

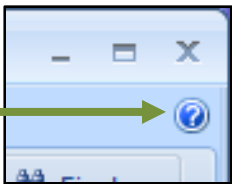
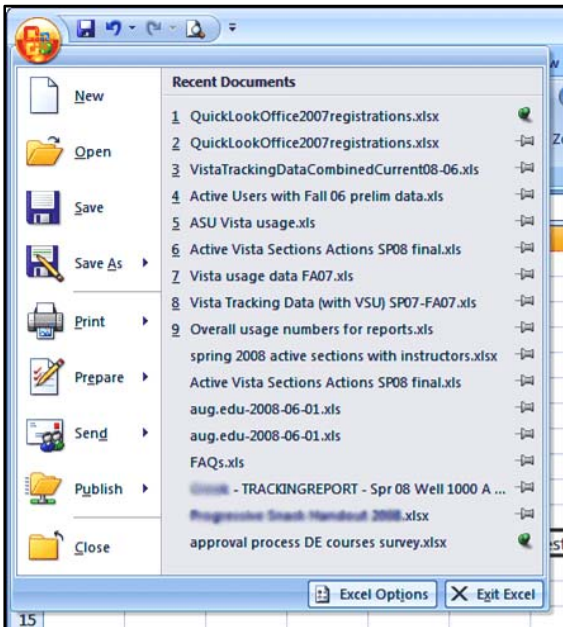
Excel 2007 Quick Reference for Instructor Stations



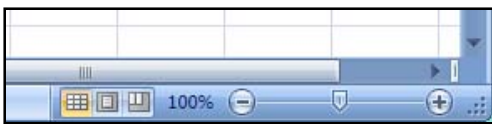
File Actions are located under the Office button.

Includes:

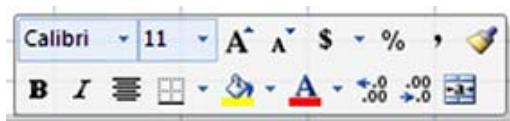
- **Open**
- Save (or use the **diskette** icon to the right of the button) or **Save AS**
- **Close**
- **Options** (Preferences)



HELP icon resembles a “?” and is located in the upper right corner.



VIEWS and the **ZOOM** slider are located in the bottom right corner.



Right Click in a

cell to expose the **Mini-Toolbar**.

Looking for?	Look here (Ribbon name, Group Name)
GENERAL	
Cut, Copy, or Paste	Home, Clipboard
Currency or Text Formatting	(after highlighting) Home, Number, use pull down list to select the type.
Quick Sum	Home, Editing (right side of ribbon) (Note: After highlighting a range of cells, look at the bottom right corner of the window; it will give you AVERAGE, COUNT, and SUM without the need to create a formula.)
Decimal Places - Changing number of (*NEW)	Home, Number, Increase/Decrease Decimal icons OR use the Mini-Toolbar to increase/decrease decimals
Sort or Filter	Home, Editing, Sort (or Filter)
Clear Formatting /Comments	Home, Editing, Clear icon
Freeze Panes	View, Window, Freeze Panes
HEADERS AND FOOTERS	
Headers/Footers	Insert, Text, Header & Footer
ANNOTATION	
Comment	Review, Comments, New Comment
SPECIAL TOOLS	
Spelling /Thesaurus	Review, Proofing
Analysis Pack	(Must be added by you the first time you use it on each computer – Office button, Excel Options , Add-ins , click on “ Analysis Toolpak ”, click Go button to install.) Then you can find it under the Data ribbon, Analysis, Data Analysis
Special Ribbons (Drawing Tools, Chart Tools, etc.)	Located on the right end of the listing of ribbons.
Mini-Toolbar	Right click to expose, or may “fade in” while editing. Easy access to formatting changes, like decimals, commas, etc.
FORMULAS AND PROTECTION	
Formula (finding formulas)	Formulas, Function Library, category (notice “recently used” category)
Formula Troubleshooting	Formulas, Formula Auditing
Protecting Cells	Review, Changes, Protect Sheet/Workbook
CHARTING	
Chart Creating	Insert, Charts, then the style you want. Note: “All Styles” is at the base of each listing.
Chart Options	Click inside the chart and the last three ribbon names will be (Chart Tools) Design (Chart Tools) Layout (Chart Tools) Format