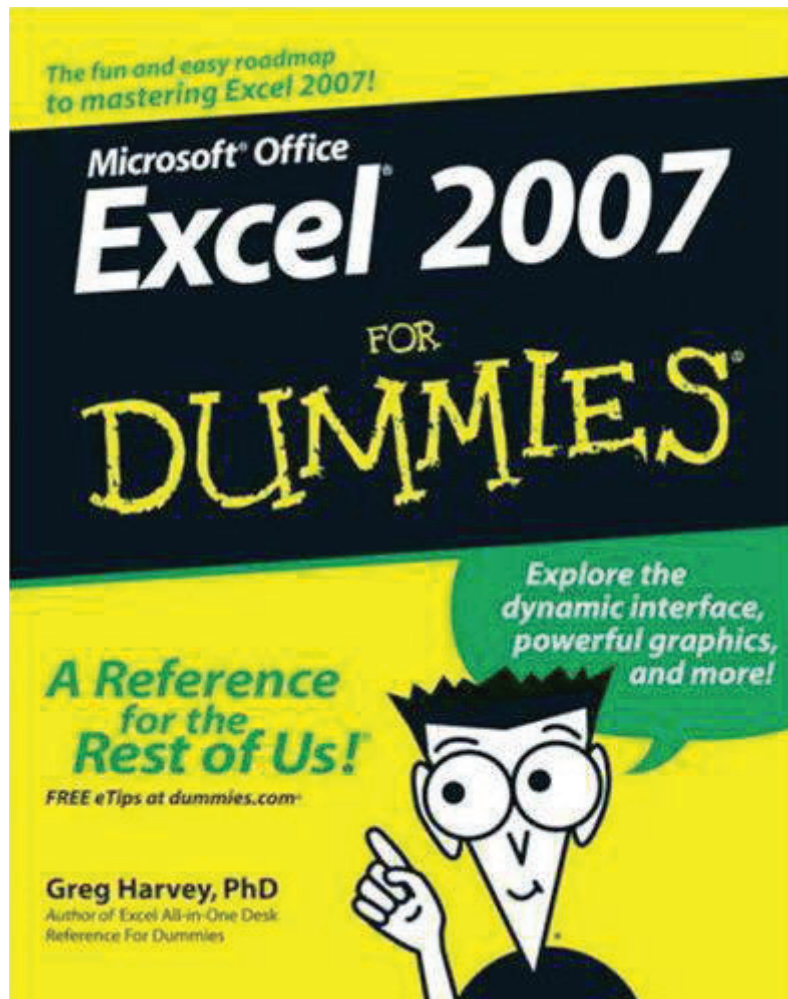
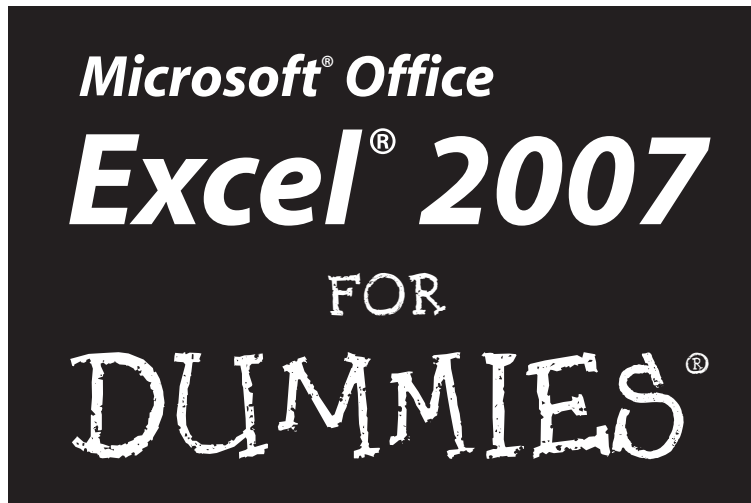




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by Greg Harvey, PhD



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About the Author

Greg Harvey has authored tons of computer books, the most recent being *Excel Workbook For Dummies* and *Roxio Easy Media Creator 8 For Dummies*, and the most popular being *Excel 2003 For Dummies* and *Excel 2003 All-In-One Desk Reference For Dummies*. He started out training business users on how to use IBM personal computers and their attendant computer software in the rough and tumble days of DOS, WordStar, and Lotus 1-2-3 in the mid-80s of the last century. After working for a number of independent training firms, Greg went on to teach semester-long courses in spreadsheet and database management software at Golden Gate University in San Francisco.

His love of teaching has translated into an equal love of writing. *For Dummies* books are, of course, his all-time favorites to write because they enable him to write to his favorite audience: the beginner. They also enable him to use humor (a key element to success in the training room) and, most delightful of all, to express an opinion or two about the subject matter at hand.

Greg received his doctorate degree in Humanities in Philosophy and Religion with a concentration in Asian Studies and Comparative Religion last May. Everyone is glad that Greg was finally able to get out of school before he retired.

Dedication

An Erucolindo melindonya

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Let me take this opportunity to thank all the people, both at Wiley Publishing, Inc., and at Mind over Media, Inc., whose dedication and talent combined to get this book out and into your hands in such great shape.

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Introduction

I'm very proud to present you with the completely revamped and almost totally brand new *Excel 2007 For Dummies*, the latest version of everybody's favorite book on Microsoft Office Excel for readers with no intention whatsoever of becoming spreadsheet gurus. The dramatic changes evident in this version of the book reflect the striking, dare I say, revolutionary changes that Microsoft has brought to its ever-popular spreadsheet program. One look at the new Ribbon command structure and all those rich style galleries in Excel 2007 and you know you're not in Kansas anymore 'cause this is *definitely* not your mother's Excel!

In keeping with Excel's more graphical and colorful look and feel, *Excel 2007 For Dummies* has taken on some color of its own (just take a gander at those color plates in the mid-section of the book) and now starts off with a definitive introduction to the new user Ribbon interface. This chapter is written both for those of you for whom Excel is a completely new experience and those of you who have had some experience with the old pull-down menu and multi-toolbar Excel interface who are now faced with the seemingly daunting task of getting comfortable with a whole new user experience.

Excel 2007 For Dummies covers all the fundamental techniques you need to know in order to create, edit, format, and print your own worksheets. In addition to showing you around the worksheet, this book also exposes you to the basics of charting, creating data lists, and performing data analysis. Keep in mind, though, that this book just touches on the easiest ways to get a few things done with these features — I make no attempt to cover charting, data lists, or data analysis in the same definitive way as spreadsheets: This book concentrates on spreadsheets because spreadsheets are what most regular folks create with Excel.

About This Book

This book isn't meant to be read cover to cover. Although its chapters are loosely organized in a logical order (progressing as you might when studying Excel in a classroom situation), each topic covered in a chapter is really meant to stand on its own.

Each discussion of a topic briefly addresses the question of what a particular feature is good for before launching into how to use it. In Excel, as with most other sophisticated programs, you usually have more than one way to do a task. For the sake of your sanity, I have purposely limited the choices by usually giving you only the most efficient ways to do a particular task. Later on, if you're so tempted, you can experiment with alternative ways of doing a task. For now, just concentrate on performing the task as I describe.

As much as possible, I've tried to make it unnecessary for you to remember anything covered in another section of the book. From time to time, however, you will come across a cross-reference to another section or chapter in the book. For the most part, such cross-references are meant to help you get more complete information on a subject, should you have the time and interest. If you have neither, no problem; just ignore the cross-references as if they never existed.

How to Use This Book

This book is like a reference in which you start out by looking up the topic you need information about (in either the table of contents or the index), and then you refer directly to the section of interest. I explain most topics conversationally (as though you were sitting in the back of a classroom where you can safely nap). Sometimes, however, my regiment-commander mentality takes over, and I list the steps you need to take to accomplish a particular task in a particular section.

What You Can Safely Ignore

When you come across a section that contains the steps you take to get something done, you can safely ignore all text accompanying the steps (the text that isn't in bold) if you have neither the time nor the inclination to wade through more material.

Whenever possible, I have also tried to separate background or footnote-type information from the essential facts by exiling this kind of junk to a sidebar (look for blocks of text on a gray background). These sections are often flagged with icons that let you know what type of information you will encounter there. You can easily disregard text marked this way. (I'll scoop you on the icons I use in this book a little later.)

Foolish Assumptions

I'm going to make only one assumption about you (let's see how close I get): You have access to a PC (at least some of the time) that is running either Windows Vista or Windows XP and on which Microsoft Office Excel 2007 is installed. However, having said that, I make no assumption that you've ever launched Excel 2007, let alone done anything with it.



This book is intended ONLY for users of Microsoft Office Excel 2007! If you're using any previous version of Excel for Windows (from Excel 97 through 2003), the information in this book will only confuse and confound you as your version of Excel works nothing like the 2007 version this book describes.

If you are working on an earlier version of Excel, please put this book down slowly and instead pick up a copy of *Excel 2003 For Dummies*, published by Wiley Publishing.

How This Book Is Organized

This book is organized in six parts (which gives you a chance to see at least six of those great Rich Tennant cartoons!). Each part contains two or more chapters (to keep the editors happy) that more or less go together (to keep you happy). Each chapter is further divided into loosely related sections that cover the basics of the topic at hand. You should not, however, get too hung up on following along with the structure of the book; ultimately, it doesn't matter at all if you find out how to edit the worksheet before you learn how to format it, or if you figure out printing before you learn editing. The important thing is that you find the information — and understand it when you find it — when you need to perform a particular task.

In case you're interested, a synopsis of what you find in each part follows.

Part 1: Getting In on the Ground Floor

As the name implies, in this part I cover such fundamentals as how to start the program, identify the parts of the screen, enter information in the worksheet, save a document, and so on. If you're starting with absolutely no background in using spreadsheets, you definitely want to glance at the information in Chapter 1 to discover the secrets of the new Ribbon interface before you move on to how to create new worksheets in Chapter 2.

Part II: Editing Without Tears

In this part, I show how to edit spreadsheets to make them look good, as well as how to make major editing changes to them without courting disaster. Peruse Chapter 3 when you need information on formatting the data to improve the way it appears in the worksheet. See Chapter 4 for rearranging, deleting, or inserting new information in the worksheet. And read Chapter 5 for the skinny on printing out your finished product.

Part III: Getting Organized and Staying That Way

Here I give you all kinds of information on how to stay on top of the data that you've entered into your spreadsheets. Chapter 6 is full of good ideas on how to keep track of and organize the data in a single worksheet. Chapter 7 gives you the ins and outs of working with data in different worksheets in the same workbook and gives you information on transferring data between the sheets of different workbooks.

Part IV: Digging Data Analysis

This part consists of two chapters. Chapter 8 gives you an introduction to performing various types of what-if analysis in Excel, including setting up data tables with one and two inputs, performing goal seeking, and creating different cases with Scenario Manager. Chapter 9 introduces you to Excel's vastly improved pivot table and pivot chart capabilities that enable you to summarize and filter vast amounts of data in a worksheet table or data list in a compact tabular or chart format.

Part V: Life Beyond the Spreadsheet

In Part V, I explore some of the other aspects of Excel besides the spreadsheet. In Chapter 10, you find out just how ridiculously easy it is to create a chart using the data in a worksheet. In Chapter 11, you discover just how useful Excel's data list capabilities can be when you have to track and organize a large amount of information. In Chapter 12, you find out about using add-in programs to enhance Excel's basic features, adding hyperlinks to jump to new places in a worksheet, to new documents, and even to Web pages, as well as how to record macros to automate your work.

Part VI: The Part of Tens

As is the tradition in *For Dummies* books, the last part contains lists of the top ten most useful and useless facts, tips, and suggestions. In this part, you find three chapters. Chapter 13 provides my top ten list of the best new features in Excel 2007 (and boy was it hard keeping it down to just ten). Chapter 14 gives you the top ten beginner basics you need to know as you start using this program. And Chapter 15 gives you the King James Version of the Ten Commandments of Excel 2007. With this chapter under your belt, how canst thou goest astray?

Conventions Used in This Book

The following information gives you the lowdown on how things look in this book — publishers call these items the book's *conventions* (no campaigning, flag-waving, name-calling, or finger-pointing is involved, however).

Keyboard and mouse

Excel 2007 is a sophisticated program with a whole new and wonderful user interface, dubbed the Ribbon. In Chapter 1, I explain all about this new Ribbon interface and how to get comfortable with its new command structure. Throughout the book, you'll find Ribbon command sequences using the shorthand developed by Microsoft whereby the name on the tab on the Ribbon and the command button you select are separated by vertical bars as in:

Home | Copy

This is shorthand for the Ribbon command that copies whatever cells or graphics are currently selected to the Windows Clipboard. It means that you click the Home tab on the Ribbon (if it's not already displayed) and then click the Copy button (that sports the traditional side-by-side page icon).

Some of the Ribbon command sequences involve not only selecting a command button on a tab but then also selecting an item on a drop-down menu. In this case, the drop-down menu command follows the name of the tab and command button, all separated by vertical bars, as in:

Formulas | Calculation Options | Manual

This is shorthand for the Ribbon command sequence that turns on manual recalculation in Excel. It says that you click the Formulas tab (if it's not already displayed) and then click the Calculation Options button followed by the Manual drop-down menu option.

Although you use the mouse and keyboard shortcut keys to move your way in, out, and around the Excel worksheet, you do have to take some time to enter the data so that you can eventually mouse around with it. Therefore, this book occasionally encourages you to type something specific into a specific cell in the worksheet. Of course, you can always choose not to follow the instructions. When I tell you to enter a specific function, the part you should type generally appears in **bold** type. For example, **=SUM(A2:B2)** means that you should type exactly what you see: an equal sign, the word **SUM**, a left parenthesis, the text **A2:B2** (complete with a colon between the letter-number combos), and a right parenthesis. You then, of course, have to press Enter to make the entry stick.

When Excel isn't talking to you by popping up message boxes, it displays highly informative messages in the status bar at the bottom of the screen. This book renders messages that you see on-screen like this:

Calculate

This is the message that tells you that Excel is in manual recalculation mode (after using the earlier Ribbon command sequence) and that one or more of the formulas in your worksheet are not up-to-date and are in sore need of recalculation.

Occasionally I give you a *hot key combination* that you can press in order to choose a command from the keyboard rather than clicking buttons on the Ribbon with the mouse. Hot key combinations are written like this: Alt+FS or Ctrl+S (both of these hot key combos save workbook changes).

With the Alt key combos, you press the Alt key until the hot key letters appear in little squares all along the Ribbon. At that point, you can release the Alt key and start typing the hot key letters (by the way, you type all lowercase hot key letters — I only put them in caps to make them stand out in the text).

Hot key combos that use the Ctrl key are of an older vintage and work a little bit differently. You have to hold down the Ctrl key as you type the hot letter (though again, type only lowercase letters unless you see the Shift key in the sequence, as in Ctrl+Shift+C).

Excel 2007 uses only one pull-down menu (the File pull-down menu) and one toolbar (the Quick Access toolbar). You open the File pull-down menu by clicking the Office Button (the four-color round button in the upper-left corner of Excel program window) or pressing Alt+F. The Quick Access toolbar with its four buttons appears to the immediate right of the Office Button.

All earlier versions of this book use *command arrows* to lead you from the initial pull-down menu, to the submenu, and so on, to the command you ultimately want. For example, if you need to open the File pull-down menu to get to the Open command, that instruction would look like this: Choose File⇒Open. This is the equivalent of Office Button | Open and Alt+FO. Commands using the older command arrow notation rather than the vertical bar notation occur only in the tables in Chapter 1 for people upgrading to Excel 2007 from older versions of Excel.

Finally, if you're really observant, you may notice a discrepancy between the capitalization of the names of dialog box options (such as headings, option buttons, and check boxes) as they appear in text and how they actually appear in Excel on your computer screen. I intentionally use the convention of capitalizing the initial letters of all the main words of a dialog box option to help you differentiate the name of the option from the rest of the text describing its use.

Special icons

The following icons are strategically placed in the margins to point out stuff you may or may not want to read.



This icon alerts you to nerdy discussions that you may well want to skip (or read when no one else is around).



This icon alerts you to shortcuts or other valuable hints related to the topic at hand.



This icon alerts you to information to keep in mind if you want to meet with a modicum of success.



This icon alerts you to information to keep in mind if you want to avert complete disaster.

Where to Go from Here

If you've never worked with a computer spreadsheet, I suggest that, right after getting your chuckles with the cartoons, you first go to Chapter 1 and find out what you're dealing with. And, if you're someone with some experience with earlier versions of Excel, I want you to head directly to the section, "Migrating to Excel 2007 from Earlier Versions" in Chapter 1, where you find out how to stay calm as you become familiar and, yes, comfortable with the new Ribbon user interface.

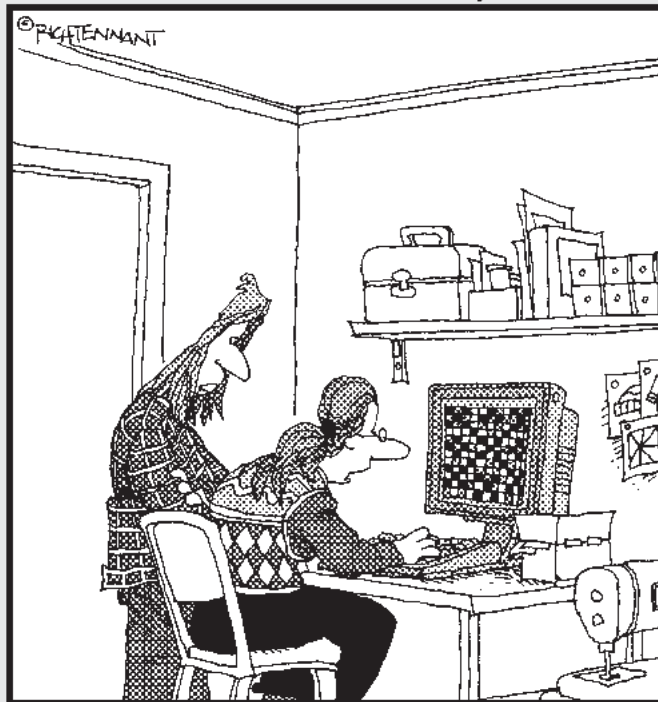
Then, as specific needs arise (such as, "How do I copy a formula?" or "How do I print just a particular section of my worksheet?"), you can go to the table of contents or the index to find the appropriate section and go right to that section for answers.

Part I

Getting In on the Ground Floor

The 5th Wave

By Rich Tennant



"I've used several spreadsheet programs, but this is the best one for designing quilt patterns."

In this part . . .

One look at the Excel 2007 screen with its new Microsoft Office Button, Quick Access toolbar, and Ribbon, and you realize how much stuff is going on here. Well, not to worry: In Chapter 1, I break down the parts of the Excel 2007 Ribbon user interface and make some sense out of the rash of tabs and command buttons that you're going to be facing day after day after day.

Of course, it's not enough to just sit back and have someone like me explain what's what on the screen. To get any good out of Excel, you've got to start learning how to use all these bells and whistles (or buttons and boxes, in this case). That's where Chapter 2 comes in, giving you the lowdown on how to use some of the screen's more prominent buttons and boxes to get your spreadsheet data entered. From this humble beginning, it's a quick trip to total screen mastery.

Chapter 1

The Excel 2007 User Experience

In This Chapter

- ▶ Getting familiar with the new Excel 2007 program window
- ▶ Selecting commands from the Ribbon
- ▶ Customizing the Quick Access Toolbar
- ▶ Methods for starting Excel 2007
- ▶ Surfing an Excel 2007 worksheet and workbook
- ▶ Getting some help with using this program
- ▶ Quick start guide for users migrating to Excel 2007 from earlier versions

The designers and engineers at Microsoft have really gone and done it this time — cooking up a brand new way to use everybody's favorite electronic spreadsheet program. This new Excel 2007 user interface scraps its previous reliance on a series of pull-down menus, task panes, and multitudinous toolbars. Instead, it uses a single strip at the top of the worksheet called the Ribbon designed to put the bulk of the Excel commands you use at your fingertips at all times.

Add a single remaining Office pull-down menu and sole Quick Access toolbar along with a few remaining task panes (Clipboard, Clip Art, and Research) to the Ribbon and you end up with the easiest to use Excel ever. This version offers you the handiest way to crunch your numbers, produce and print polished financial reports, as well as organize and chart your data, in other words, to do all the wonderful things for which you rely on Excel.

And best of all, this new and improved Excel user interface includes all sorts of graphical improvements. First and foremost is Live Preview that shows you how your actual worksheet data would appear in a particular font, table formatting, and so on before you actually select it. In addition, Excel now supports an honest to goodness Page Layout View that displays rulers and margins along with headers and footers for every worksheet and has a zoom slider at the bottom of the screen that enables you to zoom in and out on the spreadsheet data instantly. Last but not least, Excel 2007 is full of pop-up galleries that make spreadsheet formatting and charting a real breeze, especially in tandem with Live Preview.

Excel's Ribbon User Interface

When you first launch Excel 2007, the program opens up the first of three new worksheets (named Sheet1) in a new workbook file (named Book1) inside a program window like the one shown in Figure 1-1 and Color Plate 1.

The Excel program window containing this worksheet of the workbook is made up of the following components:



- ✓ **Office Button** that when clicked opens the Office pull-down menu containing all the file related commands including Save, Open, Print, and Exit as well as the Excel Options button that enables you to change Excel's default settings
- ✓ **Quick Access toolbar** that contains buttons you can click to perform common tasks such as saving your work and undoing and redoing edits and which you can customize by adding command buttons
- ✓ **Ribbon** that contains the bulk of the Excel commands arranged into a series of tabs ranging from Home through View
- ✓ **Formula bar** that displays the address of the current cell along with the contents of that cell
- ✓ **Worksheet area** that contains all the cells of the current worksheet identified by column headings using letters along the top and row headings using numbers along the left edge with tabs for selecting new worksheets and a horizontal scroll bar to move left and right through the sheet on the bottom and a vertical scroll bar to move up and down through the sheet on the right edge
- ✓ **Status bar** that keeps you informed of the program's current mode, any special keys you engage, and enables you to select a new worksheet view and to zoom in and out on the worksheet

Manipulating the Office Button

At the very top of the Excel 2007 program window, you find the Office Button (the round one with the Office four-color icon in the very upper-left corner of the screen) followed immediately by the Quick Access toolbar.



When you click the Office Button, a pull-down menu similar to the one shown in Figure 1-2 appears. This Office menu contains all the commands you need for working with Excel workbook files such as saving, opening, and closing files. In addition, this pull-down menu contains an Excel Options button that you can select to change the program's settings and an Exit Excel button that you can select when you're ready to shut down the program.

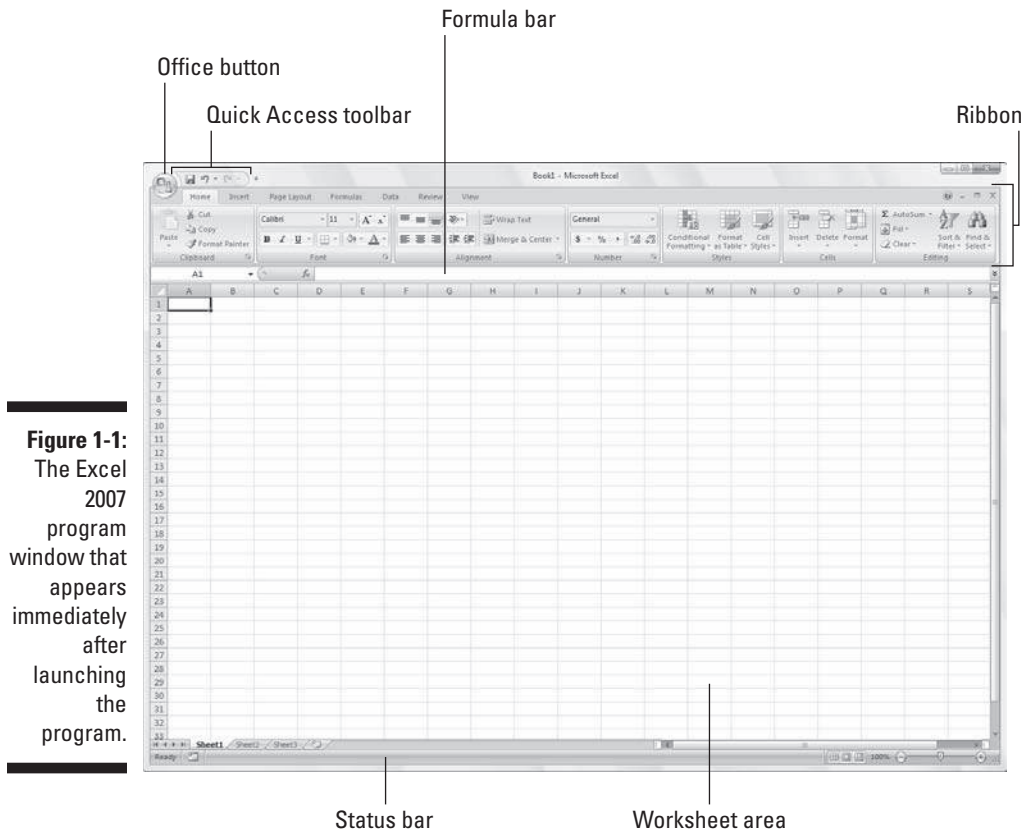
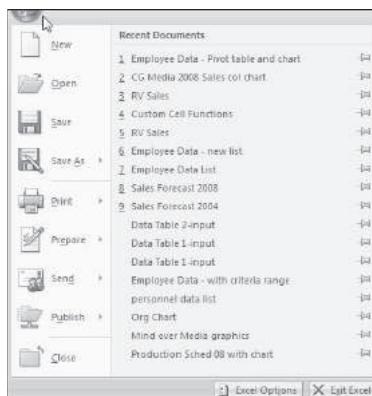


Figure 1-1:
The Excel
2007
program
window that
appears
immediately
after
launching
the
program.

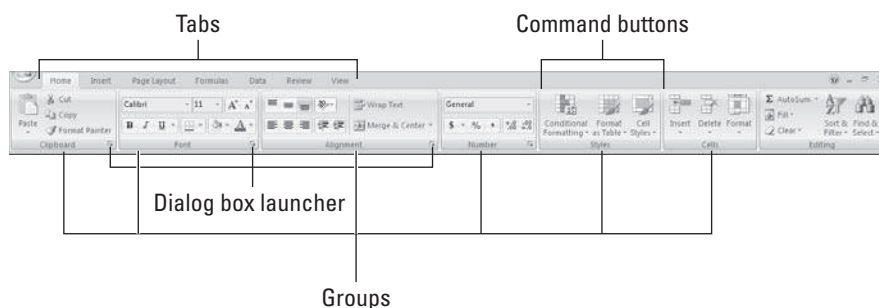
Figure 1-2:
Click the
Office
Button to
access the
commands
on its pull-
down menu,
open a
recent
workbook,
or change
the Excel
Options.



Bragging about the Ribbon

The Ribbon (shown in Figure 1-3) radically changes the way you work in Excel 2007. Instead of having to memorize (or guess) on which pull-down menu or toolbar Microsoft put the particular command you want to use, their designers and engineers came up with the Ribbon that always shows you all the most commonly used options needed to perform a particular Excel task.

Figure 1-3: Excel's Ribbon consists of a series of tabs containing command buttons arranged into different groups.



The Ribbon is made up of the following components:

- ✓ **Tabs** for each of Excel's main tasks that bring together and display all the commands commonly needed to perform that core task
- ✓ **Groups** that organize related command buttons into subtasks normally performed as part of the tab's larger core task
- ✓ **Command buttons** within each group that you select to perform a particular action or to open a gallery from which you can click a particular thumbnail — note that many command buttons on certain tabs of the Excel Ribbon are organized into mini-toolbars with related settings
- ✓ **Dialog Box launcher** in the lower-right corner of certain groups that opens a dialog box containing a bunch of additional options you can select



To get more of the Worksheet area displayed in the program window, you can minimize the Ribbon so that only its tabs are displayed — simply click Minimize the Ribbon on the menu opened by clicking the Custom Quick Access Toolbar button, double-click any one of the Ribbon's tabs or press Ctrl+F1. To redisplay the entire Ribbon, and keep all the command buttons on its tab displayed in the program window, click Minimize the Ribbon item on the Custom Quick Access Toolbar's drop-down menu, double-click one of the tabs or press Ctrl+F1 a second time.



When you work in Excel with the Ribbon minimized, the Ribbon expands each time you click one of its tabs to show its command buttons but that tab stays open only until you select one of the command buttons. The moment you select a command button, Excel immediately minimizes the Ribbon again to just the display of its tabs.

Keeping tabs on the Excel Ribbon

The very first time you launch Excel 2007, its Ribbon contains the following seven tabs, going from left to right:

- ✓ **Home** tab with the command buttons normally used when creating, formatting, and editing a spreadsheet arranged into the Clipboard, Font, Alignment, Number, Styles, Cells, and Editing groups (see Color Plate 1)
- ✓ **Insert** tab with the command buttons normally used when adding particular elements (including graphics, PivotTables, charts, hyperlinks, and headers and footers) to a spreadsheet arranged into the Shapes, Tables, Illustrations, Charts, Links, and Text groups (see Color Plate 2)
- ✓ **Page Layout** tab with the command buttons normally used when preparing a spreadsheet for printing or re-ordering graphics on the sheet arranged into the Themes, Page Setup, Scale to Fit, Sheet Options, and Arrange groups (see Color Plate 3)
- ✓ **Formulas** tab with the command buttons normally used when adding formulas and functions to a spreadsheet or checking a worksheet for formula errors arranged into the Function Library, Defined Names, Formula Auditing, and Calculation groups (see Color Plate 4). Note that this tab also contains a Solutions group when you activate certain add-in programs such as Conditional Sum and Euro Currency Tools — see Chapter 12 for more on using Excel add-in programs.
- ✓ **Data** tab with the command buttons normally used when importing, querying, outlining, and subtotaling the data placed into a worksheet's data list arranged into the Get External Data, Manage Connections, Sort & Filter, Data Tools, and Outline groups (see Color Plate 5). Note that this tab also contains an Analysis group if you activate add-ins such as the Analysis Toolpak and Solver Add-In — see Chapter 12 for more on Excel add-ins.
- ✓ **Review** tab with the command buttons normally used when proofing, protecting, and marking up a spreadsheet for review by others arranged into the Proofing, Comments, and Changes, groups (see Color Plate 6). Note that this tab also contains an Ink group with a sole Start Inking button if you're running Office 2007 on a Tablet PC.
- ✓ **View** tab with the command buttons normally used when changing the display of the Worksheet area and the data it contains arranged into the Workbook Views, Show/Hide, Zoom, Window, and Macros groups (see Color Plate 7).



In addition to these seven standard tabs, Excel has an eighth, optional Developer tab that you can add to the Ribbon if you do a lot of work with macros and XML files — see Chapter 12 for more on the Developer tab.

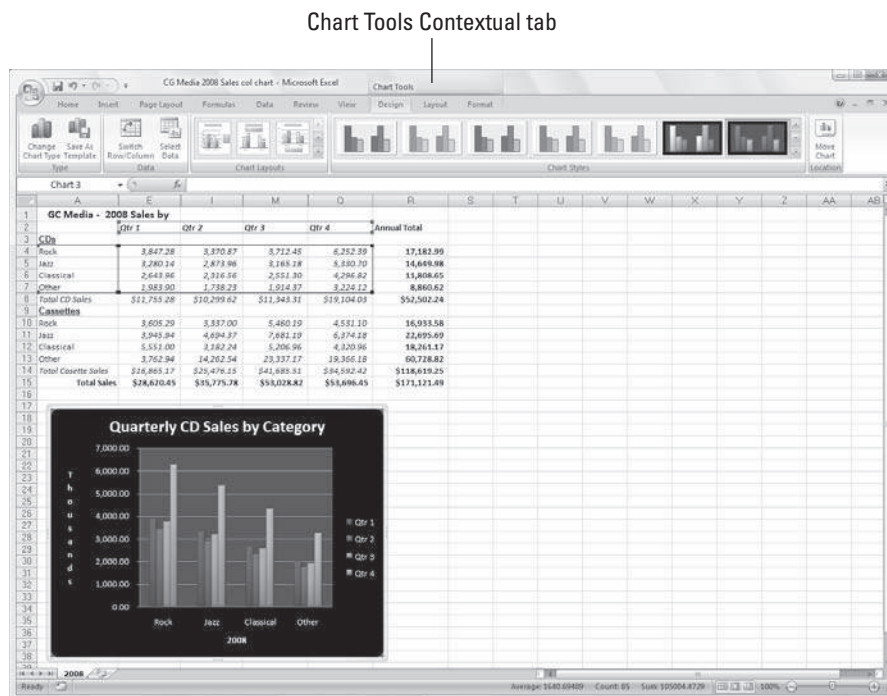
Although these standard tabs are the ones you always see on the Ribbon when it's displayed in Excel, they aren't the only things that can appear in this area. In addition, Excel can display contextual tools when you're working with a particular object that you select in the worksheet such as a graphic image you've added or a chart or PivotTable you've created. The name of the contextual tools for the selected object appears immediately above the tab or tabs associated with the tools.

For example, Figure 1-4 shows a worksheet after you click the embedded chart to select it. As you can see, doing this causes the contextual tool called Chart Tools to be added to the very end of the Ribbon. Chart Tools contextual tool has its own three tabs: Design (selected by default), Layout, and Format. Note too that the command buttons on the Design tab are arranged into their own groups: Type, Data, Chart Layouts, Chart Styles, and Location.



The moment you deselect the object (usually by clicking somewhere on the sheet outside of its boundaries), the contextual tool for that object and all of its tabs immediately disappears from the Ribbon, leaving only the regular tabs — Home, Insert, Page Layout, Formulas, Data, Review, and View — displayed.

Figure 1-4: When you select certain objects in the worksheet, Excel adds contextual tools to the Ribbon with their own tabs, groups, and command buttons.



Selecting commands from the Ribbon

The most direct method for selecting commands on the Ribbon is to click the tab that contains the command button you want and then click that button in its group. For example, to insert a piece of Clip Art into your spreadsheet, you click the Insert tab and then click the Clip Art button to open the Clip Art task pane in the Worksheet area.

The easiest method for selecting commands on the Ribbon — if you know your keyboard at all well — is to press the Alt key and then type the sequence of letters designated as the hot keys for the desired tab and associated command buttons.

When you first press and release the Alt key, Excel displays the hot keys for all the tabs on the Ribbon. When you type one of the Ribbon tab hot keys to select it, all the command button hot keys appear next to their buttons along with the hot keys for the Dialog Box launchers in any group on that tab (see Figure 1-5). To select a command button or Dialog Box launcher, simply type its hot key letter.

Figure 1-5: When you press Alt plus a tab hot key, Excel displays the hot keys for selecting all of its command buttons and Dialog Box launchers.



If you know the old Excel shortcut keys from versions Excel 97 through 2003, you can still use them. For example, instead of going through the rigmarole of pressing Alt+HC to copy a cell selection to the Windows Clipboard and then Alt+HV to paste it elsewhere in the sheet, you can still press Ctrl+C to copy the selection and then press Ctrl+V when you're ready to paste it. Note, however, that when using a hot key combination with the Alt key, you don't need to keep the Alt key depressed while typing the remaining letter(s) as you do when using a hot key combo with the Ctrl key.

Adapting the Quick Access toolbar

When you first start using Excel 2007, the Quick Access toolbar contains only the following few buttons:

- ✓ **Save** to save any changes made to the current workbook using the same filename, file format, and location
- ✓ **Undo** to undo the last editing, formatting, or layout change you made
- ✓ **Redo** to reapply the previous editing, formatting, or layout change that you just removed with the Undo button

The Quick Access toolbar is very customizable as Excel makes it really easy to add any Ribbon command to it. Moreover, you're not restricted to adding buttons for just the commands on the Ribbon: you can add any Excel command you want to the toolbar, even the obscure ones that don't rate an appearance on any of its tabs.



By default, the Quick Access toolbar appears above the Ribbon tabs immediately to the right of the Office Button. To display the toolbar beneath the Ribbon immediately above the Formula bar, click the Customize Quick Access Toolbar button (the drop-down button to the right of the toolbar with a horizontal bar above a down-pointing triangle) and then click Show Below the Ribbon on its drop-down menu. You will definitely want to make this change if you start adding more buttons to the toolbar so that the growing Quick Access toolbar doesn't start crowding out the name of the current workbook that appears to the toolbar's right.

Adding command buttons on the Customize Quick Access Toolbar's drop-down menu

When you click the Customize Quick Access Toolbar button, a drop-down menu appears containing the following commands:

- ✓ **New** to open a new workbook
- ✓ **Open** to display the Open dialog box for opening an existing workbook
- ✓ **Save** to save changes to your current workbook
- ✓ **E-mail** to open your mail
- ✓ **Quick Print** to send the current worksheet to your default printer
- ✓ **Print Preview** to open the current worksheet in the Print Preview window
- ✓ **Spelling** to check the current worksheet for spelling errors
- ✓ **Undo** to undo your latest worksheet edit

- ✓ **Redo** to reapply the last edit that you removed with Undo
- ✓ **Sort Ascending** to sort the current cell selection or column in A to Z alphabetical, lowest to highest numerical, or oldest to newest date order
- ✓ **Sort Descending** to sort the current cell selection or column Z to A alphabetical, highest to lowest numerical, or newest to oldest date order

When you first open this menu, only the Save, Undo, and Redo options are selected (indicated by the check marks in front of their names) and therefore theirs are the only buttons to appear on the Quick Access toolbar. To add any of the other commands on this menu to the toolbar, you simply click the option on the drop-down menu. Excel then adds a button for that command to the end of the Quick Access toolbar (and a check mark to its option on the drop-down menu).

To remove a command button that you add to the Quick Access toolbar in this manner, click the option a second time on the Customize Quick Access Toolbar button's drop-down menu. Excel removes its command button from the toolbar and the check mark from its option on the drop-down menu.

Adding command buttons on the Ribbon

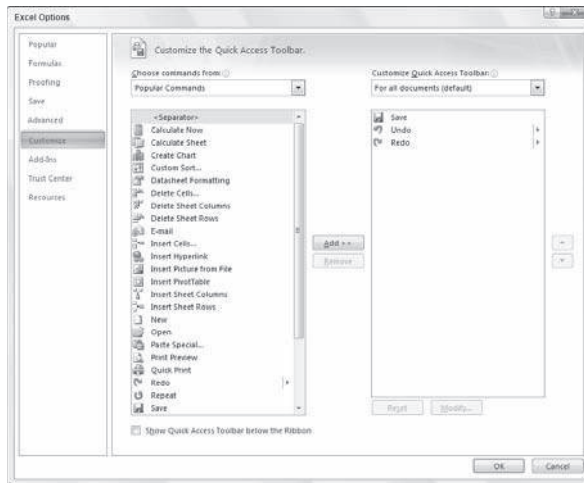
To add any Ribbon command to the Quick Access toolbar, simply right-click its command button on the Ribbon and then click Add to Quick Access Toolbar on its shortcut menu. Excel then immediately adds the command button to the very end of the Quick Access toolbar, immediately in front of the Customize Quick Access Toolbar button.

If you want to move the command button to a new location on the Quick Access toolbar or group with other buttons on the toolbar, you need to click the Customize Quick Access Toolbar button and then click the More Commands option near the bottom of its drop-down menu.

Excel then opens the Excel Options dialog box with the Customize tab selected (similar to the one shown in Figure 1-6). Here, Excel shows all the buttons currently added to the Quick Access toolbar with the order in which they appear from left to right on the toolbar corresponding to their top-down order in the list box on the right-hand side of the dialog box.

To reposition a particular button on the bar, click it in the list box on the right and then click either the Move Up button (the one with the black triangle pointing upward) or the Move Down button (the one with the black triangle pointing downward) until the button is promoted or demoted to the desired position on the toolbar.

Figure 1-6:
Use the buttons on the Customize tab of the Excel Options dialog box to customize the appearance of the Quick Access toolbar.



You can add separators to the toolbar to group related buttons. To do this, click the <Separator> selection in the list box on the left and then click the Add button twice to add two. Then, click the Move Up or Move Down buttons to position one of the two separators at the beginning of the group and the other at the end.

To remove a button added from the Ribbon, right-click it on the Quick Access toolbar and then click the Remove from Quick Access Toolbar option on its shortcut menu.

Adding non-Ribbon commands to the Quick Access toolbar

You can also use the options on the Customize tab of the Excel Options dialog box (see Figure 1-6) to add a button for any Excel command even if it's not one of those displayed on the tabs of the Ribbon:

- 1. Click the type of command you want to add to the Quick Access toolbar in the Choose Commands From drop-down list box.**

The types of commands include the File pull-down menu (the default) as well as each of the tabs that appear on the Ribbon. To display only the commands that are not displayed on the Ribbon, click Commands Not in the Ribbon near the bottom of the drop-down list. To display a complete list of all the Excel commands, click All Commands at the very bottom of the drop-down list.

- 2. Click the command whose button you want to add to the Quick Access toolbar in the list box on the left.**

3. Click the Add button to add the command button to the bottom of the list box on the right.
4. (Optional) To reposition the newly added command button so that it's not the last one on the toolbar, click the Move Up button until it's in the desired position.
5. Click the OK button to close Excel Options dialog box.



If you've created favorite macros (see Chapter 12) that you routinely use and want to be able to run directly from the Quick Access toolbar, click Macros in the Choose Commands From drop-down list box in the Excel Options dialog box and then click the name of the macro to add followed by the Add button.

Having fun with the Formula bar

The Formula bar displays the cell address and the contents of the current cell. The address of this cell is determined by its column letter(s) followed immediately by the row number as in cell A1, the very first cell of each worksheet at the intersection of column A and row 1 or cell XFD1048576, the very last of each Excel 2007 worksheet, at the intersection of column XFD and row 1048576. The contents of the current cell are determined by the type of entry you make there: text or numbers if you just enter a heading or particular value and the nuts and bolts of a formula if you enter a calculation there.

The Formula bar is divided into three sections:

- ✓ **Name box:** The left-most section that displays the address of the current cell address
- ✓ **Formula bar buttons:** The second, middle section that appears as a rather nondescript button displaying only an indented circle on the left (used to narrow or widen the Name box) with the Function Wizard button (labeled *fx*) on the right until you start making or editing a cell entry at which time, its Cancel (an *X*) and its Enter (a check mark) buttons appear in between them
- ✓ **Cell contents:** The third, right-most white area to the immediate right of the Function Wizard button that takes up the rest of the bar and expands as necessary to display really, really long cell entries that won't fit the normal area



The Cell contents section of the Formula bar is really important because it *always* shows you the contents of the cell even when the worksheet does not (when you're dealing with a formula, Excel displays only the calculated result in the cell in the worksheet and not the formula by which that result is derived) and you can edit the contents of the cell in this area at anytime. By the same token, when the Contents area is blank, you know that the cell is empty as well.



How you assign 26 letters to 16,384 columns

When it comes to labeling the 16,384 columns of an Excel 2007 worksheet, our alphabet with its measly 26 letters is simply not up to the task. To make up the difference, Excel first doubles the letters in the cell's column reference so that column AA follows column Z (after which you find column AB, AC, and so on) and then triples

them so that column AAA follows column ZZ (after which you get column AAB, AAC, and the like). At the end of this letter tripling, the 16,384th and last column of the worksheet ends up being XFD so that the last cell in the 1,048,576th row has the cell address XFD1048576.

What to do in the Worksheet area

The Worksheet area is where most of the Excel spreadsheet action takes place because it's the place that displays the cells in different sections of the current worksheet and it's right inside the cells that you do all your spreadsheet data entry and formatting, not to mention a great deal of your editing.



Keep in mind that in order for you to be able to enter or edit data in a cell, that cell must be current. Excel indicates that a cell is current in three ways:

- ✓ The cell cursor — the dark black border surrounding the cell's entire perimeter — appears in the cell
- ✓ The address of the cell appears in the Name box of the Formula bar
- ✓ The cell's column letter(s) and row number are shaded (in a kind of a beige color on most monitors) in the column headings and row headings that appear at the top and left of the Worksheet area, respectively

Moving around the worksheet

An Excel worksheet contains far too many columns and rows for all of a worksheet's cells to be displayed at one time regardless of how large your personal computer monitor screen is or how high the screen resolution. (After all, we're talking 17,179,869,184 cells total!) Excel therefore offers many methods for moving the cell cursor around the worksheet to the cell where you want to enter new data or edit existing data:

- ✓ Click the desired cell — assuming that the cell is displayed within the section of the sheet currently visible in the Worksheet area
- Click the Name box, type the address of the desired cell directly into this box and then press the Enter key

- ✓ Press F5 to open the Go To dialog box, type the address of the desired cell into its Reference text box and then click OK
- ✓ Use the cursor keys as shown in Table 1-1 to move the cell cursor to the desired cell
- ✓ Use the horizontal and vertical scroll bars at the bottom and right edge of the Worksheet area to move the part of the worksheet that contains the desired cell and then click the cell to put the cell cursor in it

Keystroke shortcuts for moving the cell cursor

Excel offers a wide variety of keystrokes for moving the cell cursor to a new cell. When you use one of these keystrokes, the program automatically scrolls a new part of the worksheet into view, if this is required to move the cell pointer. In Table 1-1, I summarize these keystrokes and how far each one moves the cell pointer from its starting position.

Table 1-1	Keystrokes for Moving the Cell Cursor
<i>Keystroke</i>	<i>Where the Cell Cursor Moves</i>
→ or Tab	Cell to the immediate right.
← or Shift+Tab	Cell to the immediate left.
↑	Cell up one row.
↓	Cell down one row.
Home	Cell in Column A of the current row.
Ctrl+Home	First cell (A1) of the worksheet.
Ctrl+End or End, Home	Cell in the worksheet at the intersection of the last column that has any data in it and the last row that has any data in it (that is, the last cell of the so-called active area of the worksheet).
PgUp	Cell one full screen up in the same column.
PgDn	Cell one full screen down in the same column.
Ctrl+→ or End, →	First occupied cell to the right in the same row that is either preceded or followed by a blank cell. If no cell is occupied, the pointer goes to the cell at the very end of the row.
Ctrl+← or End, ←	First occupied cell to the left in the same row that is either preceded or followed by a blank cell. If no cell is occupied, the pointer goes to the cell at the very beginning of the row.

(continued)

Table 1-1 (continued)

Keystroke	Where the Cell Cursor Moves
Ctrl+↑ or End, ↑	First occupied cell above in the same column that is either preceded or followed by a blank cell. If no cell is occupied, the pointer goes to the cell at the very top of the column.
Ctrl+↓ or End, ↓	First occupied cell below in the same column that is either preceded or followed by a blank cell. If no cell is occupied, the pointer goes to the cell at the very bottom of the column.
Ctrl+Page Down	Last occupied cell in the next worksheet of that workbook.
Ctrl+Page Up	Last occupied cell in the previous worksheet of that workbook.

Note: In the case of those keystrokes that use arrow keys, you must either use the arrows on the cursor keypad or else have the Num Lock disengaged on the numeric keypad of your keyboard.



The keystrokes that combine the Ctrl or End key with an arrow key listed in Table 1-1 are among the most helpful for moving quickly from one edge to the other in large tables of cell entries or in moving from table to table in a section of the worksheet that contains many blocks of cells.

When you use Ctrl and an arrow key to move from edge to edge in a table or between tables in a worksheet, you hold down Ctrl while you press one of the four arrow keys (indicated by the + symbol in keystrokes, such as Ctrl+→).

When you use End and an arrow-key alternative, you must press and then release the End key *before* you press the arrow key (indicated by the comma in keystrokes, such as End, →). Pressing and releasing the End key causes the End Mode indicator to appear on the status bar. This is your sign that Excel is ready for you to press one of the four arrow keys.

Because you can keep the Ctrl key depressed as you press the different arrow keys that you need to use, the Ctrl-plus-arrow-key method provides a more fluid method for navigating blocks of cells than the End-then-arrow-key method.



You can use the Scroll Lock key to “freeze” the position of the cell pointer in the worksheet so that you can scroll new areas of the worksheet in view with keystrokes such as PgUp (Page Up) and PgDn (Page Down) without changing the cell pointer’s original position (in essence, making these keystrokes work in the same manner as the scroll bars).

After engaging Scroll Lock, when you scroll the worksheet with the keyboard, Excel does not select a new cell while it brings a new section of the worksheet into view. To “unfreeze” the cell pointer when scrolling the worksheet via the keyboard, you just press the Scroll Lock key again.

Tips on using the scroll bars

To understand how scrolling works in Excel, imagine its humongous worksheet as a papyrus scroll attached to rollers on the left and right. To bring into view a new section of a papyrus worksheet that is hidden on the right, you crank the left roller until the section with the cells that you want to see appears. Likewise, to scroll into view a new section of the worksheet that is hidden on the left, you would crank the right roller until that section of cells appears.

You can use the horizontal scroll bar at the bottom of the Worksheet area to scroll back and forth through the columns of a worksheet and the vertical scroll bar to scroll up and down through its rows. To scroll a column or a row at a time in a particular direction, click the appropriate scroll arrow at the ends of the scroll bar. To jump immediately back to the originally displayed area of the worksheet after scrolling through single columns or rows in this fashion, simply click the black area in the scroll bar that now appears in front of or after the scroll bar.



Keep in mind that you can resize the horizontal scroll bar making it wider or narrower by dragging the button that appears to the immediate left of its left scroll arrow. Just keep in mind when working in a workbook that contains a whole bunch of worksheets that in widening the horizontal scroll bar you can end up hiding the display of the workbook's later sheet tabs.



To scroll very quickly through columns or rows of the worksheet, hold down the Shift key and then drag the mouse pointer in the appropriate direction within the scroll bar until the columns or rows that you want to see appear on the screen in the Worksheet area. When you hold down the Shift key as you scroll, the scroll button within the scroll bar becomes real skinny and a ScreenTip appears next to the scroll bar, keeping you informed of the letter(s) of the columns or the numbers of the rows that you're currently whizzing through.

If your mouse has a wheel, you can use it to scroll directly through the columns and rows of the worksheet without using the horizontal or verticals scroll bars. Simply position the white-cross mouse pointer in the center of the Worksheet area and then hold down the wheel button of the mouse. When the mouse pointer changes to a four-pointed arrow, drag the mouse pointer in the appropriate direction (left and right to scroll through columns or up and down to scroll through rows) until the desired column or row comes into view in the Worksheet area.

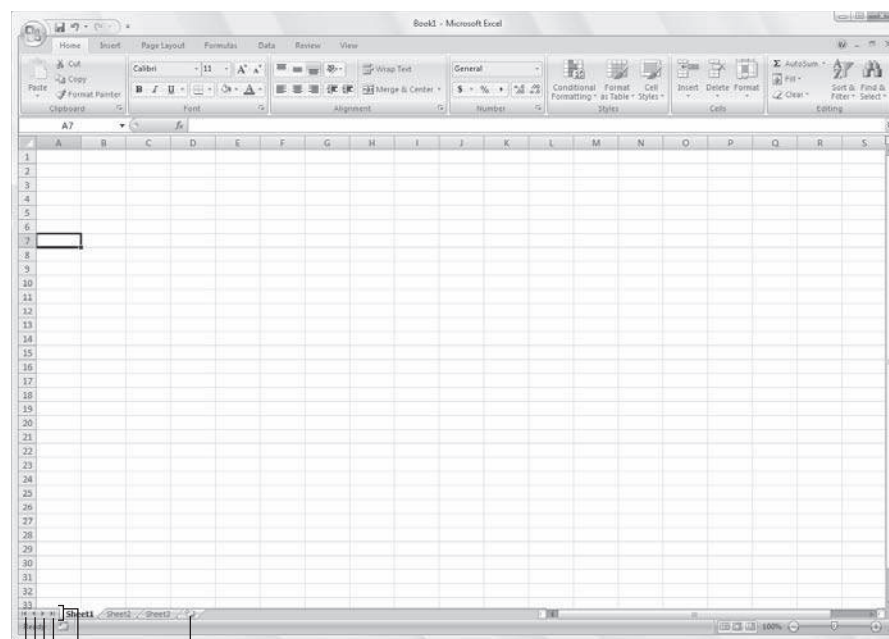


The only disadvantage to using the scroll bars to move around is that the scroll bars bring only new sections of the worksheet into view — they don't actually change the position of the cell cursor. If you want to start making entries in the cells in a new area of the worksheet, you still have to remember to select the cell (by clicking it) or the group of cells (by dragging through them) where you want the data to appear before you begin entering the data.

Surfing the sheets in a workbook

Each new workbook you open in Excel 2007 contains three blank worksheets, each with its own 16,384 columns and 1,048,576 rows (giving you a truly staggering total of 51,539,607,552 blank cells!). But that's not all, if ever you need more worksheets in your workbook; you can add them simply by clicking the Insert Worksheet button that appears to the immediate right of the last sheet tab (see Figure 1-7).

Figure 1-7:
The Sheet
Tab scroll
buttons,
sheet tabs,
and Insert
Worksheet
button
enable you
to activate
your
worksheets
and add
to them.



Insert Worksheet

Sheet Tab scroll buttons

Last sheet

Next sheet

Previous sheet

First sheet



One reason for adding extra sheets to a workbook

You may wonder why on earth anyone would ever need more than three worksheets given just how many cells each individual sheet contains. The simple truth is that it's all about how you choose to structure a particular spreadsheet rather than running out of places to put the data. For example, suppose that you need to create a workbook that contains budgets for all the various departments in your corporation, you may decide to devote an individual worksheet to each

department (with the actual budget spreadsheet tables laid out in the same manner on each sheet) rather than placing all the tables in different sections of the same sheet. Using this kind of one-sheet-per-budget layout makes it much easier for you to find each budget, print each one as a separate page of a report, and, if ever necessary, to consolidate their data in a separate summary worksheet.

On the left side of the bottom of the Worksheet area, the Sheet Tab scroll buttons appear followed by the actual tabs for the worksheets in your workbook and the Insert Worksheet button. To activate a worksheet for editing, you select it by clicking its sheet tab. Excel lets you know what sheet is active by displaying the sheet name in boldface type and making its tab appear on top of the others.



Don't forget the Ctrl+Page Down and Ctrl+Page Up shortcut keys for selecting the next and previous sheet, respectively, in your workbook.

If your workbook contains too many sheets for all their tabs to be displayed at the bottom of the Worksheet area, use the Sheet Tab scroll buttons to bring new tabs into view (so that you can then click them to activate them). You click the Next Sheet button to scroll the next hidden sheet tab into view or the Last Sheet button to scroll the last group of completely or partially hidden tabs into view.

Showing off the Status bar

The Status bar is the last component at the very bottom of the Excel program window (see Figure 1-8). The Status bar contains the following areas:

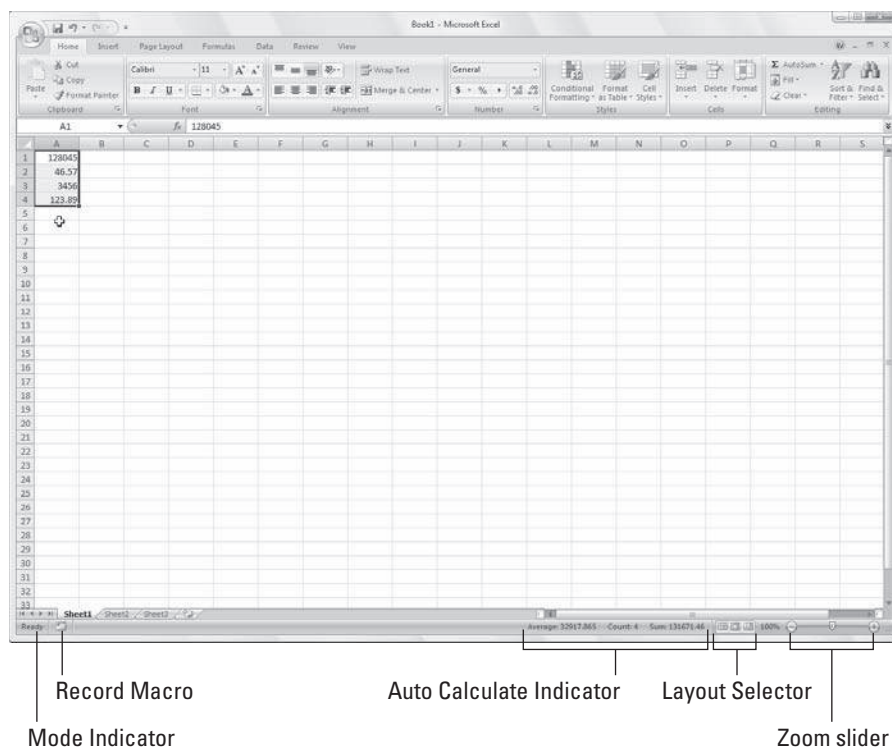
- ✓ **Mode** button that indicates the current state of the Excel program (Ready, Edit, and so on) as well as any special keys that are engaged (Caps Lock, Num Lock, and Scroll Lock)
- ✓ **Macro Recording** button (the red dot) that opens the Record Macro dialog box where you can set the parameters for a new macro and begin recording it (see Chapter 12)

- ✓ **AutoCalculate** indicator that displays the Average and Sum of all the numerical entries in the current cell selection along with the Count of every cell in selection
- ✓ **Layout** selector that enables you to select between three layouts for the Worksheet area: Normal, the default view that shows only the worksheet cells with the column and row headings; Page Layout View that adds rulers, page margins, and shows page breaks for the worksheet; and Page Break Preview that enables you to adjust the paging of a report (see Chapter 5 for details)
- ✓ **Zoom** slider that enables you to zoom in and out on the cells in the Worksheet area by dragging the slider to the right or left, respectively



The Num Lock indicator tells you that you can use the numbers on the numeric keypad for entering values in the worksheet. This keypad will most often be separate from the regular keyboard on the right side if you're using a separate keyboard and embedded in keys on the right side of the regular keyboard on almost all laptop computers where the keyboard is built right into the computer.

Figure 1-8:
The Status bar displays the program's current standing and enables you to select new worksheet views.



Starting and Exiting Excel

Excel 2007 runs under both the older Windows XP operating system and the brand new Windows Vista operating system. Because of changes made to the Start menu in Windows Vista, the procedure for starting Excel from this version of Windows is a bit different from Windows XP.

Starting Excel from the Windows Vista Start menu

You can use the Start Search box at the bottom of the Windows Vista Start menu to locate Excel on your computer and launch the program in no time at all:

1. Click the Start button on the Windows taskbar to open the Windows Start menu.
2. Click the Start Search text box and type the two letters **ex** to have Vista locate Microsoft Office Excel 2007 on your computer.
3. Click the Microsoft Office Excel 2007 option that now appears in the left Programs column on the Start menu.

If you have more time on your hands, you can also launch Excel from the Vista Start menu by going through the rigmarole of clicking Start→All Programs→Microsoft Office→Microsoft Office Excel 2007.

Starting Excel from the Windows XP Start menu

When starting Excel 2007 from the Windows XP Start menu, you follow these simple steps:

1. Click the Start button on the Windows taskbar to open the Windows Start menu.
2. With the mouse, highlight All Programs on the Start menu and then Microsoft Office on the Start continuation menu before clicking the Microsoft Office Excel 2007 option on the Microsoft Office continuation menu.

Pinning Excel to the Start menu

If you use Excel all the time, you may want to make its program option a permanent part of the Windows Start menu. To do this, you pin the program option to the Start menu (and the steps for doing this are the same in Windows XP as they are in Windows Vista):

- 1. Start Excel from the Windows Start menu.**

In launching Excel, use the appropriate method for your version of Windows as outlined in the “Starting Excel from the Windows Vista Start menu” or the “Starting Excel from the Windows XP Start menu” section earlier in this chapter.

After launching Excel, Windows adds Microsoft Office 2007 to the recently used portion on the left side of the Windows Start menu.

- 2. Click the Start menu and then right-click Microsoft Excel 2007 on the Start menu to open its shortcut menu.**

- 3. Click Pin to Start menu on the shortcut menu.**



After pinning Excel in this manner, the Microsoft Office Excel 2007 option always appears in the upper section of the left-hand column of the Start menu and you can then launch Excel simply by clicking the Start button and then click this option.

Creating an Excel desktop shortcut for Windows Vista

Some people prefer having the Excel Program icon appear on the Windows desktop so that they can launch the program from the desktop by double-clicking this program icon. To create an Excel program shortcut for Windows Vista, you follow these steps:

- 1. Click the Start button on the Windows taskbar.**

The Start menu opens where you click the Start Search text box.

- 2. Click the Start Search text box and type excel.exe.**

`Excel.exe` is the name of the executable program file that runs Excel. After finding this file on your hard disk, you can create a desktop shortcut from it that launches the program.

3. **Right-click the file icon for the `excel.exe` file at the top of the Start menu and then highlight Send To on the pop-up menu and click Desktop (Create Shortcut) on its continuation menu.**

A shortcut named EXCEL -Shortcut appears to your desktop. You should probably rename the shortcut to something a little more friendly, such as Excel 2007.

4. **Right-click the EXCEL - Shortcut icon on the Vista desktop and then click Rename on the pop-up menu.**
5. **Replace the current name by typing a new shortcut name, such as Excel 2007 and then click anywhere on the desktop.**

Creating an Excel desktop shortcut for Windows XP

If you're running Excel 2007 on Windows XP, you use the following steps to create a program shortcut for your Windows XP desktop:

1. **Click the Start button on the Windows taskbar.**

The Start menu opens the Search item.

2. **Click Search in the lower-right corner of the Start menu.**

The Search Results dialog box appears.

3. **Click the All Files and Folders link in the panel on the left side of the Search Results dialog box.**

The Search Companion pane appears on the left side of the Search Results dialog box.

4. **Type `excel.exe` in the All or Part of the File Name text box.**

`excel.exe` is the name of the executable program file that runs Excel. After finding this file on your hard disk, you can create a desktop shortcut from it that launches the program.

5. **Click the Search button.**

Windows now searches your hard disk for the Excel program file. After locating this file, its name appears on the right side of the Search Results dialog box. When this filename appears, you can click the Stop button in the left panel to halt the search.

6. **Right-click the file icon for the `excel.exe` file and then highlight Send To on the pop-up menu and click Desktop (Create Shortcut) on its continuation menu.**

A shortcut named Shortcut to excel.exe appears on your desktop.

7. **Click the Close button in the upper-right corner of the Search Results dialog box.**

After closing the Search Results dialog box, you should see the icon named Shortcut to excel.exe on the desktop. You should probably rename the shortcut to something a little more friendly, such as Excel 2007.

8. **Right-click the Shortcut to excel.exe icon and then click Rename on the pop-up menu.**
9. **Replace the current name by typing a new shortcut name, such as Excel 2007 and then click anywhere on the desktop.**

After you create an Excel desktop shortcut on the Windows XP desktop you can launch Excel by double-clicking the shortcut icon.

Adding the Excel desktop shortcut to the Quick Launch toolbar

If you want to be able to launch Excel 2007 by clicking a single button, drag the icon for your Excel Windows Vista or XP desktop shortcut to the Quick Launch toolbar to the immediate right of the Start button at the beginning of the Windows taskbar. When you position the icon on this toolbar, Windows indicates where the new Excel button will appear by drawing a black, vertical I-beam in front of or between the existing buttons on this bar. As soon as you release the mouse button, Windows adds an Excel 2007 button to the Quick Launch toolbar that enables you to launch the program by a single-click of its icon.

Exiting Excel

When you're ready to call it a day and quit Excel, you have several choices for shutting down the program:

- ✓ Click the Office Button followed by the Exit Excel button
- ✓ Press Alt+FX or Alt+F4
- ✓ Click the Close button in the upper-right corner of the Excel program window (the X)

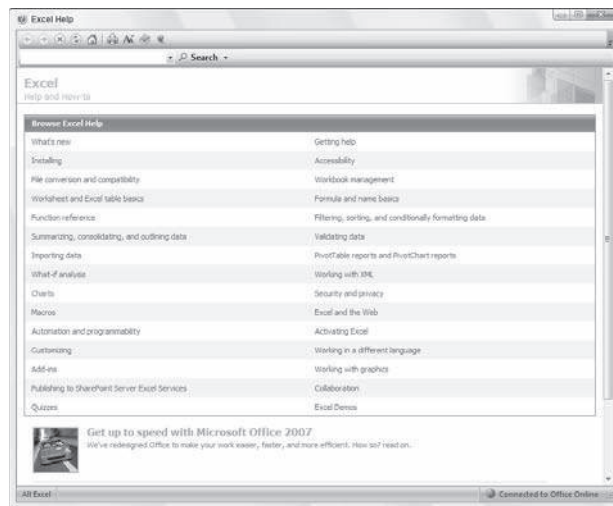
If you try to exit Excel after working on a workbook and you haven't saved your latest changes, the program beeps at you and displays an alert box querying whether you want to save your changes. To save your changes

before exiting, click the Yes command button. (For detailed information on saving documents, see Chapter 2.) If you've just been playing around in the worksheet and don't want to save your changes, you can abandon the document by clicking the No button.

Help Is on the Way

You can get online help with Excel 2007 anytime that you need it while using the program. Simply click the Help button with the question mark icon on the right side of the program window opposite the tabs on the Ribbon or press F1 to open a separate Excel Help window (see Figure 1-9).

Figure 1-9:
The
Microsoft
Office Excel
Help window
automati-
cally
connects
you to the
Internet
when you
open it.



When the Help window first opens, Excel attempts to use your Internet connection to update its topics. The opening Help window contains a bunch of links that you can click to get information on what's new in the program to quizzes that test your knowledge of Excel.

To get help with a particular command or function, use the Search text box at the top of the Excel Help window. Type keywords or a phrase describing your topic (such as “print preview” or “printing worksheets”) in this text box and then press Enter or click the Search button. The Excel Help window then presents a list of links to related help topics that you can click to display their information.



To print the help topic currently displayed in the Excel Help window, click the Print button (with the printer icon) on its toolbar. Excel then opens a Print dialog box where you can select the printer and options to use in printing the information.

To display a table of contents with all the main categories and subtopics arranged hierarchically, click the Show Table of Contents button (with the book icon) on the toolbar.

Migrating to Excel 2007 from Earlier Versions

If you're a brand new Excel user, you're going to take to the program's new Ribbon User Interface like a duck to water. However, if you're coming to Excel 2007 as a dedicated user of any of the earlier Excel versions (from Excel 97 all the way through Excel 2003), the first time you launch Excel 2007 and take a gander at the Ribbon, you're probably going to feel more like someone just threw you into the deep end of the pool without a life preserver.



Don't panic! Simply use this section of the chapter as your Excel 2007 life preserver. It's intended to get you oriented, keep your head above water, and have you swimming with the new interface in no time at all. Just give me five minutes of your precious time and I promise I'll have you up and running with Excel 2007 and, maybe even smiling again. Now, take a deep breath, and here we go. . . .



First, the bad news: there is *no* Classic mode in Excel 2007 that will magically turn that fat, screen-real estate stealing Ribbon back into those sleek and tried and true pull-down menus (thanks Microsoft, I needed that)! After the wonderful designers and engineers at Microsoft got through dumping all the pull-down menus and toolbars that you worked so diligently to master and on which you relied every Excel workday of your life, there was just nothing left for them to hang a Classic mode onto.

Now, for the good news: you really don't need a Classic mode — you just need to find out where those scoundrel engineers went and put all the stuff you used to do so effortlessly in versions of Excel before the Ribbon User Interface. After all, you already know what most of those pull-down menu items and toolbar buttons do; all you have to do is locate them.

Cutting the Ribbon down to size

First thing to do is to get that busy Ribbon out of your face. At this point, it's just taking up valuable work space and probably making you crazy. So, please double-click any one of the tabs or press Ctrl+F1 right now to cut the Ribbon display down to only its tabs. Single-clicking a tab then temporarily redisplay the Ribbon until you select one of its command buttons, whereas pressing Ctrl+F1 a second time redisplay the Ribbon and keeps it open in all its glory.

When only the tabs — Home through View — are showing at the top of the Excel program window, you should feel a whole lot more comfortable with the screen. The Excel 2007 screen is then as clean and uncluttered, if not more, as the earlier version of Excel that you were using with only the Quick Access toolbar, Ribbon tabs, and Formula bar displayed above the Worksheet area.

Now, you're probably wondering where those Microsoft engineers moved the most important and commonly-used pull-down menu commands. Table 1-2 shows the Excel 2007 equivalents for the menu commands you probably used most often in doing your work in the earlier version of Excel.



When a particular command is assigned to one of the tabs on the Ribbon, Table 1-2 lists only the tab and command button name without naming the group since the group name plays no part in selecting the command. So, for example, the table lists the tab+command button equivalent of the View⇨Header and Footer command as Insert | Header & Footer without regard to the fact that the Header & Footer button is part of the Text group on the Insert tab.

Table 1-2: Excel 2007 Equivalents for Common Pull-Down Menu Commands in Excel 2003

<i>Excel 2003 Command</i>	<i>Excel 2007 Equivalent</i>	<i>Common Shortcut Keys</i>	<i>Excel 2007 Shortcut Keys</i>
File Menu			
File⇨New	Office Button New	Ctrl+N	Alt+FN
File⇨Open	Office Button Open	Ctrl+O	Alt+F0
File⇨Save	Office Button Save or Save button on the Quick Access Toolbar	Ctrl+S	Alt+FS

(continued)

Table 1-2 (continued)			
<i>Excel 2003 Command</i>	<i>Excel 2007 Equivalent</i>	<i>Common Shortcut Keys</i>	<i>Excel 2007 Shortcut Keys</i>
File⇨Save As	Office Button Save As	F12	Alt+FA
File⇨Print	Office Button Print	Ctrl+P	Alt+FP
File⇨Send To⇨ Mail Recipient	Office Button Send Email		Alt+FDE
File⇨Send To⇨ Recipient Using Internet Fax Service	Office Button Send Internet Fax		Alt+FDX
File⇨Close	Office Button Close	Ctrl+W	Alt+FC
Edit Menu			
Edit⇨Office Clipboard	Home Dialog Box launcher in the Clipboard group		Alt+HFO
Edit⇨Clear⇨All	Home Clear (eraser icon) Clear All		Alt+HEA
Edit⇨Clear⇨ Formats	Home Clear (eraser icon) Clear Formats		Alt+HEF
Edit⇨Clear⇨ Contents	Home Clear (eraser icon) Clear Contents	Delete key	Alt+HEC
Edit⇨Clear⇨ Comments	Home Clear (eraser icon) Clear Comments		Alt+HEM
Edit⇨Delete	Home Delete		Alt+HD
Edit⇨Move or Copy Sheet	Home Format Move or Copy Sheet		Alt+HOM
Edit⇨Find	Home Find & Select Find	Ctrl+F	Alt+HFDF
Edit⇨Replace	Home Find & Select Replace	Ctrl+H	Alt+HFDR
View Menu			
View⇨Header and Footer	Insert Header & Footer		
View⇨Full Screen	View Full Screen		

<i>Excel 2003 Command</i>	<i>Excel 2007 Equivalent</i>	<i>Common Shortcut Keys</i>	<i>Excel 2007 Shortcut Keys</i>
Insert Menu			
Insert⇨Cells	Home Insert Insert Cells		Alt+HII
Insert⇨Rows	Home Insert Insert Sheet Rows		Alt+HIR
Insert⇨Columns	Home Insert Insert Sheet Columns		Alt+HIC
Insert⇨Worksheets	Home Insert Insert Sheet		Alt+HIS
Insert⇨Symbol	Insert Symbol		Alt+NU
Insert⇨Page Break	Page Layout Page Breaks Insert Page Break		Alt+PBI
Insert⇨Name⇨ Define	Formulas Define Name Define Name		Alt+MMD
Insert⇨Name⇨ Paste	Formulas Use in Formula		Alt+MS
Insert⇨Name⇨ Create	Formulas Create from Selection		Alt+MC
Insert⇨Name⇨ Label	Formulas Name Manager		Alt+MN
Insert⇨Comment	Review New Comment		Alt+RC
Insert⇨Picture	Insert Picture		Alt+NP
Insert⇨Hyperlink	Insert Hyperlink	Ctrl+K	Alt+NI
Format Menu			
Format⇨Cells	Home Format Cells	Ctrl+1	Alt+HOE
Format⇨Row⇨ Height	Home Format Height		Alt+HOH
Format⇨Row⇨ AutoFit	Home Format AutoFit Row Height		Alt+HOA
Format⇨Row⇨ Hide/Unhide	Home Format Hide & Unhide Hide Rows/Unhide Rows		Alt+HOURL/ Alt+HOULO

(continued)

Table 1-2 (continued)

<i>Excel 2003 Command</i>	<i>Excel 2007 Equivalent</i>	<i>Common Shortcut Keys</i>	<i>Excel 2007 Shortcut Keys</i>
Format⇄ Column⇄Width	Home Format Column Width		Alt+HOW
Format⇄ Column⇄ Hide/Unhide	Home Format Hide & Unhide Hide Columns/ Unhide Columns		Alt+HOUC/ Alt+HOUL
Format⇄ Column⇄ Standard Width	Home Format Default Width		Alt+HOD
Format⇄Sheet⇄ Rename	Home Format Rename Sheet		Alt+HOR
Format⇄Sheet⇄ Hide/Unhide	Home Format Hide & Unhide Hide Sheet/ Unhide Sheet		Alt+HOUS/ Alt+HOUH
Format⇄Sheet⇄ Background	Page Layout Background		Alt+PG
Format⇄Sheet⇄ Tab Color	Home Format Tab Color		Alt+HOT
Format⇄ AutoFormat	Home Format as Table		Alt+HT
Format⇄ Conditional Formatting	Home Conditional Formatting		Alt+HL
Format⇄Style	Home Cell Styles		Alt+HJ
Tools Menu			
Tools⇄Spelling	Review Spelling	F7	Alt+RS
Tools⇄Research	Review Research		Alt+RR
Tools⇄Error Checking	Formulas Error Checking		Alt+MK
Tools⇄Speech⇄ Show Text to Speech Toolbar	<i>Available only as custom Speak Cells, Speak Cells - Stop Speak Cells, Speak Cells by Columns, Speak Cells by Rows and Speak Cells on Enter buttons added to Quick Access toolbar</i>		

Excel 2003 Command	Excel 2007 Equivalent	Common Shortcut Keys	Excel 2007 Shortcut Keys
Tools⇄Track Changes	Review Track Changes		Alt+RG
Tools⇄ Protection⇄ Protect Sheet	Review Protect Sheet		Alt+RPS
Tools⇄ Protection⇄ Allow Users to Edit Ranges	Review Allow Users to Edit Ranges		Alt+RU
Tools⇄ Protection⇄ Protect Workbook	Review Protect Workbook		Alt+RPW
Tools⇄ Protection⇄ Protect and Share Workbook	Review Protect Sharing		Alt+RO
Tools⇄Macro	View Macros	Alt+F8	Alt+WM
Tools⇄Add-Ins	Office Button Excel Options Add-Ins		Alt+FIAA and Alt+G
Tools⇄ AutoCorrect Options	Office Button Excel Options Proofing AutoCorrect Options		Alt+FIPP and Alt+A
Tools⇄Options	Office Button Excel Options		Alt+FI
Data Menu			
Data⇄Sort	Data Sort or Home Sort & Filter Custom Sort		Alt+AS or Alt+HSU
Data⇄Filter⇄ AutoFilter	Data Filter		Alt+AT
Data⇄Filter⇄ Advanced Filter	Data Advanced		Alt+AQ
Data⇄Form	<i>Available only as a custom Form button added to Quick Access toolbar</i>		

(continued)

Table 1-2 (continued)			
<i>Excel 2003 Command</i>	<i>Excel 2007 Equivalent</i>	<i>Common Shortcut Keys</i>	<i>Excel 2007 Shortcut Keys</i>
Data⇨Subtotals	Data Subtotal		Alt+AB
Data⇨Validation	Data Data Validation Data Validation		Alt+AVV
Data⇨Table	Data What-If Analysis Data Table		Alt+AWT
Data⇨Text to Columns	Data Convert Text to Table		Alt+AE
Data⇨ Consolidate	Data Consolidate		Alt+AN
Data⇨Group and Outline	Data Group/Ungroup		Alt+AG/ Alt+AU
Data⇨PivotTable and PivotChart Report	Insert PivotTable PivotTable/PivotChart		Alt+NVT/ Alt+NVC
Data⇨Import External Data	Data From Other Sources		Alt+AFO
Window Menu			
Window⇨ New Window	View New Window		Alt+WN
Window⇨ Arrange	View Arrange		Alt+WA
Window⇨ Compare Side by Side	View View Side by Side (two-page icon in Window group)		Alt+WB
Window⇨ Hide, Unhide	View Hide/Unhide	Alt+WU Alt+WH/	
Window⇨Split	View Split		Alt+WS
Window⇨ Freeze Panes	View Freeze Panes		Alt+WF

For the most part, the pull-down menu commands listed in Table 1-2 are logically located. The ones that take the most getting used to are the Header and Footer and PivotTable/Chart commands that are located on the Insert tab rather than the View tab and Data tab as might be expected given they inhabited, respectively, the View and Data pull-down menus in earlier Excel versions. In addition, the worksheet background command ended up all by its lonesome on the Page Layout tab rather than going to the Home tab with all its fellow formatting commands.

Finding the Standard Toolbar buttons equivalents

If you're like me, you came to rely heavily on the buttons of the Standard toolbar in doing all sorts of everyday tasks in earlier versions of Excel. Table 1-3 shows you the Excel 2007 equivalents for the buttons on the Standard toolbar in Excel 2003. As you can see from this table, most of these Standard toolbar buttons are regulated to one of the places in Excel 2007:

- ✓ **Office pull-down menu** activated by clicking the Office Button or pressing Alt+F (New, Open, Save, Print Preview)
- ✓ **Quick Access toolbar** (Save, Undo, and Redo)
- ✓ **Home tab** in the Clipboard group (Cut, Copy, Paste, and Format Painter) and Editing group (AutoSum, Sort Ascending, and Sort Descending)

Table 1-3: Excel 2007 Equivalents for the Standard Toolbar Buttons in Excel 2003

<i>Toolbar button</i>	<i>Excel 2007 Equivalent</i>	<i>Common Shortcut Keys</i>	<i>Excel 2007 Shortcut Keys</i>
New	Office Button New	Ctrl+N	Alt+FN
Open	Office Button Open	Ctrl+O	Alt+F0
Save	Office Button Save or Save button on Quick Access toolbar	Ctrl+S	Alt+FS
Permission	<i>Available only as a custom Permission button added to Quick Access toolbar</i>		

(continued)

Formatting Cells Close to the Source with the Mini Toolbar

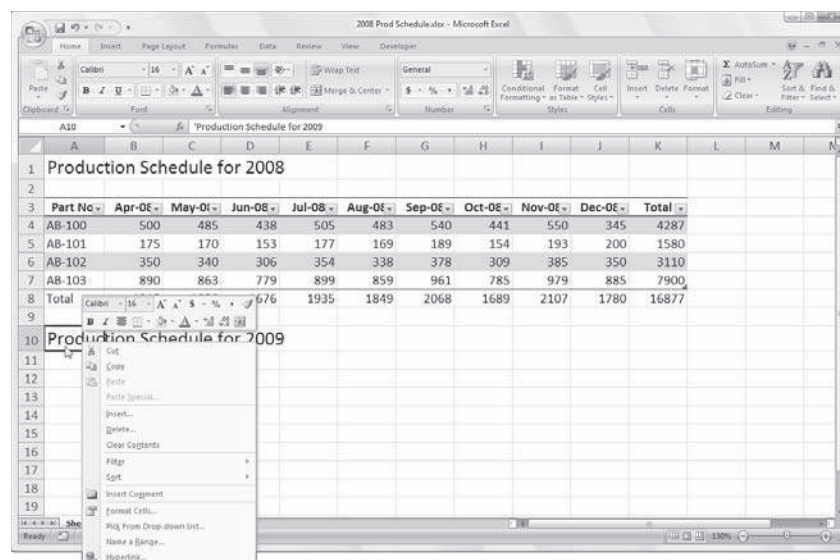
Excel 2007 makes it easy to apply common formatting changes to a cell selection right within the Worksheet area thanks to its new mini toolbar feature (nicknamed the mini-bar — makes me thirsty just thinking about it!).

To display the mini-bar, select the cells that need formatting and then right-click somewhere in the cell selection. The mini toolbar then appears immediately above the cell selection's shortcut menu (see Figure 3-8).

As you can see in this figure, the mini-bar contains most of the buttons from the Font group of the Home tab (with the exception of the Underline button). It also contains the Center and Merge and Center buttons from the Alignment group (see “Altering the Alignment” later in this chapter) and the Accounting Number Format, Percent Style, Comma Style, Increase Decimal and Decrease Decimal buttons from the Number group (see “Getting comfortable with the number formats” later in this chapter). Simply click these buttons to apply their formatting to the current cell selection.

In addition, the mini-bar contains the Format Painter button from the Clipboard group of the Home tab that you can use to copy the formatting in the active cell to a cell selection you make (see “Fooling Around with the Format Painter” later in this chapter for details).

Figure 3-8:
Use the buttons on the mini toolbar to apply common formatting changes to the cell selection within the Worksheet area.



Using the Format Cells Dialog Box

Although the command buttons in the Font, Alignment, and Number groups on the Home tab give you immediate access the most commonly used formatting commands, they do not represent all of Excel's formatting commands by any stretch of the imagination.

To have access to all the formatting commands, you need to open the Format Cells dialog box by doing any of the following:

- ✓ Click the More option at the very bottom of the drop-down menu attached to the Number Format button
- ✓ Click the Dialog Box launcher button in the lower-right of the Number group
- ✓ Press Ctrl+1

The Format Cells dialog box that this command calls up contains six tabs: Number, Alignment, Font, Border, Fill, and Protection. In this chapter, I show you how to use them all except the Protection tab; for information on that tab, see Chapter 6.



The keystroke shortcut that opens the Format Cells dialog box — Ctrl+1 — is one worth knowing. Just keep in mind that the keyboard shortcut is pressing the Ctrl key plus the *number* 1 key, and not the *function* key F1.

Getting comfortable with the number formats

As I explain in Chapter 2, how you enter values into a worksheet determines the type of number format that they get. Here are some examples:

- ✓ If you enter a financial value complete with the dollar sign and two decimal places, Excel assigns a Currency number format to the cell along with the entry.
- ✓ If you enter a value representing a percentage as a whole number followed by the percent sign without any decimal places, Excel assigns to the cell the Percentage number format that follows this pattern along with the entry.
- ✓ If you enter a date (dates are values, too) that follows one of the built-in Excel number formats, such as 11/06/02 or 06-Nov-02, the program assigns a Date number format that follows the pattern of the date along with a special value representing the date.

that you enter 8:00 AM in cell C8 and 4:00 PM in cell D8 and then create in cell E8 the following formula for calculating the difference in hours between the two times:

```
=D8-C8
```

You still have to convert the result in cell E8 — that automatically appears as 8:00 AM — to the General format. When you do this, the fraction 0.333333 — representing its fraction of the total 24-hour period — replaces 8:00 AM in cell E8. You can then convert this fraction of a total day into the corresponding number of hours by multiplying this cell by 24.

Ogling some of the other number formats

Excel supports many more number formats than just the Accounting Number, Comma Style, and Percent Style formats. To use them, select the cell range (or ranges) you want to format and select Format Cells on the cell shortcut menu (right-click somewhere in the cell selection to activate this menu) or just press Ctrl+1 to open the Format Cells dialog box.

After the Format Cells dialog box opens, click the Number tab and select the desired format from the Category list box. Some Number format categories — such as Date, Time, Fraction, and Special — give you further formatting choices in a Type list box. Other number formats, such as Number and Currency, have their own particular boxes that give you options for refining their formats. When you click the different formats in these list boxes, Excel shows what effect this would have on the first of the values in the current cell selection in the Sample area above. When the sample has the format that you want to apply to the current cell selection, you just click OK or press Enter to apply the new number format.

Excel contains a nifty category of number formats called Special. The Special category contains the following four number formats that may interest you:

- ✓ **Zip Code:** Retains any leading zeros in the value (important for zip codes and of absolutely no importance in arithmetic computations). Example: 00123.
- ✓ **Zip Code + 4:** Automatically separates the last four digits from the first five digits and retains any leading zeros. Example: 00123-5555.
- ✓ **Phone Number:** Automatically encloses the first three digits of the number in parentheses and separates the last four digits from the previous three with a dash. Example: (999) 555-1111.

- ✓ **Social Security Number:** Automatically puts dashes in the value to separate its digits into groups of three, two, and four. Example: 666-00-9999.

These Special number formats really come in handy when creating databases in Excel, which often deal with stuff like zip codes, telephone numbers, and sometimes even Social Security Numbers (see Chapter 9 for more on creating databases).

Calibrating Columns

For those times when Excel 2007 doesn't automatically adjust the width of your columns to your complete satisfaction, the program makes your changing the column widths a breeze. The easiest way to adjust a column is to do a *best-fit*, using the AutoFit feature. With this method, Excel automatically determines how much to widen or narrow the column to fit the longest entry currently in the column.

Here's how to use AutoFit to get the best-fit for a column:

1. **Position the mouse pointer on the right border of the worksheet frame with the column letter at the top of the worksheet.**

The mouse pointer changes to a double-headed arrow pointing left and right.

2. **Double-click the mouse button.**

Excel widens or narrows the column width to suit the longest entry.

You can apply a best-fit to more than one column at a time. Simply select all the columns that need adjusting (if the columns neighbor one another, drag through their column letters on the frame; if they don't, hold down the Ctrl key while you click the individual column letters). After you select the columns, double-click any of the right borders on the frame.

Best-fit à la AutoFit doesn't always produce the expected results. A long title that spills into several columns to the right produces an awfully wide column when you use best-fit.



When AutoFit's best-fit won't do, drag the right border of the column (on the frame) until it's the size you need instead of double-clicking it. This manual technique for calibrating the column width also works when more than one column is selected. Just be aware that all selected columns assume whatever size you make the one that you're actually dragging.

3. Move the cell cursor to, or click the cell in the upper-left corner of the new range to which you want the information moved.

4. Press Enter to complete the move operation.

Or, if you're feeling really ambitious, click the Paste command button in the Clipboard group on the Home tab or press Ctrl+V.

Notice that when you indicate the destination range, you don't have to select a range of blank cells that matches the shape and size of the cell selection you're moving. Excel only needs to know the location of the cell in the upper-left corner of the destination range to figure out where to put the rest of the cells.

Copying a cell selection with the Copy and Paste commands follows an identical procedure to the one you use with the Cut and Paste commands. After selecting the range to copy, you have even more choices about how to get the information into the Clipboard. Instead of clicking the Copy button on the Home tab on the Ribbon or choosing Copy from the cell shortcut menu after right-clicking it, you can press Ctrl+C.

Paste it again, Sam . . .

An advantage to copying a selection with the Copy and Paste commands and the Clipboard is that you can paste the information multiple times. Just make sure that, instead of pressing Enter to complete the first copy operation, you click the Paste button on the Home tab in the Ribbon or press Ctrl+V.

When you use the Paste command to complete a copy operation, Excel copies the selection to the range you designate without removing the marquee from the original selection. This is your signal that you can select another destination range (either in the same or a different document).

After you select the first cell of the next range where you want the selection copied, choose the Paste command again. You can continue in this manner, pasting the same selection to your heart's content. When you make the last copy, press Enter instead of choosing the Paste command button or pressing Ctrl+V. If you forget and choose Paste, get rid of the marquee around the original cell range by pressing the Esc key.

Keeping pace with the Paste Options

Right after you click the Paste button on the Home tab of the Ribbon or press Ctrl+V to paste cell entries that you copy (not cut) to the Clipboard, Excel displays a Paste Options button with its own drop-down button at the end of the pasted range. You can use the options available when you click the drop-down button to modify the paste operation in the following ways:

- ✓ **Keep Source Formatting:** Excel copies the formatting from the original cells and pastes this into the destination cells (along with the copied entries).
- ✓ **Use Destination Theme:** Excel formats the copied entries according to the cell style applied to the destination cell range.
- ✓ **Match Destination Formatting:** Excel formats the copied entries according to the formatting assigned to the destination cell range.
- ✓ **Values Only:** Excel copies only the calculated results of any formulas in the source cell range.
- ✓ **Values and Number Formatting:** Excel copies the calculated results of any formulas along with all the formatting assigned to the labels, values, and formulas in the source cell range to the destination range. This means that all the labels and values in the destination range appear formatted just like the source range even though all the original formulas are lost and only the calculated values are retained.
- ✓ **Values and Source Formatting:** Excel copies the calculated results of any formulas along with all formatting assigned to source cell range.
- ✓ **Keep Source Column Widths:** Excel makes the width of the columns in the destination range the same as those in the source range when it copies their cell entries.
- ✓ **Formatting Only:** Excel copies only the formatting (and not the entries) from the source cell range to the destination range.
- ✓ **Link Cells:** Excel creates linking formulas in the destination range so that any changes that you make to the entries in cells in the source range are immediately brought forward and reflected in the corresponding cells of the destination range.

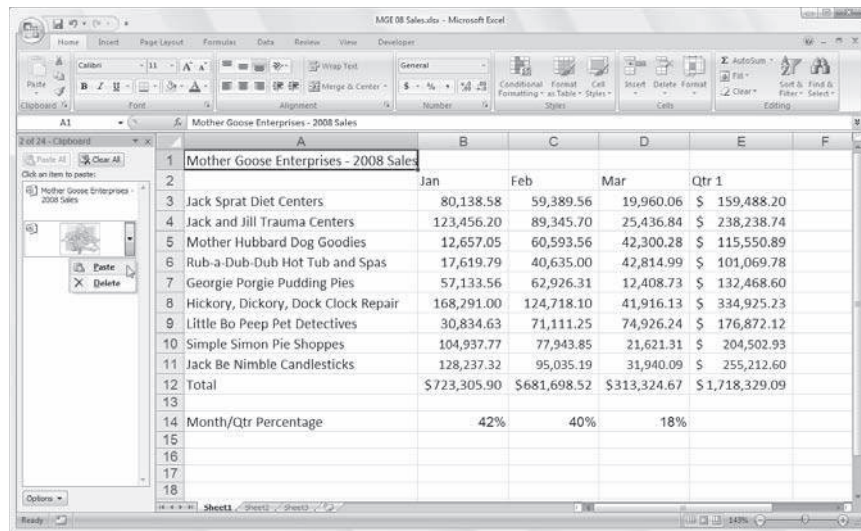
Paste it from the Clipboard task pane

The Office Clipboard can store multiple cuts and copies from any program running under Windows not just Excel. In Excel, this means that you can continue to paste stuff from the Office Clipboard into a workbook even after finishing a move or copy operation (even when you do so by pressing the Enter key rather than using the Paste command).

To open the Office Clipboard in its own task pane to the immediate left of the Worksheet area (see Figure 4-11), click the Dialog Box launcher button in the right-hand corner of the Clipboard group on the Ribbon's Home tab.

To paste an item from the Office Clipboard into a worksheet other than the one with the data last cut or copied onto it, click the item in the Clipboard task pane to paste it into the worksheet starting at the current position of the cell cursor.

Figure 4-11:
The Office
Clipboard
task pane
appears on
the left side
of the Excel
Worksheet
area.



Note that you can paste all the items stored in the Office Clipboard into the current worksheet by clicking the Paste All button at the top of the Clipboard task pane. To clear the Office Clipboard of all the current items, click the Clear All button. To delete only a particular item from the Office Clipboard, position the mouse pointer over the item in the Clipboard task pane until its drop-down button appears. Click this drop-down button, and then choose Delete from the pop-up menu.



To have the Office Clipboard task pane appear automatically after making two cuts or copies to the Clipboard in an Excel workbook, click the Show Office Clipboard Automatically option on the Options button pop-up menu. To be able to open the Office Clipboard task pane in the Excel program window by pressing Ctrl+CC, click Show Office Clipboard When Ctrl+C Pressed Twice on the Options button's pop-up menu. Note that this option only opens the task pane by pressing Ctrl+CC: you still have to click the Close button on the Office Clipboard to close the task pane.

So what's so special about Paste Special?

Normally, unless you fool around with the Paste Options (see the section "Keeping pace with the Paste Options" earlier in this chapter), Excel copies all the information in the range of cells you selected: formatting, as well the formulas, text, and other values you enter. If you want, use the Paste Special command to specify that only the entries be copied (without the formatting) or that just the formatting be copied (without the entries).

To paste particular parts of a cell selection while discarding others, click the drop-down button that appears at the bottom of the Paste command button on the Ribbon's Home tab. Then, click Paste Special on its drop-down menu to open the Paste Special dialog box. Here you can specify which parts of the current cell selection to use by selecting the appropriate Paste Special radio button or check box as follows:

- ✓ **All** to paste all the stuff in the cell selection (formulas, formatting, you name it).
- ✓ **Formulas** to paste all the text, numbers, and formulas in the current cell selection without their formatting.
- ✓ **Values** to convert formulas in the current cell selection to their calculated values.
- ✓ **Formats** to paste only the formatting from the current cell selection, leaving the cell entries in the dust.
- ✓ **Comments** to paste only the notes that you attach to their cells (kinda like electronic self-stick notes — see Chapter 6 for details).
- ✓ **Validation** to paste only the data validation rules into the cell range that you set up with the Data Validation command (which enables you to set what value or range of values is allowed in a particular cell or cell range).
- ✓ **All Using Source Theme** to paste all the information plus the cell styles applied to the cells.
- ✓ **All Except Borders** to paste all the stuff in the cell selection without copying any borders you use there.
- ✓ **Column Widths** to apply the column widths of the cells copied to the Clipboard to the columns where the cells are pasted.
- ✓ **Formulas and Number Formats** to include the number formats assigned to the pasted values and formulas.
- ✓ **Values and Number Formats** to convert formulas to their calculated values and include the number formats you assign to all the pasted values.
- ✓ **None** to have Excel perform no operation between the data entries you cut or copy to the Clipboard and the data entries in the cell range where you paste.
- ✓ **Add** to add the data you cut or copy to the Clipboard and the data entries in the cell range where you paste.
- ✓ **Subtract** to subtract the data you cut or copy to the Clipboard from the data entries in the cell range where you paste.
- ✓ **Multiply** to multiply the data you cut or copy to the Clipboard by the data entries in the cell range where you paste.

- ✓ **Divide** to divide the data you cut or copy to the Clipboard by the data entries in the cell range where you paste.
- ✓ **Skip Blanks** check box when you want Excel to paste everywhere except for any empty cells in the incoming range. In other words, a blank cell cannot overwrite your current cell entries.
- ✓ **Transpose** check box when you want Excel to change the orientation of the pasted entries. For example, if the original cells' entries run down the rows of a single column of the worksheet, the transposed pasted entries will run across the columns of a single row.
- ✓ **Paste Link** button when you're copying cell entries and you want to establish a link between copies you're pasting and the original entries. That way, changes to the original cells automatically update in the pasted copies.



You can alternatively select the Formulas, Paste Values, No Borders, Transpose, and Paste Link paste options directly from the drop-down menu attached to the Paste button in the Clipboard group on the Home tab of the Ribbon without having to open the Paste Special dialog box. (Note that the No Borders option on the Paste button's drop-down menu is the same as the All Except Borders option in the Paste Special dialog box.)

Let's Be Clear about Deleting Stuff

No discussion about editing in Excel would be complete without a section on getting rid of the stuff you put into cells. You can perform two kinds of deletions in a worksheet:

- ✓ **Clearing a cell:** Clearing just deletes or empties the cell's contents without removing the cell from the worksheet, which would alter the layout of the surrounding cells.
- ✓ **Deleting a cell:** Deleting gets rid of the whole kit and caboodle — cell structure along with all its contents and formatting. When you delete a cell, Excel has to shuffle the position of entries in the surrounding cells to plug up any gaps made by the demise.

Sounding the all clear!

To get rid of just the contents of a cell selection rather than delete the cells along with their contents, select the range of cells to be cleared, simply press the Delete key.

If you want to get rid of more than just the contents of a cell selection, click the Clear button (the one with the eraser) in the Editing group on the Ribbon's Home tab and then click one of the following options on its drop-down menu:

- ✓ **Clear All:** Gets rid of all formatting and notes, as well as entries in the cell selection (Alt+HEA).
- ✓ **Clear Formats:** Deletes only the formatting from the cell selection without touching anything else (Alt+HEF).
- ✓ **Clear Contents:** Deletes only the entries in the cell selection just like pressing the Delete key (Alt+HEC).
- ✓ **Clear Comments:** Removes the notes in the cell selection but leaves everything else behind (Alt+HEM).

Get these cells outta here!

To delete the cell selection rather than just clear out its contents, select the cell range, and then click the drop-down button attached to the Delete command button in the Cells group of the Home tab and click Delete Cells on the drop-down menu (or press Alt+HDD). The Delete dialog box opens, showing options for filling in the gaps created when the cells currently selected are blotted out of existence with those left behind:

- ✓ **Shift Cells Left:** This default option moves entries from neighboring columns on the right to the left to fill in gaps created when you delete the cell selection by clicking OK or pressing Enter.
- ✓ **Shift Cells Up:** Select this to move entries up from neighboring rows below.
- ✓ **Entire Row:** Select this to remove all the rows in the current cell selection.
- ✓ **Entire Columns:** Select this to delete all the columns in the current cell selection.



If you know that you want to shift the remaining cells to the right after deleting the cells in the current selection, you can simply click the Delete command button on the Home tab of the Ribbon (this is the same thing as opening the Delete dialog box and then clicking OK when the default Shift Cells Left option button is selected).

To delete an entire column or row from the worksheet, you can select the column or row on the workbook window frame, then right-click the selection and click Delete from the column's or row's shortcut menu.



You can also delete entire columns and rows selected in the worksheet by clicking the drop-down button attached to the Delete command button on the Ribbon's Home tab and then clicking the Delete Sheet Columns (Alt+HDC) or Delete Sheet Rows option (Alt+HDR) on the drop-down menu.



Deleting entire columns and rows from a worksheet is risky business unless you are sure that the columns and rows in question contain nothing of value. Remember, when you delete an entire row from the worksheet, you delete *all information from column A through XFD* in that row (and you can see only a very few columns in this row). Likewise, when you delete an entire column from the worksheet, you delete *all information from row 1 through 1,048,576* in that column.

Staying in Step with Insert

For those inevitable times when you need to squeeze new entries into an already populated region of the worksheet, you can insert new cells in the area rather than go through all the trouble of moving and rearranging several individual cell ranges. To insert a new cell range, select the cells (many of which are already occupied) where you want the new cells to appear and then click the drop-down attached to the Insert command button in the Cells group of the Home tab and then click Insert Cells on the drop-down menu (or press Alt+HII). The Insert dialog box opens with the following options buttons:

- ✓ **Shift Cells Right:** Select this to shift existing cells to the right to make room for the ones you want to add before clicking OK or pressing Enter.
- ✓ **Shift Cells Down:** Use this default to instruct the program to shift existing entries down instead before clicking OK or pressing Enter.
- ✓ **Entire Row or Entire Column:** As when you delete cells, when you insert cells with the Insert dialog box, you can insert complete rows or columns in the cell range by selecting either of these radio buttons. You can also select the row number or column letter on the frame before you choose the Insert command.



If you know that you want to shift the existing cells to the right to make room for the newly inserted cells, you can simply click the Insert command button on the Ribbon's Home tab (this is the same thing as opening the Insert dialog box and then clicking OK when the Shift Cells Right option button is selected).



Remember that you can also insert entire columns and rows in a worksheet by right-clicking the selection and then clicking Insert on the Column's or Row's shortcut menu.



Keep in mind that just like when you delete whole columns and rows, inserting entire columns and rows affects the entire worksheet, not just the part you see. If you don't know what's out in the hinterlands of the worksheet, you can't be sure how the insertion will impact — perhaps even sabotage — stuff (especially formulas) in the other unseen areas. I suggest that you scroll all the way out in both directions to make sure that nothing's out there.

Stamping Out Your Spelling Errors

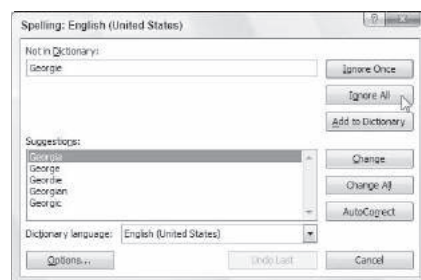
If you're as good a speller as I am, you'll be really relieved to know that Excel 2007 has a built-in spell checker that can catch and get rid of all those embarrassing little spelling errors. With this in mind, you no longer have any excuse for putting out worksheets with typos in the titles or headings.

To check the spelling in a worksheet, you have the following options:

- ✓ Click the Spelling command button on the Ribbon's Review tab
- ✓ Press Alt+RS
- ✓ Press F7

Any way you do it, Excel begins checking the spelling of all text entries in the worksheet. When the program comes across an unknown word, it displays the Spelling dialog box, similar to the one shown in Figure 4-12.

Figure 4-12:
Check your
spelling
from the
Spelling
dialog box.



Excel suggests replacements for the unknown word shown in the Not in Dictionary text box with a likely replacement in the Suggestions list box of the Spelling dialog box. If that replacement is incorrect, you can scroll through the Suggestions list and click the correct replacement. Use the Spelling dialog box options as follows:

- ✓ **Ignore Once and Ignore All:** When Excel's spell check comes across a word its dictionary finds suspicious but you know is viable, click the Ignore Once button. If you don't want the spell checker to bother querying you about this word again, click the Ignore All button.
- ✓ **Add to Dictionary:** Click this button to add the unknown (to Excel) word — such as your name — to a custom dictionary so that Excel won't flag it again when you check the spelling in the worksheet later on.
- ✓ **Change:** Click this button to replace the word listed in the Not in Dictionary text box with the word Excel offers in the Suggestions list box.
- ✓ **Change All:** Click this button to change all occurrences of this misspelled word in the worksheet to the word Excel displays in the Suggestions list box.
- ✓ **AutoCorrect:** Click this button to have Excel automatically correct this spelling error with the suggestion displayed in the Suggestions list box (by adding the misspelling and suggestion to the AutoCorrect dialog box; for more, read through Chapter 2).
- ✓ **Dictionary Language:** To switch to another dictionary (such as a United Kingdom English dictionary, or a French dictionary when checking French terms in a multilingual worksheet), click this drop-down button and then select the name of the desired language in the pop-up list.

Notice that the Excel spell checker not only flags words not found in its built-in or custom dictionary but also flags occurrences of double words in a cell entry (such as *total total*) and words with unusual capitalization (such as *NEw York* instead of *New York*). By default, the spell checker ignores all words with numbers and all Internet addresses. If you want it to ignore all words in upper-case letters as well, click the Options button at the bottom of the Spelling dialog box, and then select the Ignore Words in UPPERCASE check box before clicking OK.

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Figure 5-2:
Page 1 of a
four-page
report in
Print
Preview.

Case No.	Last Name	First Name	Street	City	State	Zip	Status	Hours	Rate	Total Due
101-920	Harvey	Scott	12 Elm Street	Scholar	MN	56784	Active	250	75.00	\$18,750
101-014	Andersen	Hans	341 The Shadow	Scholar	MN	56784	Closed	175	75.00	\$13,125
102-013	Appleshead	Johnny	6789 Frutree Tr	Along The Way	ID	68017	Active	321	125.00	\$40,125
102-013	Baggins	Bingo	59 Hobbit-hole	Shire	ME	04047	Active	100	125.00	\$12,500
103-007	Baum	L. Frank	447 Toto Too Rd	Oz	KS	65432	Closed	421	125.00	\$52,625
104-026	Brown	Charles	59 Flat Plains	Saltwater	UT	84001	Active	375	125.00	\$46,875
101-001	Bryant	Michael	326 Chef's Lane	Paris	TX	78705	Active	600	100.00	\$60,000
101-018	Cassidy	Butch	Sundance Kiddle	Hole In Wall	CO	80477	Closed	345.5	75.00	\$25,913
102-006	Cinderella	Poone	8 Lucky Maiden Way	Oxford	TN	07557	Closed	800	75.00	\$60,000
103-004	Cupid	Eros	97 Mount Olympus	Greece	CT	03331	Active	123.5	75.00	\$9,263
103-022	Dragon	Kai	2 Pleistocene Era	Ann's World	ID	00001	Active	450.2	75.00	\$33,765
104-031	Eaters	Big	444 Big Pigs Court	Dogtown	AZ	85257	Closed	780	125.00	\$97,500
105-022	Follage	Red	49 Maple Syrup	Waffle	VT	05452	Active	205	125.00	\$25,625
102-010	Franklin	Ben	1789 Constitution	Jefferson	WV	20178	Active	189.5	75.00	\$14,213
104-019	Fudde	Elmer	8 Warner Way	Hollywood	CA	33461	Active	483.5	125.00	\$57,938
102-002	Gearing	Shane	1 Gunfighter's End	Lala Land	CA	90069	Active	902.5	125.00	\$112,813
102-012	Gondor	Aragorn	2958 Gandalf	Midearth	WY	80342	Closed	157	125.00	\$19,625
104-005	Gookin	Polly	4 Feather-top Hill	Hawthorne	MA	01824	Active	169.5	125.00	\$21,188
105-008	Harvey	Chauncy	60 Lucky Star Pl	Shetland	IL	60080	Active	238.5	125.00	\$29,813
106-021	Horne	Seabiscuit	First Place Finish	Racetrack	KY	23996	Active	300	125.00	\$37,500
101-015	Humpdink	Engelbert	6 Hansel-Gretel Tr	Gingerbread	MD	20815	Active	705.5	125.00	\$88,188
103-017	Jacken	Jill	Up the Hill	Pail of Water	OK	45678	Closed	200	75.00	\$15,000
105-027	Laurel	Stan	2 Oliver Hardy	Celluloid	NM	82128	Closed	352	125.00	\$44,000
101-030	Liberty	Statuesque	31 Gotham Centre	Big Apple	NY	10011	Active	236.5	125.00	\$29,563

Figure 5-3:
Page 1 of a
four-page
report after
clicking the
top of the
page with
the Zoom
tool.

Case No.	Last Name	First Name	Street	City	State	Zip	Status	Hours	Rate	Total Due
101-920	Harvey	Scott	12 Elm Street	Scholar	MN	56784	Active	250	75.00	\$18,750
101-014	Andersen	Hans	341 The Shadow	Scholar	MN	56784	Closed	175	75.00	\$13,125
102-013	Appleshead	Johnny	6789 Frutree Tr	Along The Way	ID	68017	Active	321	125.00	\$40,125
102-013	Baggins	Bingo	59 Hobbit-hole	Shire	ME	04047	Active	100	125.00	\$12,500
103-007	Baum	L. Frank	447 Toto Too Rd	Oz	KS	65432	Closed	421	125.00	\$52,625
104-026	Brown	Charles	59 Flat Plains	Saltwater	UT	84001	Active	375	125.00	\$46,875
101-001	Bryant	Michael	326 Chef's Lane	Paris	TX	78705	Active	600	100.00	\$60,000
101-018	Cassidy	Butch	Sundance Kiddle	Hole In Wall	CO	80477	Closed	345.5	75.00	\$25,913
102-006	Cinderella	Poone	8 Lucky Maiden Way	Oxford	TN	07557	Closed	800	75.00	\$60,000
103-004	Cupid	Eros	97 Mount Olympus	Greece	CT	03331	Active	123.5	75.00	\$9,263
103-022	Dragon	Kai	2 Pleistocene Era	Ann's World	ID	00001	Active	450.2	75.00	\$33,765
104-031	Eaters	Big	444 Big Pigs Court	Dogtown	AZ	85257	Closed	780	125.00	\$97,500
105-022	Follage	Red	49 Maple Syrup	Waffle	VT	05452	Active	205	125.00	\$25,625
102-010	Franklin	Ben	1789 Constitution	Jefferson	WV	20178	Active	189.5	75.00	\$14,213
104-019	Fudde	Elmer	8 Warner Way	Hollywood	CA	33461	Active	483.5	125.00	\$57,938
102-002	Gearing	Shane	1 Gunfighter's End	Lala Land	CA	90069	Active	902.5	125.00	\$112,813
102-012	Gondor	Aragorn	2958 Gandalf	Midearth	WY	80342	Closed	157	125.00	\$19,625
104-005	Gookin	Polly	4 Feather-top Hill	Hawthorne	MA	01824	Active	169.5	125.00	\$21,188
105-008	Harvey	Chauncy	60 Lucky Star Pl	Shetland	IL	60080	Active	238.5	125.00	\$29,813
106-021	Horne	Seabiscuit	First Place Finish	Racetrack	KY	23996	Active	300	125.00	\$37,500
101-015	Humpdink	Engelbert	6 Hansel-Gretel Tr	Gingerbread	MD	20815	Active	705.5	125.00	\$88,188
103-017	Jacken	Jill	Up the Hill	Pail of Water	OK	45678	Closed	200	75.00	\$15,000
105-027	Laurel	Stan	2 Oliver Hardy	Celluloid	NM	82128	Closed	352	125.00	\$44,000
101-030	Liberty	Statuesque	31 Gotham Centre	Big Apple	NY	10011	Active	236.5	125.00	\$29,563

After you enlarge a page to actual size, use the scroll bars to bring new parts of the page into view in the Print Preview window. If you prefer to use the keyboard, press the ↑ and ↓ keys or PgUp and PgDn to scroll up or down the page, respectively; press ← and → or Ctrl+PgUp and Ctrl+PgDn to scroll left and right, respectively.



To return to the full-page view, click the mouse pointer (in its arrowhead form) anywhere on the page or click the Zoom command button on the Print Preview tab on the Ribbon.

Excel indicates the number of pages in a report on the Status bar of the Print Preview window (at the far-left bottom of your Excel screen). If your report has more than one page, view pages that follow by clicking the Next Page button in the Preview group of the Print Preview tab on the Ribbon. To review a page you've already seen, back up a page by clicking the Previous Page button immediately below it. (The Previous button is grayed out if you're on the first page.) You can also advance to the next page by pressing the PgDn or ↓ key or move back to the previous page by pressing the PgUp or ↑ key when the page view is full-page rather than actual size.

When you finish previewing the report, the Print Preview tab offers you following options:

- ✓ **Print** command button in the Print group to display the Print dialog box and print the report from the normal worksheet view. (See the section “Printing the Worksheet,” later in this chapter.)
- ✓ **Page Setup** command button in the Print group to open the Page Setup dialog box where you can take care of paging problems by choosing a new paper size, page order, orientation, or margins, or if you notice a problem with the header or footer (the text you enter in the top or bottom margin of the pages). For more on what printing parameters you can set here, see the section “My Page Was Set Up!” later in this chapter.
- ✓ **Show Margins** check box in the Preview group to display markers for the current top, bottom, left, and right margins that you can then adjust by dragging them. (See “Massaging the margins,” later in this chapter, for details.)
- ✓ **Close Print Preview** command button in the Preview group to close the Print Preview window and return to the previous worksheet view.

Printing the Worksheet

As long as you want to use Excel's default print settings to print all the cells in the current worksheet, printing in Excel 2007 is a breeze. Simply add the Quick Print button to the Quick Access toolbar (by clicking Customize Quick Access Toolbar button and then clicking Quick Print on its drop-down menu).

After adding the Quick Print button to the Quick Access toolbar, you can use this button to print a single copy of all the information in the current worksheet, including any charts and graphics — but not including comments you

add to cells. (See Chapter 6 for details about adding comments to your worksheet and Chapter 8 for details about charts and graphics.)

When you click the Quick Print button, Excel routes the print job to the Windows print queue, which acts like a middleman to send the job to the printer. While Excel sends the print job to the print queue, Excel displays a Printing dialog box to inform of its progress (displaying such updates as *Printing Page 2 of 3*). After this dialog box disappears, you are free to go back to work in Excel. To stop the printing while the job is still in the process of being sent to the print queue, click the Cancel button in the Printing dialog box.

If you don't realize that you want to cancel the print job until after Excel finishes shipping it to the print queue (that is, while the Printing dialog box appears on-screen), you must open the dialog box for your printer by clicking and cancel printing from there:

1. **Click the printer icon in the Notification area at the far right of the Windows Vista or XP taskbar (to the immediate left of the current time) with the secondary mouse button to open its shortcut menu.**

This printer icon displays the screen tip 1 document(s) pending for so-and-so. For example, when I'm printing, this message reads 1 document(s) pending for Greg when I position the mouse pointer over the printer icon.

2. **Right-click the printer icon and then select the Open Active Printers command from its shortcut menu.**

This opens the dialog box for the printer with the Excel print job in its queue (as described under the Document heading in the list box).

3. **Select the Excel print job that you want to cancel in the list box of your printer's dialog box.**
4. **Choose Document→Cancel from the menu bar.**
5. **Wait for the print job to disappear from the queue in the printer's dialog box and then click the Close button to get rid of it and return to Excel.**

Printing the Worksheet from the Print Dialog Box

Printing with the Quick Print button on the Quick Access toolbar is fine provided that all you want is a single copy of all the information in the current worksheet. If you want more copies, more or less data (such as all the worksheets in the workbook or just a cell selection within a particular worksheet), then you need to print from the Print dialog box (shown in Figure 5-4).