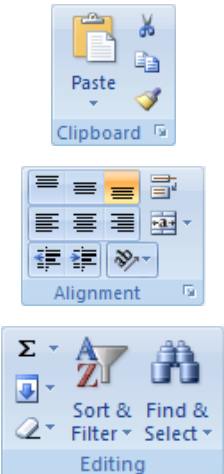
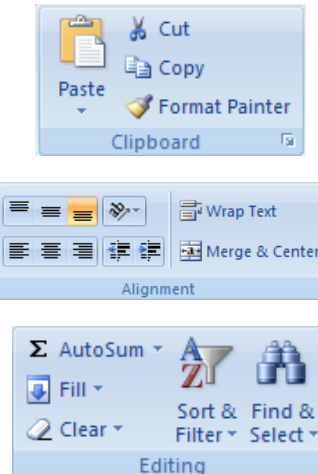
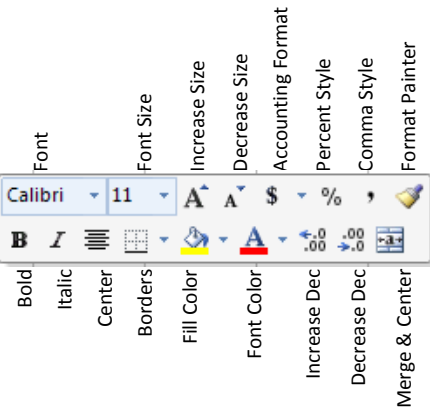
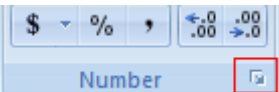
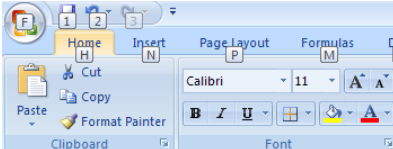
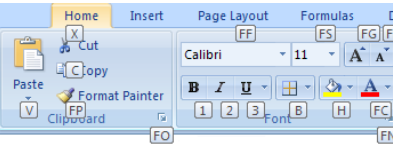
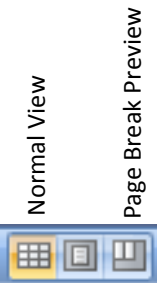



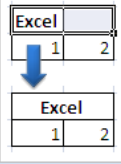
# Microsoft® Office Excel 2007

## Quick Reference

The Excel 2007 Window		Close Ups																								
 <p>Office Button</p> <p>Ribbon</p> <p>Name Box</p> <p>Formula Bar</p> <p>Worksheet</p> <p>Status Bar</p> <p>View Buttons</p> <p>Zoom</p>		<p data-bbox="1263 191 1398 218"><b>Close Ups</b></p> <p data-bbox="1263 226 1409 254">Office Button</p>  <p data-bbox="1166 407 1484 470">Click for New, Open, Save, Print, and Excel Options</p> <p data-bbox="1219 495 1451 522">Quick Access Toolbar</p>  <p data-bbox="1166 619 1503 823">Contains buttons for Save, Undo, and Redo. Click list button to customize with other often-used tools or to move below the ribbon for easier access.</p>																								
<p data-bbox="175 873 621 900"><b>Screen Resolution affects the Ribbon</b></p> <div style="display: flex;"> <div data-bbox="110 909 354 1430" style="flex: 1;"> <p data-bbox="142 909 310 936">Low Resolution</p>  </div> <div data-bbox="358 909 686 1430" style="flex: 1;"> <p data-bbox="443 909 610 936">High Resolution</p>  </div> </div>	<p data-bbox="846 873 1003 900"><b>Mini Toolbar</b></p> <p data-bbox="716 926 1144 1020">Right click to display the Shortcut Menu and the new Mini Toolbar - provides easy access to commonly used tools.</p> 	<p data-bbox="1224 873 1446 900">Dialog Box Launcher</p>  <p data-bbox="1166 1052 1503 1157">Click to display a dialog box or task pane for that group when available.</p>																								
<p data-bbox="313 1457 483 1484"><b>Function Keys</b></p> <table border="1" data-bbox="99 1493 698 1948"> <tr><td>F1</td><td>Opens Help</td></tr> <tr><td>F2</td><td>Enters Edit Mode</td></tr> <tr><td>F3</td><td>Opens paste name dialog box</td></tr> <tr><td>F4</td><td>Repeats the last command</td></tr> <tr><td>F5</td><td>Displays the Go To dialog box</td></tr> <tr><td>F6</td><td>Switches between window areas</td></tr> <tr><td>F7</td><td>Spell checks selected range</td></tr> <tr><td>F8</td><td>Turns extend mode off or on</td></tr> <tr><td>F9</td><td>Recalculates worksheet</td></tr> <tr><td>F10</td><td>Turns Key Tips off or on</td></tr> <tr><td>F11</td><td>Creates new chart sheet from selection</td></tr> <tr><td>F12</td><td>Opens Save As dialog box</td></tr> </table>	F1	Opens Help	F2	Enters Edit Mode	F3	Opens paste name dialog box	F4	Repeats the last command	F5	Displays the Go To dialog box	F6	Switches between window areas	F7	Spell checks selected range	F8	Turns extend mode off or on	F9	Recalculates worksheet	F10	Turns Key Tips off or on	F11	Creates new chart sheet from selection	F12	Opens Save As dialog box	<p data-bbox="824 1457 1019 1484"><b>Key Tips Display</b></p> <p data-bbox="760 1507 1084 1535">Alt Displays Ribbon Key Tips</p>  <p data-bbox="716 1724 1128 1751">Hit h to display Home Tab Key Tips</p> 	<p data-bbox="1263 1209 1409 1236">View Buttons</p> 
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F12	Opens Save As dialog box																									
		<p data-bbox="1263 1766 1409 1793"><b>Zoom Control</b></p>  <p data-bbox="1166 1885 1503 1948">Use slider or click Zoom level to display dialog box.</p>																								

## Samples of New Tool Tips (Displayed when you point to a button on the ribbon.)

### Merge & Center



Joins the selected cells into one larger cell and centers the contents in the new cell.

This is often used to create labels that span multiple columns.

Press F1 for more help.

### Convert to SmartArt Graphic



Convert text to a SmartArt graphic to visually communicate information.

SmartArt graphics range from graphical lists and process diagrams to more complex graphics, such as Venn diagrams and organization charts.

### Filter (Ctrl+Shift+L)

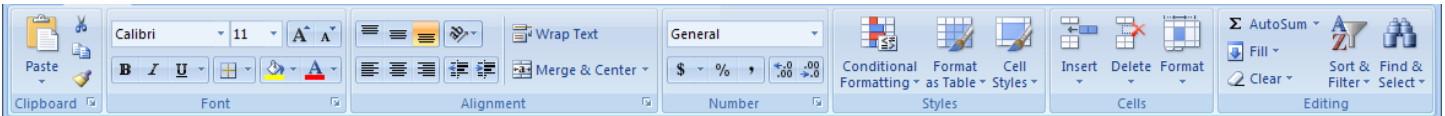


Enable filtering of the selected cells.

Once filtering is turned on, click the arrow in the column header to choose a filter for the column.

Press F1 for more help.

## Home Tab



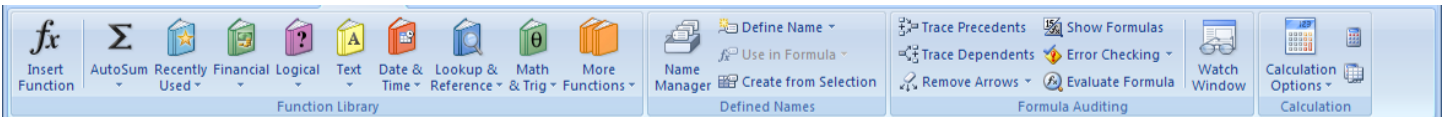
## Insert Tab



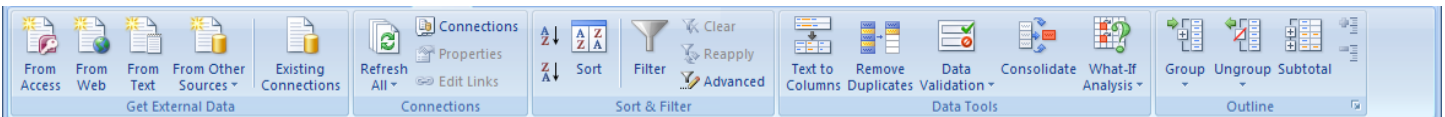
## Page Layout Tab



## Formulas Tab



## Data Tab



## Review Tab



## View Tab

