

# Excel 2007

## The New Interface

In this lesson you will learn how to:

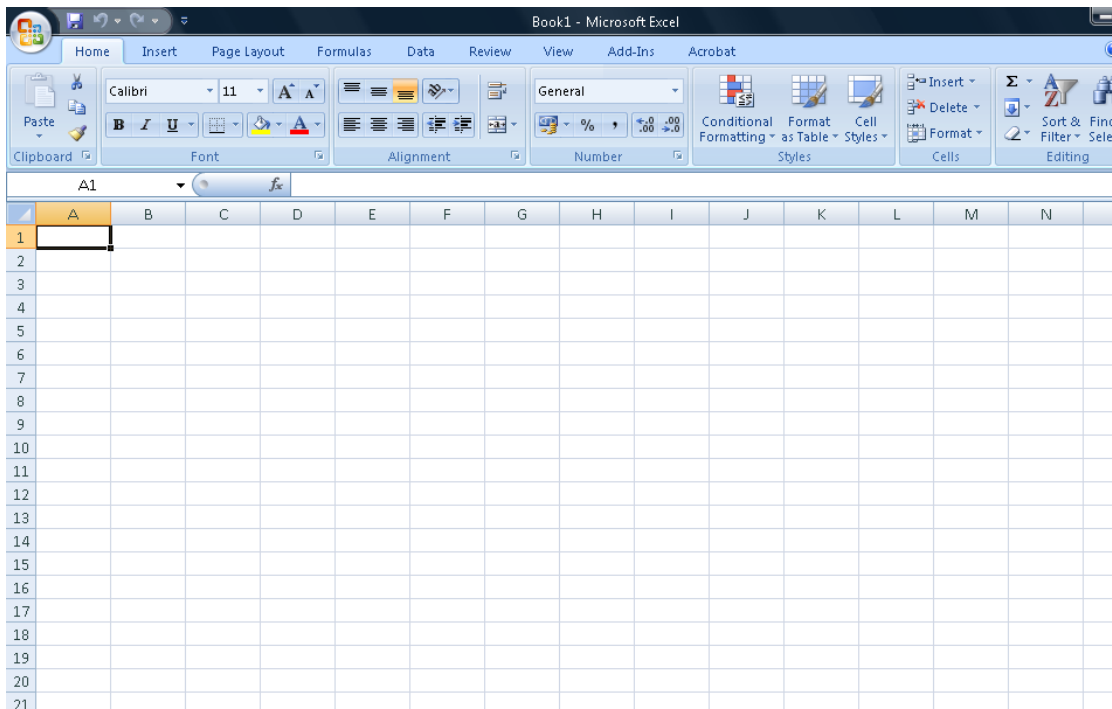
- Explore & Navigate the New Interface
- Navigate the Tabs
- Explore & Customise the Quick Access Toolbar
- Explore the Office Button
- Explore the Mini Toolbar.
- Customise Excel for Personal Use
- Format your Tables
- Conditionally Format Tables
- Save workbook in a different Format.

It is important that you Save and Print this lesson, in order to work along with it as we progress, practising the techniques as we go. You will find that this will help you to retain the lesson skills.

## Power up Excel 2007

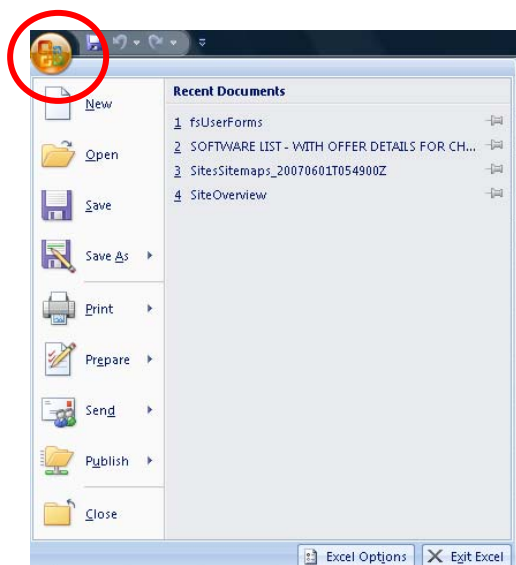
The first thing you will notice is the new screen

Let's explore what we see.



## The Office button

First of all we see the large Office icon button. This has replaced the old file menu. Plus some added extras. Click on the Office icon button now.



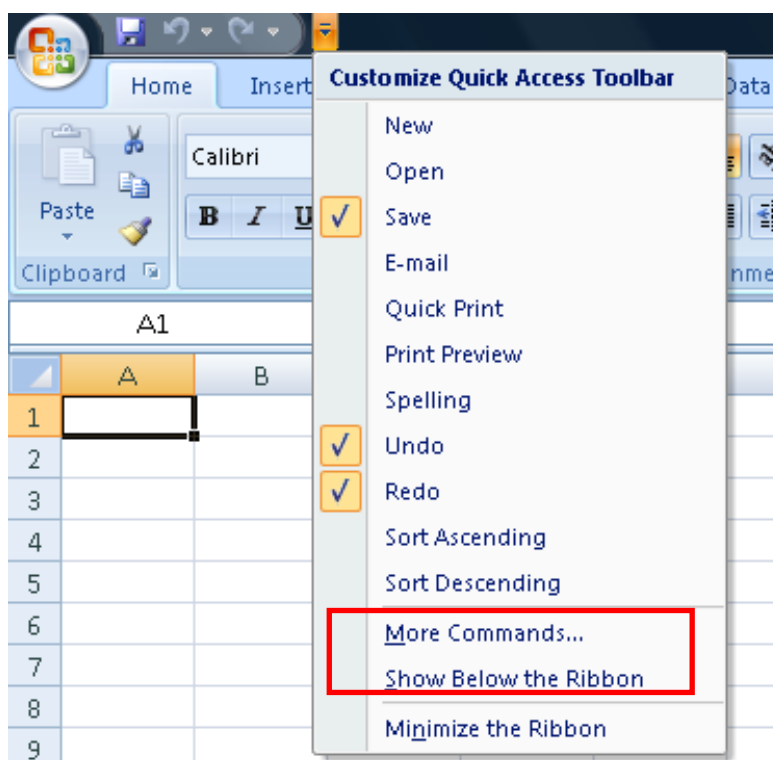
We have the usual. New, Open, Save, Save as, Print. Newer items are Prepare, Send, Publish. On the other side of this, you can see a column of recent documents. I have some documents in here that I have used for Excel. There is a button at the bottom of this menu that states Excel Options this is where you can customise Excel which we will cover later on. Click on the different options to get a feel of what is on offer in Excel 2007.

## Quick Access Toolbar

In the centre of the New Screen is the Title of the document, which at the moment is set to Document 1 as I have not saved mine. Once you save your workbook, you will see the workbook name there.

Next to the Office Icon button there are some small icons for Save and Undo/Redo buttons. This is known as the Quick Access Toolbar. You can customise this toolbar, by clicking on the small arrow at the end of the buttons.

You can customise the Quick Access Toolbar further when you are working on a document. If there is a button that you often click on, and you would rather it was added to the Quick Access Toolbar, right click on the tool button itself, then choose add to Quick Access Toolbar. This is a useful feature as not all the options are shown in the main customise menu, such as Print where you can get to choose the type of printer and other options you might want to set up.

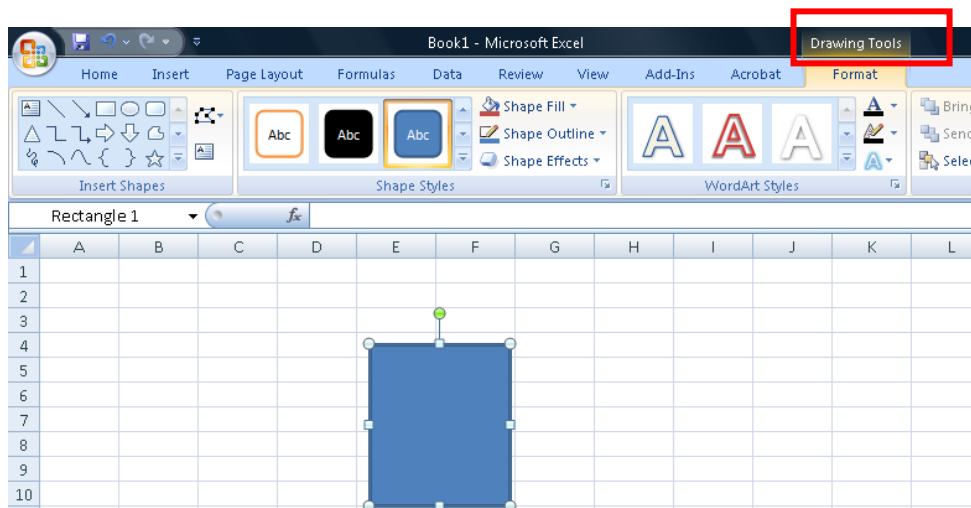


This menu will pop out. As you can see the Save Undo/Redo options are ticked off already. Choose what options you want to add, i.e. what you use the most. Note there is a 'More Commands' option and you can choose whether to put this toolbar below the ribbon. Depending on your preference.

## The Ribbon Tabs

Next on the screen at the top of the ribbon are 8 tabs. Each Tab is related to the choice of what you want to do in your workbook. If you wanted to add a table, you would click on the Insert Tab. Spend a little time now checking out all the Tabs and the options they uncover.

The trick whilst using the new Excel 2007 is that it is in logical order. And is contextual, whatever you are working on, the tools will open up for you. If they do not open up, you will find the Tab for the tools along the very top of the Ribbon, for instance if you were adding a drawing to your spreadsheet, the drawing tab would appear. Which you can click on, if the option you want to use is not shown.



You may find whilst clicking through the tabs that there are new features added to Excel 2007. Some are new, but the old features are better placed now and you do not have to scroll through menus to find them.

There are easier ways to add formatting, formulas, and tables especially pivot tables which only those with advanced skills could do in the old Office Programmes. You can import data from other documents such as Access, or even the web. Now it is possible to insert more than one million rows, and 16,000 columns.

## The Mini Toolbar

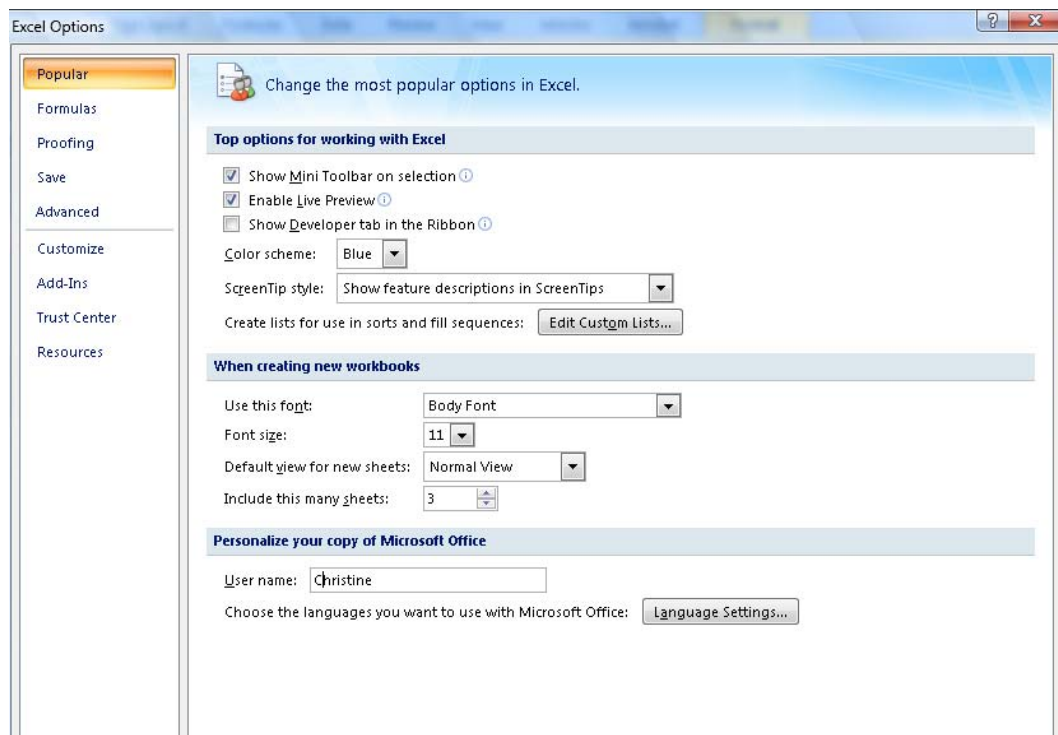
Type in a number now, anywhere in your worksheet. Say 4850368. Place your cursor in, or over the number, you should see a small toolbar open up, if it does not, right click on your mouse and you will see it appear. This is the mini toolbar. It gives you many options to use whilst you are working, you will find it comes in handy.

There is the font, size, bold and Italic, the font colour, fill colour and line colour, page align buttons, left, centre and right align, and the paragraph indent, along with bullet points that you can customise on this screen by clicking on the small arrow and last the paint formatter, which looks like a brush, you use this after selecting text, to add the same style to another piece of text.



## Customising Excel

Another way of customising Excel is in the Office menu, as I stated before, it is at the bottom of the Office Button menu, in the Excel Options.



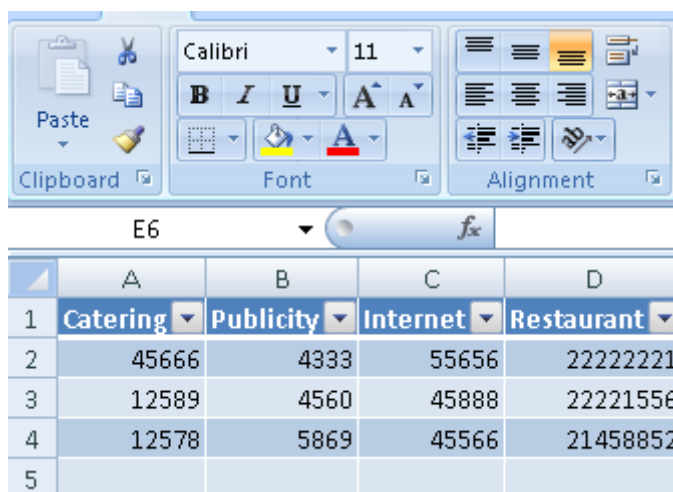
Ensure that **Show the Mini Toolbar when selected** is ticked, as that is very handy to use. Tick **Enable Live Preview** to give you a preview of an option without having to insert it for sure, so you can choose one from many and get a look at what they look like beforehand.

You can choose the Colour scheme of the ribbon. Choose to show the ScreenTips, and you can create lists for use in 'sorts' of data. You can also personalise your Excel documents here. There are options to use when creating new workbooks. So customise now and make Excel 2007 more of how you like it.

Once you have finished you can go to the Formulas Tab, if you are an advanced user and customise your formulas.

There is also the Advanced Tab where you can customise your editing and printing options. If you need to make further customisations, do so now and we will move on.

## Formatting Tables



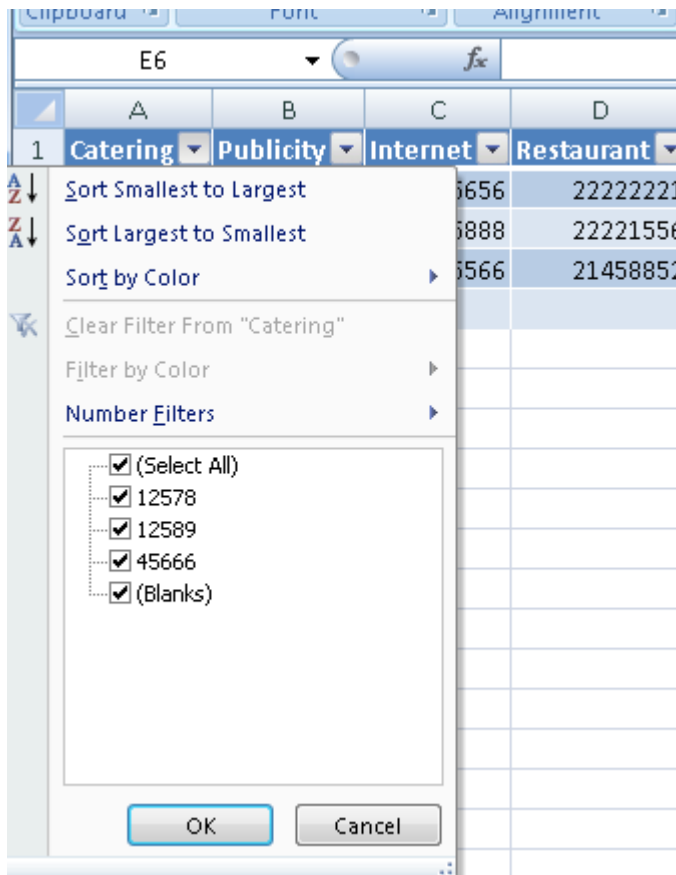
	A	B	C	D
1	Catering	Publicity	Internet	Restaurant
2	45666	4333	55656	22222221
3	12589	4560	45888	22221556
4	12578	5869	45566	21458852
5				

Here I have inserted a Table by clicking on the Insert Tab and onto the Table option. Try this now, and add the data shown, so you can practise using the new features.

Ensure you tick **My table has headings** when prompted.

As you can see the table is already formatted with drop down arrows on the headings, which will allow us to sort through the table.

Highest to Lowest, for example, or vice versa. We can also sort with colour.



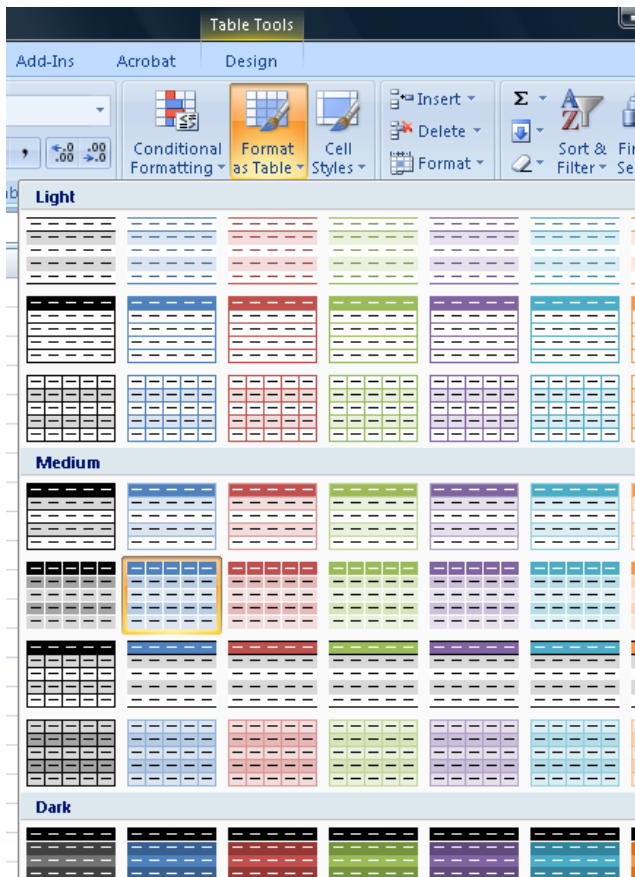
This is the menu for the drop down arrows on your Table. Which allows us, to choose a Sort feature?

To change the colour scheme, of the table. Select or highlight the table, by clicking and dragging to select the area with the mouse, until the table is darker and covers all the data we want to change. Note the dark black line around it.

	A	B	C	D	E
1	Catering	Publicity	Internet	Restaurant	
2	45666	4333	55656	22222221	
3	12589	4560	45888	22221556	
4	12578	5869	45566	21458852	
5					
6					
7					
8					

**Selected Table**  
We can see that Excel 2007 has made it easy to see what data is selected, by changing the colours on the cell references to orange.

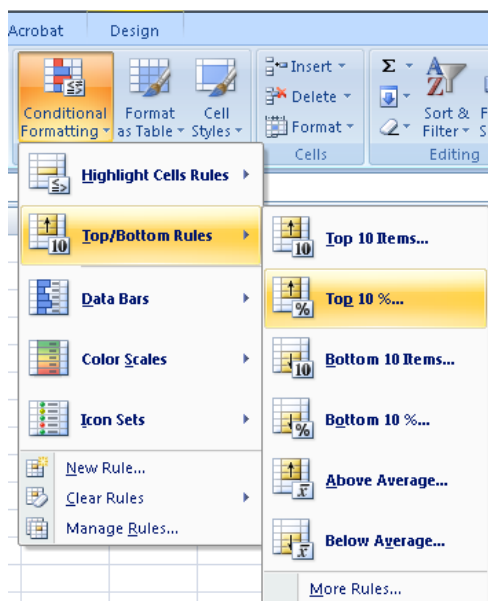
To change the colours for our table, click on the **Format as a Table** option



We can now see a whole array of styles for our table. Choose the Style you like and then we will go to the Conditional Formatting Option.

## Conditionally Formatting Tables

The Conditional Formatting Option allows us to change our table according to certain rules. Let's change the table according to the top 10% which will only show one or two fields as our table is not large enough. It's just for practise.



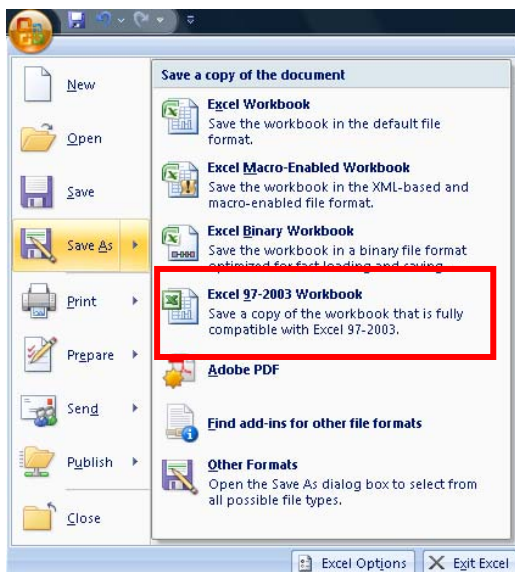


This small box appears, which shows us the colours it will use to show the top 10%. If we click on the arrow we will have the option of further colours to choose. Let's leave it at red. Click on OK. And there we have it, the top 10%, highlighted in red.

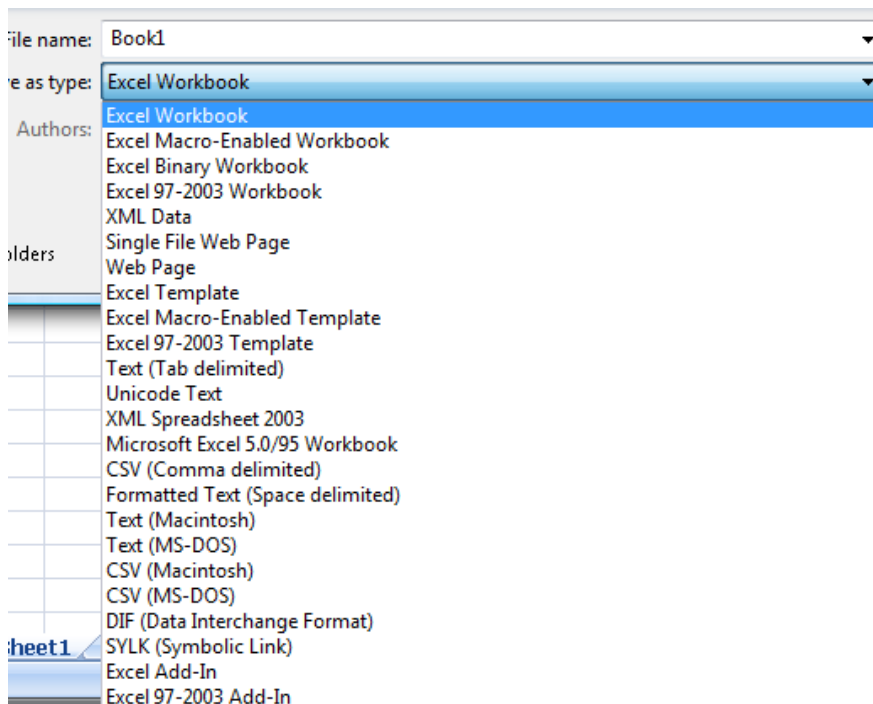
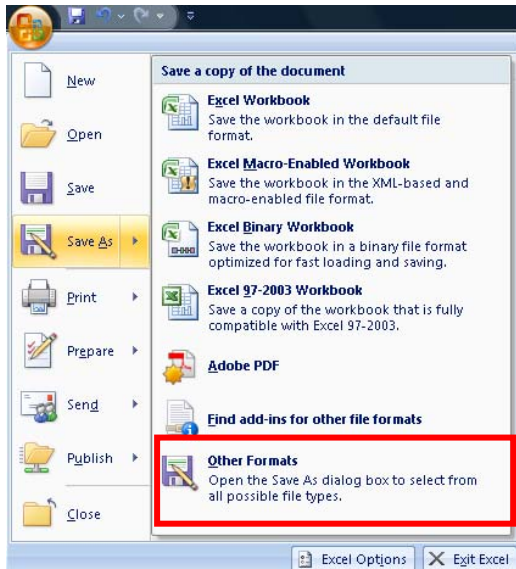
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6				

## Save in a different Format

When you save a table, you might want to email it to another person who does not have the new Excel 2007. This is fine as we can save the Table in another format. Go to the Office button, click on **Save as**, and **as an Excel 97-2003 workbook**, this will make your document compatible.



It is also possible to save in other formats, for instance if someone does not use Excel at all. Just click on the **save in other formats option** and then in the **save as box**, click on the arrow where you will see formats you can save your workbook as.



You can see many formats that Excel 2007 can save in. For example CSV Macintosh for those people who use the apple computers.

To save as normal, Click on the 'Save' icon on your Quick Access toolbar.

That is the end of this lesson, if you practised the techniques as we went along, well done, you should now be more familiar with Excel 2007. There is much more that Excel 2007 can do, but that is for another lesson.

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