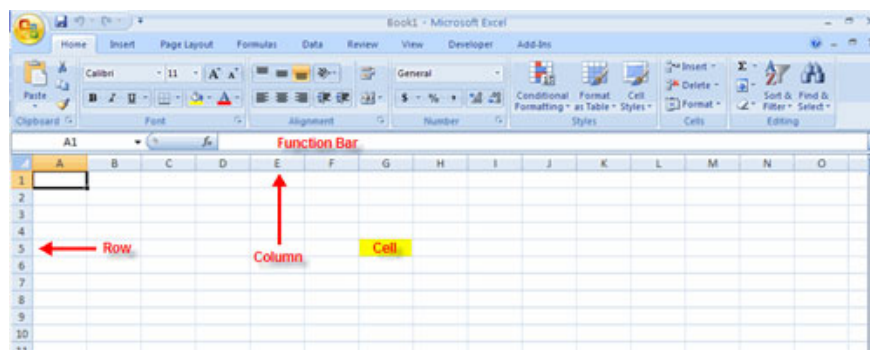


MS Excel 2007 - Lesson 1: Start Microsoft Excel 2007

Starting with Excel 2007, you should note that there are many similar features to previous versions. And there are many new features that you can use. There are 3 features you should remember when working in Excel 2007: Microsoft Office Button, Quick Access Toolbar, and Ribbon.

TipsMake.com - To get started with Excel 2007, you should note that there are many similar features to previous versions. And there are many new features that you can use. There are 3 features you should remember when working in Excel 2007: Microsoft Office Button, Quick Access Toolbar, and Ribbon. The functionality of these features will be detailed in the following article.



Setting up the Excel 2007 environment

1. Spreadsheet
2. Microsoft Office Button
3. Ribbon
4. Quick Access Toolbar
5. Mini toolbar
6. Some basic tasks
 1. Zoom in and zoom out the spreadsheet
 2. Scroll horizontally in the spreadsheet
 3. Change Page View
 4. Add commands to the Quick Access Toolbar
 5. Zoom out and enlarge Ribbon
7. Microsoft Office button
 1. Change the default Excel options

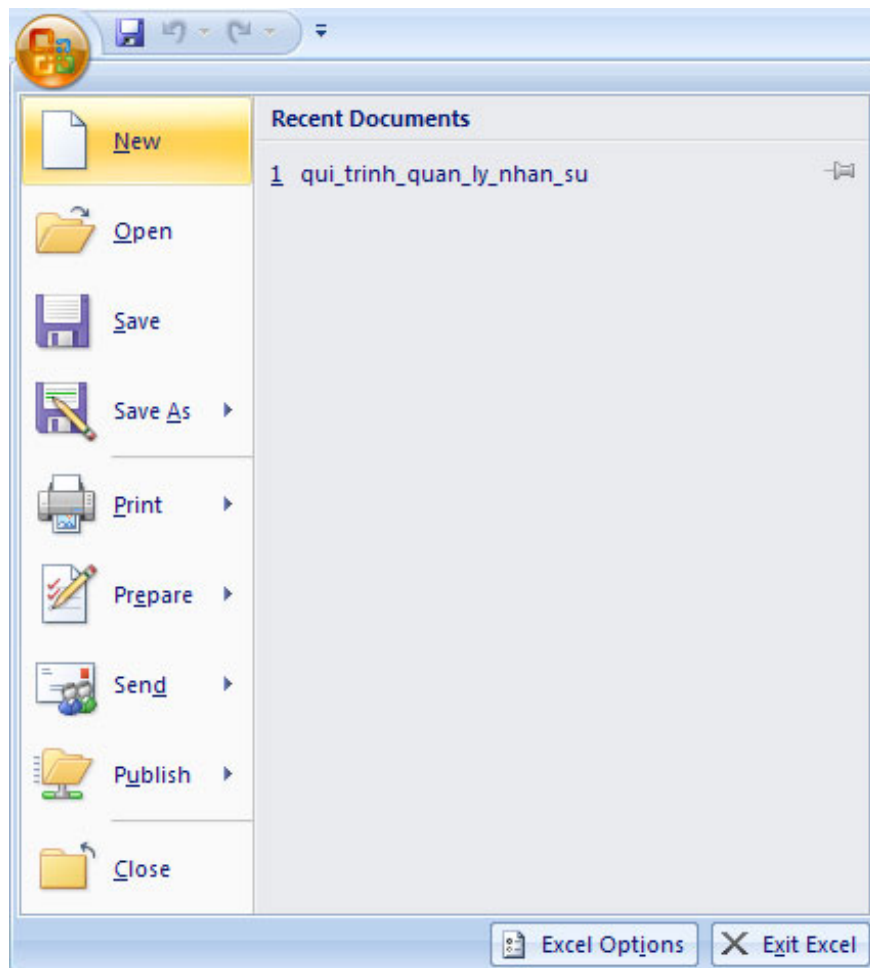
8. Practice!

Spreadsheet

A spreadsheet is an electronic document that stores different data types. There are vertical and horizontal columns. A cell is the intersection of lines and columns. A cell can contain data and is used in operations of data in spreadsheets. An Excel spreadsheet can contain **workbooks** and **worksheets** . Workbooks hold related worksheets.

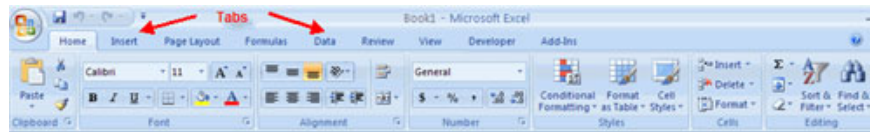
Microsoft Office Button

The Microsoft Office Button performs functions that are placed in the File menu in earlier versions of Excel. This button allows you to create a new workbook (**New**), open an existing workbook (**Open**), save (**Save**), save with file name (**Save As**), print (**Print**), send (**Send**) and close (**Close**).

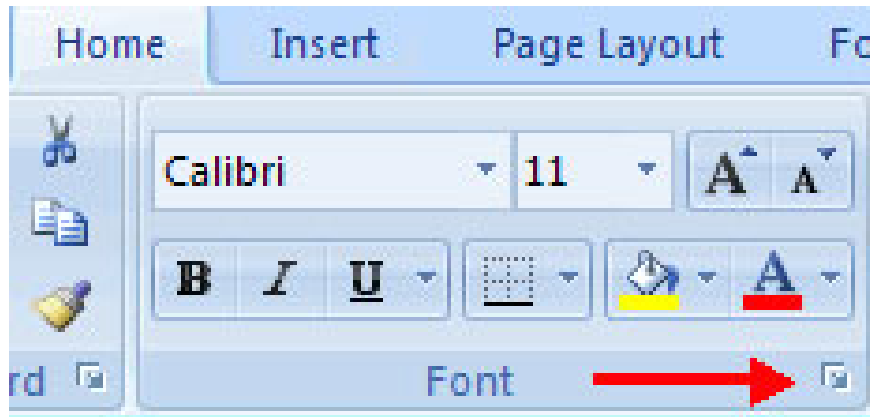


Ribbon

The ribbon is the top area of the document. It includes 7 tabs: Home, Insert, Page, Layouts, Formulas, Data, Review and View. Each tab is divided into groups. Each group is a set of features designed to perform functions that you will use in the process of working or editing Excel spreadsheets.



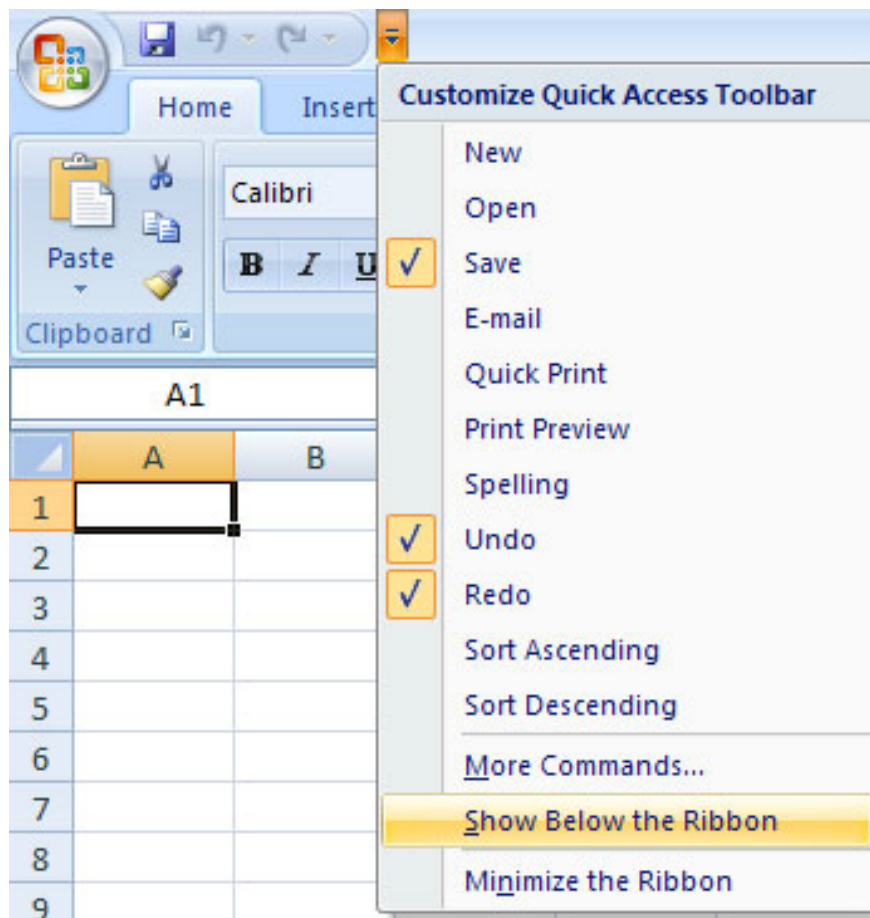
Common features are displayed in the Ribbon. To see the features in each group, click the arrow in the right corner of each group.



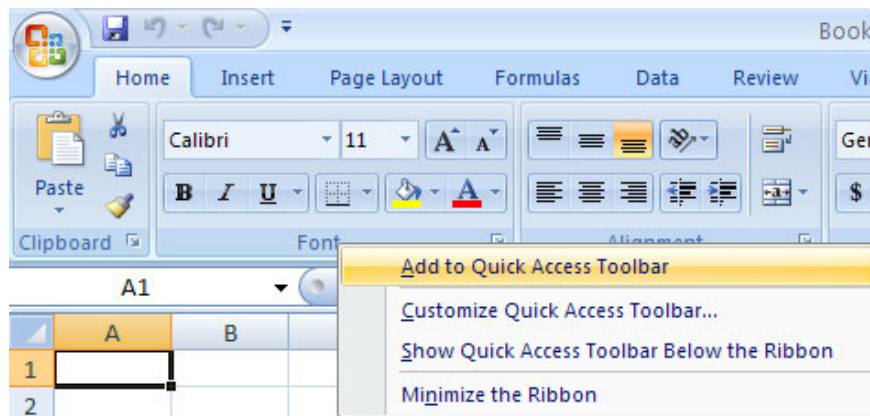
1. **Home** : Clipboard, Fonts, Alignment, Number, Styles, Cells, Editing
2. **Insert** : Tables, Illustrations, Charts, Links, Text
3. **Page Layouts** : Themes, Page Setup, Scale to Fit, Sheet Options, Arrange
4. **Formulas** : Function Library, Defined Names, Formula Auditing, Calculation
5. **Data** : Get External Data, Connections, Sort & Filter, Data Tools, Outline
6. **Review** : Proofing, Comments, Changes
7. **View** : Workbook Views, Show / Hide, Zoom, Window, Macros

Quick Access Toolbar

The Quick Access Toolbar is a custom toolbar that contains commands you can use. You can put the Quick Access Toolbar up or down the Ribbon. To change the location of the Quick Access Toolbar, click the arrow at the end of the toolbar and click **Show Below the Ribbon**.

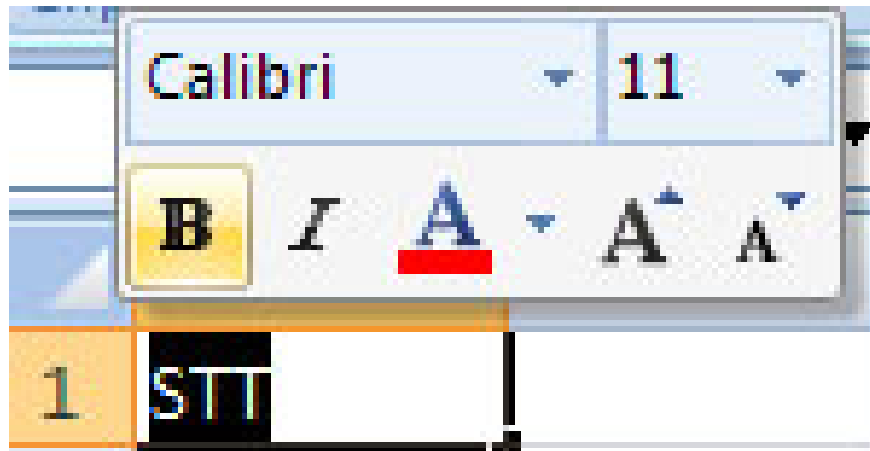


You can also add items to the Quick Access Toolbar. Right-click any item in the Office Button or Ribbon and click Add to Quick Access Toolbar and a shortcut will be added.



Mini toolbar

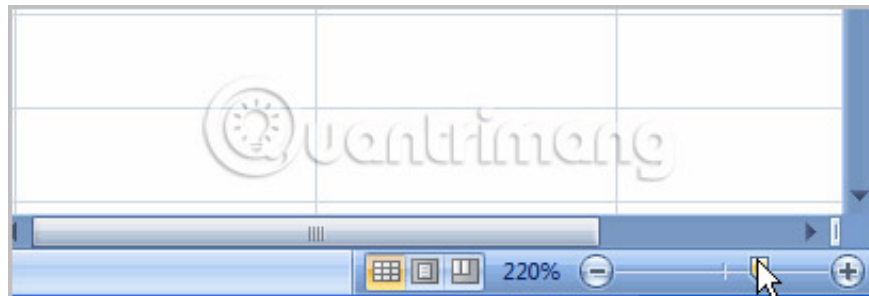
A new feature in Office 2007 is the mini toolbar. This is a floating toolbar that is displayed when you highlight text or right-click text. It displays popular formatting tools, such as Bold, Italics, Fonts, Font Size and Font Color.



Some basic tasks

Zoom in and zoom out the spreadsheet

1. Position the **Zoom** bar (**zoom** bar) in the bottom right corner.
2. Left click on the slider and drag the slider to the left to zoom out and to the right to zoom in.

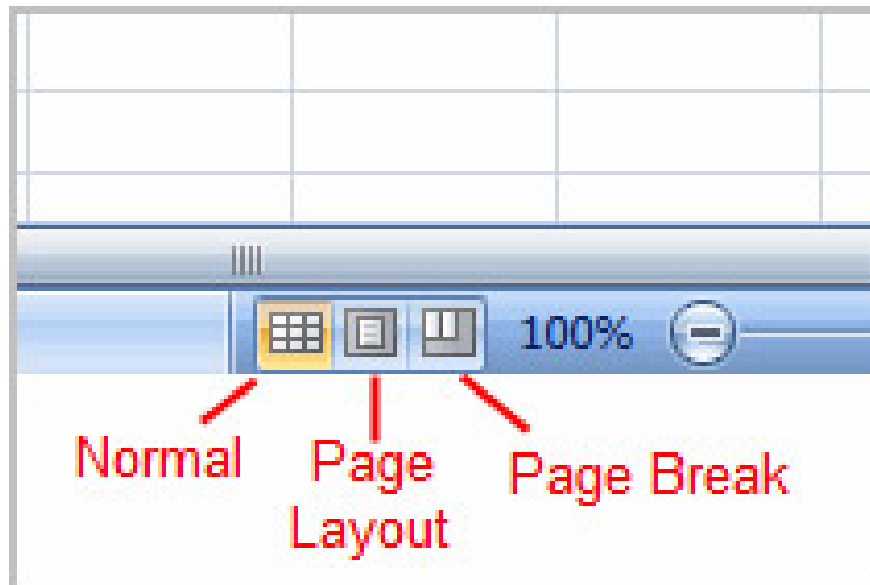


Scroll horizontally in the spreadsheet

1. Locate the horizontal scroll bar in the bottom right corner.
2. Left click on the scroll bar and move from left to right.

Change Page View

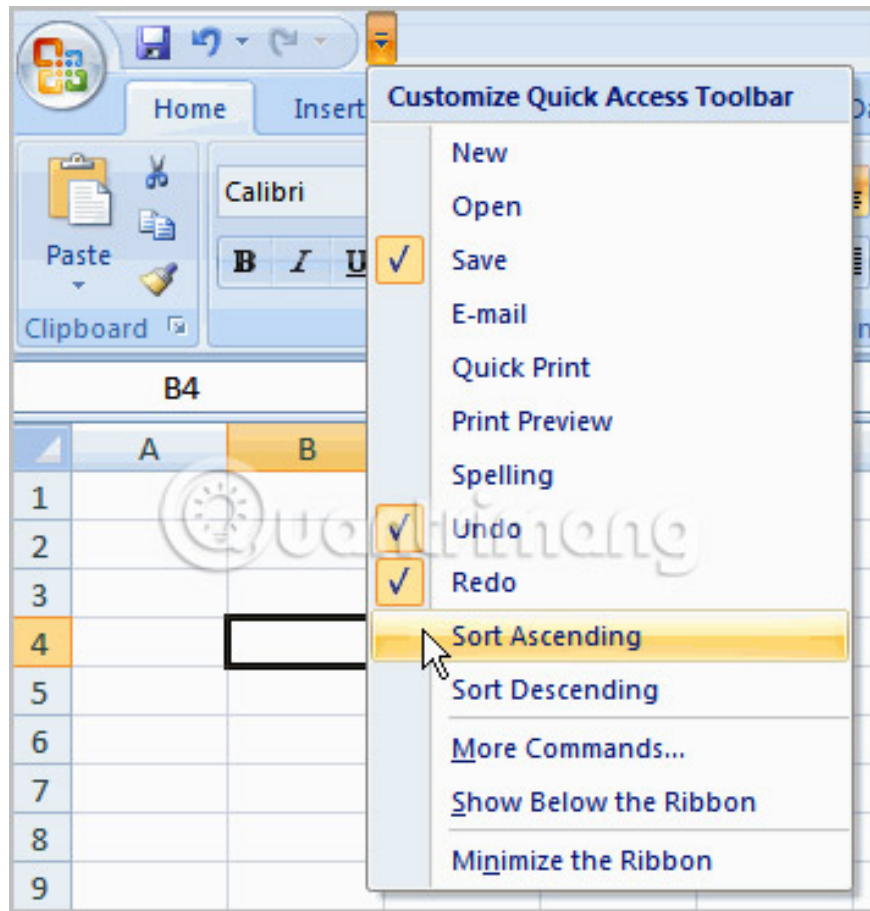
1. Find the **Page View** options in the bottom right corner. The options available are **Normal**, **Page Layout** and **Page Break**.
2. Left click on an option to select.



1. The default is **Normal View** .

Add commands to the Quick Access Toolbar

1. Click the arrow to the right of the **Quick Access Toolbar** .
2. Select the command you want to add from the drop-down list. It will appear in the Quick Access Toolbar.



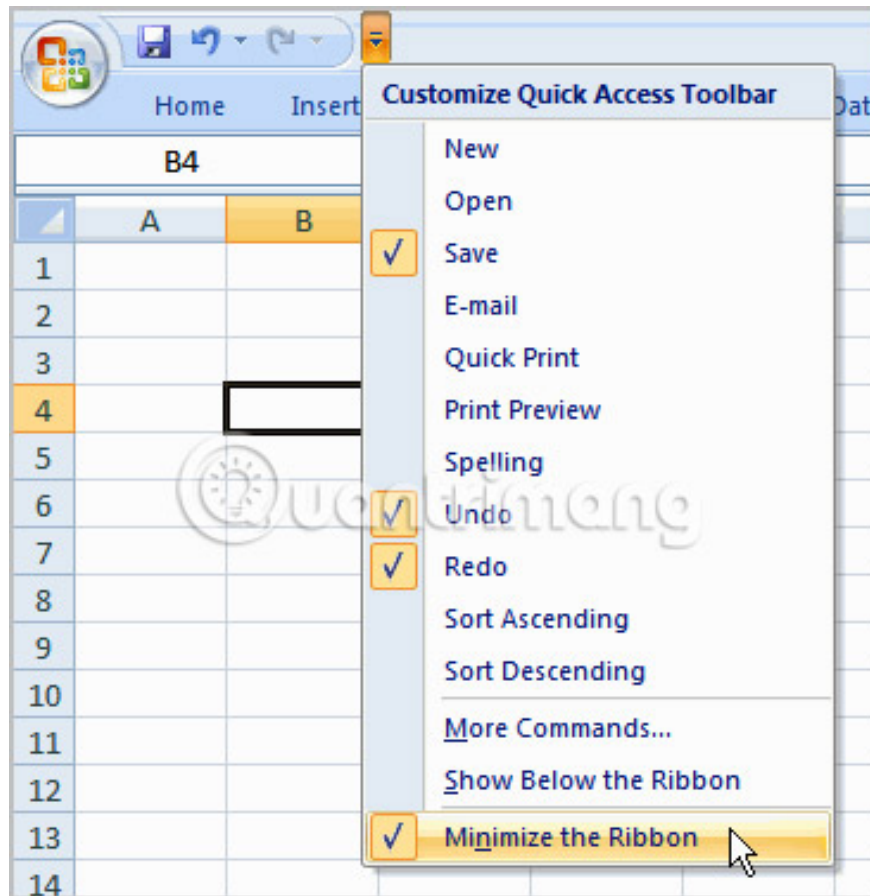
OR

1. Select **More Commands** from the menu and a dialog box will appear.
2. Choose the command you want to add.
3. Click the **Add** button .
4. Click **OK**.

Save, Undo and **Redo** commands will appear by default in the Quick Access Toolbar. You may want to add other commands to use specific Excel features that are more convenient for you.

Zoom out and enlarge Ribbon

1. Click the drop-down arrow next to the Quick Access Toolbar.
2. Select **Minimize Ribbon** from the list. The ribbon will disappear.
3. To enlarge the Ribbon, click the arrow again, then select **Minimize the Ribbon** to turn it off.

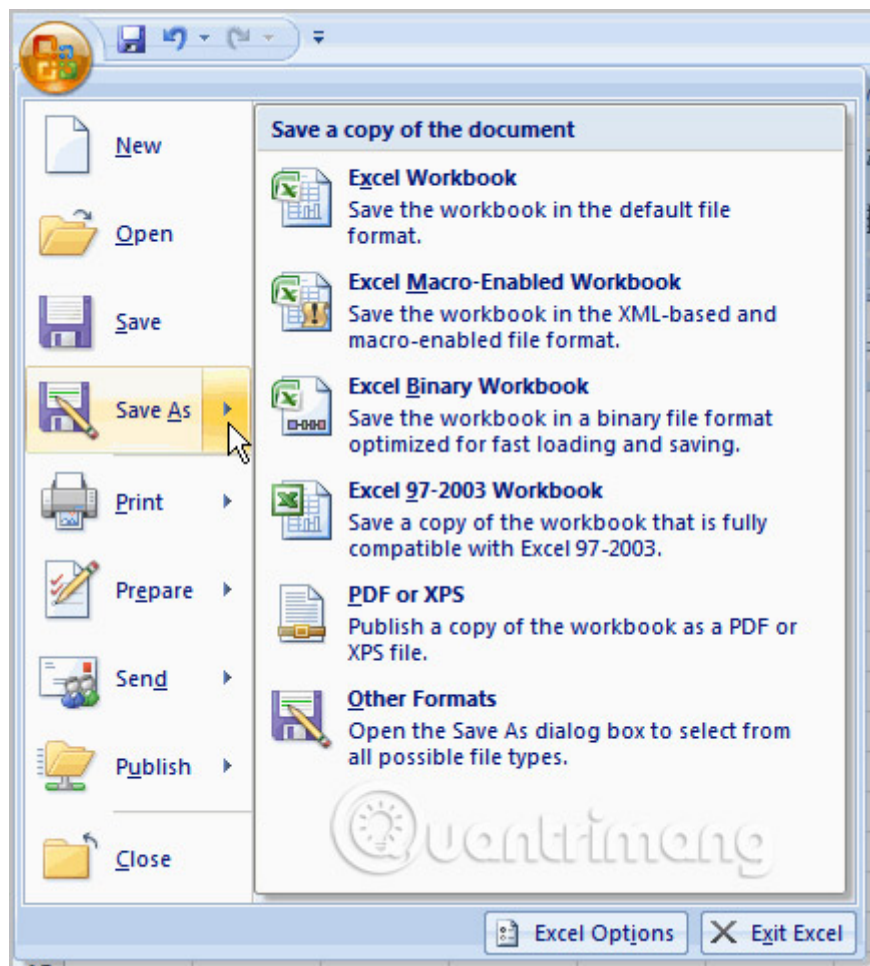


You can also zoom out and zoom in the Ribbon by right-clicking anywhere in the main menu and selecting Minimize the Ribbon in the menu that appears.

The new Ribbon-based system replaces the traditional menus in Excel 2007. It is designed to be easy to use and responsive to your current task. However, you can select the Ribbon zoom feature, if you want to use different menus or shortcuts.

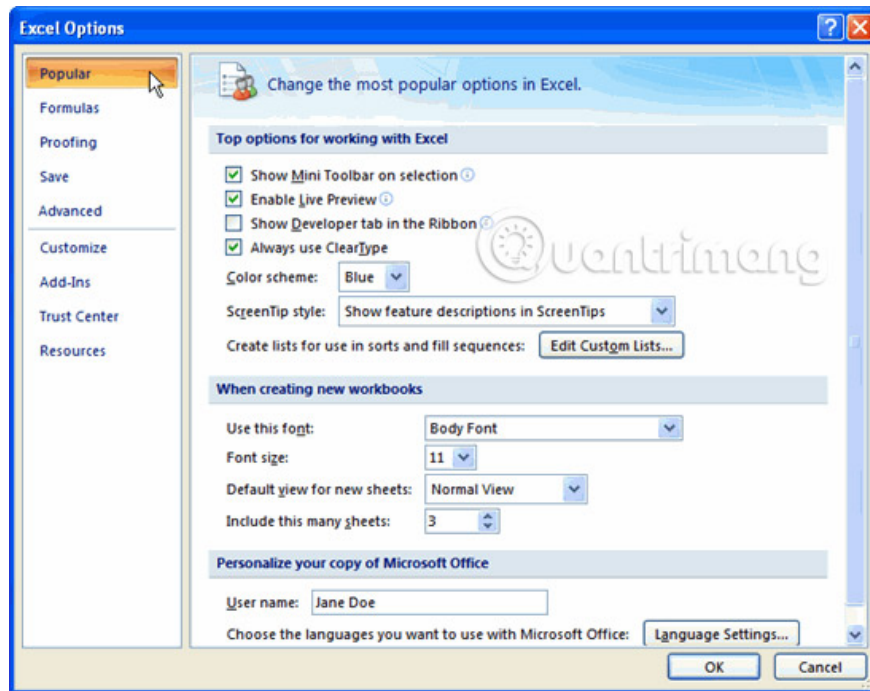
Microsoft Office button

The Microsoft Office button appears at the top of the Excel window. When you left click on this button, the menu will appear. From this menu, you can create new spreadsheets, open existing files, save files in different ways and print files. You can also add security features, send, publish and close files.



Change the default Excel options

1. Click the **Excel Options** button . A dialog box will appear.
2. Select a category on the left to access different Excel options.



1. Modify any default settings.
2. Click **OK**.

When you learn more about Excel and become proficient when using this tool, you may want to modify some settings. If you are a beginner user, it's best to leave the default settings.

Practice!

1. Open Excel.
2. Practice with the **Zoom** tool .
3. Zoom out and enlarge **Ribbon**.
4. Click the Microsoft Office button and review the options in the menu.
5. Add two commands to the **Quick Access Toolbar**.
6. Continue to explore the Excel environment.

Good luck!

>> Next article: MS Excel 2007 - Lesson 2: Customizing in Excel

You finished reading the article "**MS Excel 2007 - Lesson 1: Start Microsoft Excel 2007**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.