



Excel 2007



Disclaimer:

George Mason University's Division of Instructional Technologies has taken every effort to ensure the accuracy of the Crosswalk. If you should discover any discrepancies, please notify us immediately.

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About Crosswalks:

These handouts are designed for users who are planning to transition from MS Office 2003 to MS Office 2007. Crosswalks show users the location of most Office 2003 commands in Office 2007. A basic knowledge of Office 2003 is recommended when referring to the Crosswalks.

This Crosswalk is available to download and print from <http://transition.gmu.edu/cross.html>

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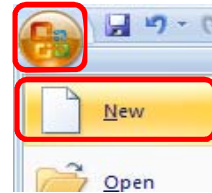
File Menu

2003 Version

2007 Version

1 New

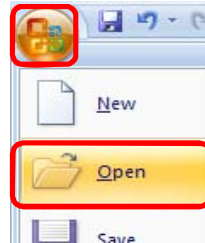
File --> New



- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **New**.

2 Open

File --> Open



- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **Open**.

3 Close

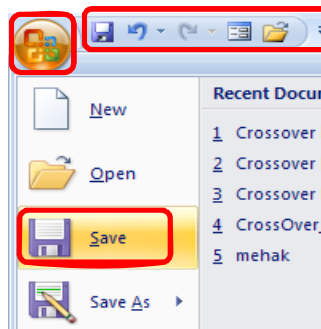
File --> Close



- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **Close**.

4 Save

File --> Save

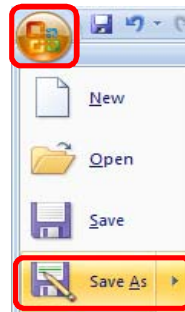


- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **Save**.

*Or you can click on the **Save Button** in the **Quick Launch Toolbar**.*

5 Save As

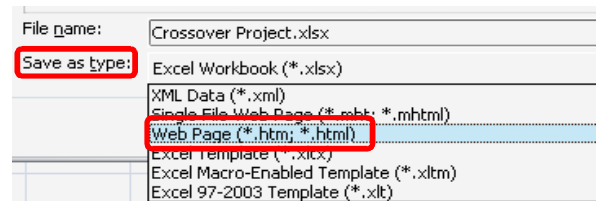
File --> Save As



- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **Save As**.

6 Save As Web Page

File --> Save As Web Page



- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **Save As**.
- ➔ In the **Save as** window, Under **Save as type:** , choose **Web Page (*.htm; *.html)**

7 Save Wrokspace

File --> Save Workspace



- ➔ Click on the **View Tab**
- ➔ In the **Window** group, Click on **Save Workspace**

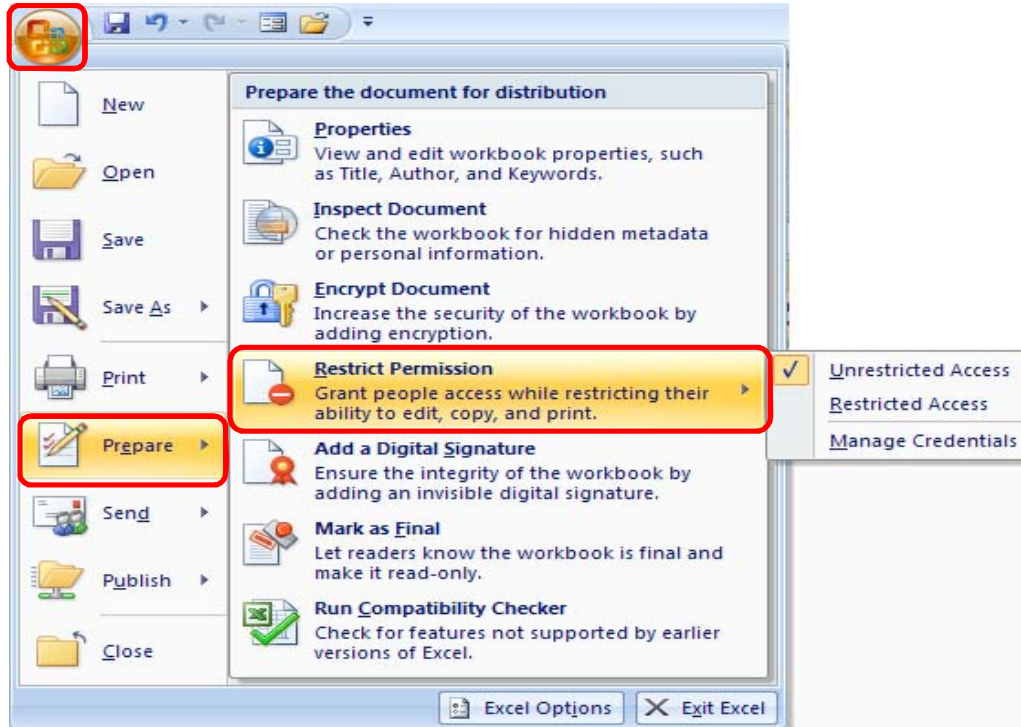
8 File Search

File --> File Search

➔ There is no File Search option in Office 2007.

9 Permission

File --> Permission



➔ Click on the **Microsoft Office Button**.

➔ Click on **Prepare**

➔ Click on **Restrict Permission**

Unrestricted Access

Click on **Unrestricted Access**

Do Not Distribute...

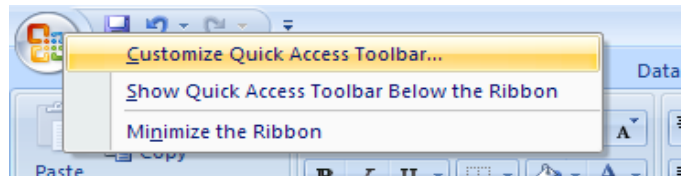
Click on **Restricted Access**

Restrict Permission As...

Click on **Manage Credentials**

10 Web Page Preview

File --> Web Page Preview



➔ Right Click on the **Microsoft Office Button**.

➔ Click on **Customize Quick Access Toolbar...**

➔ In the **Excel Options** window,

➔ Under **Choose Commands from:** list

➔ Select **All Commands** and from the list below

➔ Select **Web Page Preview**

➔ Click on **Add>>**

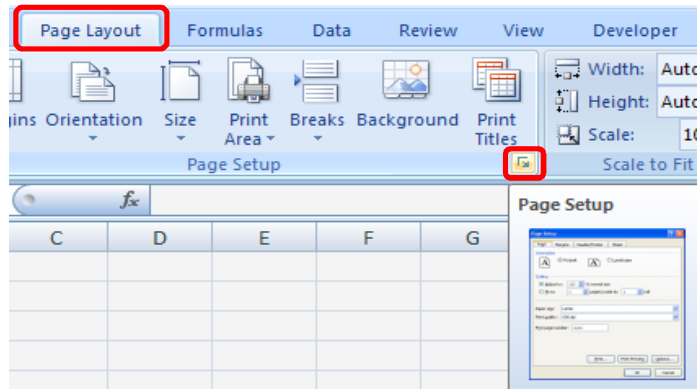
➔ Click on **OK**

Click on the **Web Page Preview** icon in the

➔ **Quick Access Toolbar**.

11 Page Setup

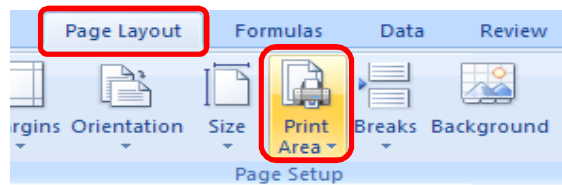
File --> Page Setup



- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **Page Layout** Tab
- ➔ Click on **down arrow** at the end of the **Page Setup** group

12 Print Area

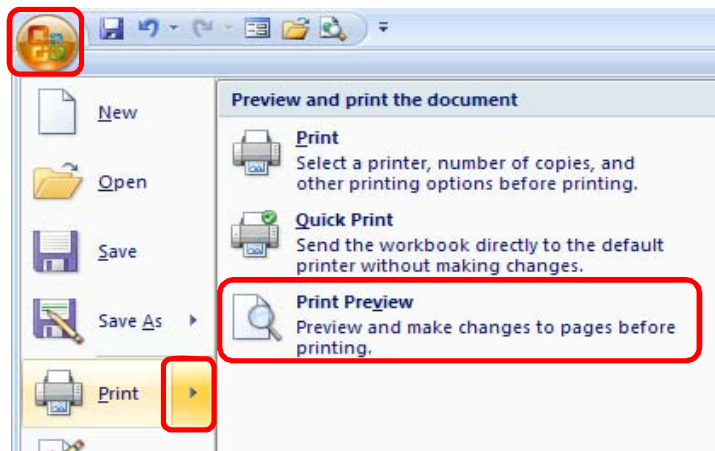
File --> Print Area



- ➔ Click on the **Page Layout** Tab.
- ➔ Under **Page Setup** Group, Click on **Print Area**.

13 Print Preview

File --> Print Preview



- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on the **Arrow** next to **Print**
- ➔ Click on **Print Preview**.

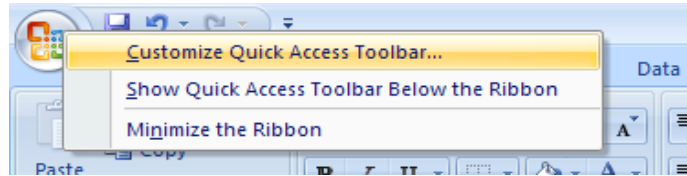
14 Print

File --> Print

- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **Print**.

15 **Send To**

File --> Send To



- ➔ Right Click on the **Microsoft Office Button**.
- ➔ Click on **Customize Quick Access Toolbar...**
- ➔ In the **Excel Options** window,
- ➔ Under **Choose Commands from:** list
- ➔ Select **All Commands** and from the list below
- ➔ Click on **Mail Recipient**
- ➔ Click on **Mail Recipient (for Review)...**
- ➔ Click on **Exchange Folder...**
- ➔ Click on **Online Meeting Participant**

Mail Recipient

Mail Recipient (for Review)...

Exchange Folder...

Online Meeting Participant

Mail Recipient (as Attachment)..

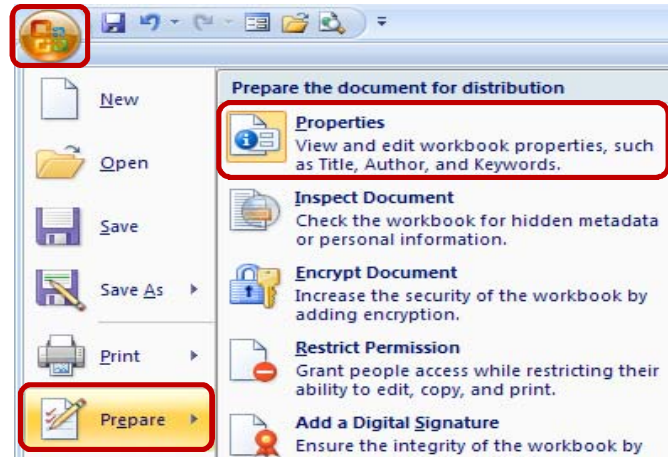
- ➔ Click on the **Microsoft Office Button**
- ➔ Click on **Send**.
- ➔ Click on **E-mail**.

Recipient using Internet Fax Service...

- ➔ Click on the **Microsoft Office Button**
- ➔ Click on **Send**.
- ➔ Click on **Internet Fax**.

16 **Properties**

File --> Properties



- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **Prepare**.
- ➔ Click on **Properties**.

17 **Exit**

File --> Exit

- ➔ Click on the **Microsoft Office Button**.
- ➔ Click on **Exit Excel**.

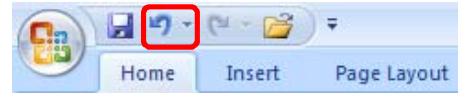
Edit Menu

2003 Version

2007 Version

1 Undo

Edit -> Undo
shortcut Key -> "ctrl + Z"



- ➔ Click on the **Undo** icon in the **Quick Access Toolbar**.
- ➔ shortcut Key -> "ctrl + Z"

2 Repeat command (Redo)

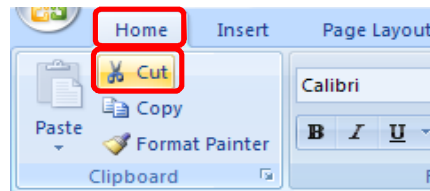
Edit -> Undo
Shortcut Key -> "ctrl + Y"



- ➔ Click on the **Redo** icon in the **Quick Access Toolbar**.
- ➔ shortcut Key -> "ctrl + Y"

3 Cut

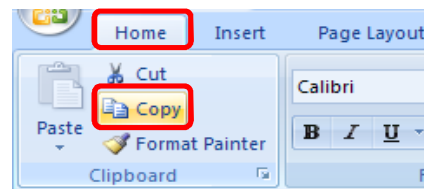
Edit -> Cut
Shortcut Key -> "ctrl + X"



- ➔ Click on the **Home** tab.
- ➔ In the **Clipboard** group, Click on **Cut**.
- ➔ Shortcut Key -> "ctrl + X"

4 Copy

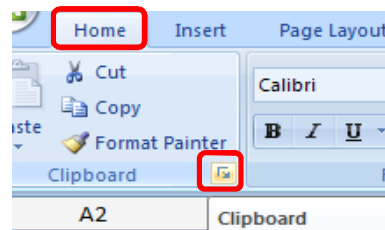
Edit -> Copy
Shortcut Key -> "ctrl + C"



- ➔ Click on the **Home** tab.
- ➔ In the **Clipboard** group, Click on **Copy**.
- ➔ Shortcut Key -> "ctrl + C"

5 Office Clipboard

Edit -> Office Clipboard

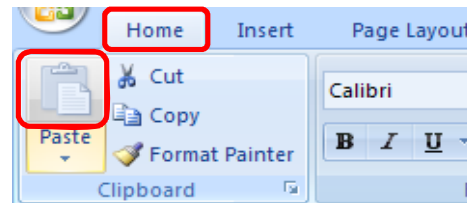


- ➔ Click on the **Home** tab.
- ➔ Click on the **Arrow** at the corner of the **Clipboard** group

6 Paste

Edit -> Paste

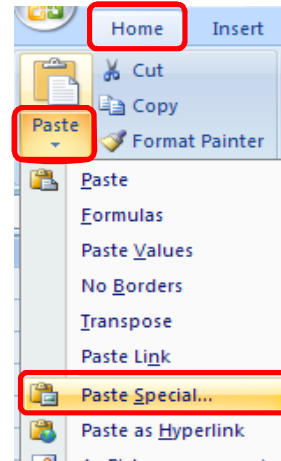
Shortcut Key -> "ctrl + V"



- ➔ Click on the **Home** tab.
- ➔ In the **Clipboard** group, Click on **Paste**.
- ➔ Shortcut Key -> "ctrl + V"

7 Paste Special

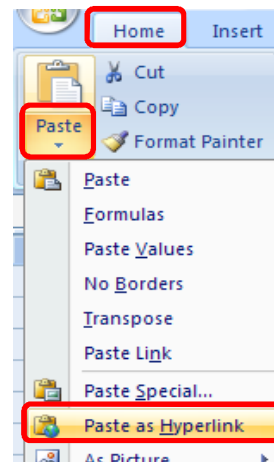
Edit -> Paste Special...



- ➔ Click on the **Home** tab.
- ➔ In the **Clipboard** group, Click on **Arrow** under Paste.
- ➔ From the list select **Paste Special...**

8 Paste as Hyperlink

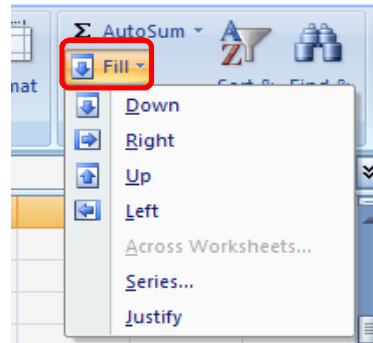
Edit -> Paste as Hyperlink



- ➔ Click on the **Home** tab.
- ➔ In the **Clipboard** group, Click on **Arrow** under Paste.
- ➔ From the list select **Paste as Hyperlink**

9 Fill

Edit -> Fill

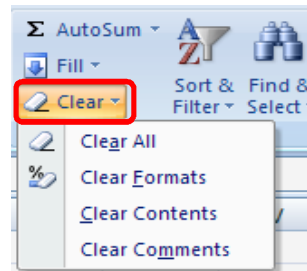


- Down
- Right
- Up
- Left
- Across Worksheets...
- Series...
- Justify

- ➔ Click on the **Home** tab.
- ➔ In the **Editing** group, Click on **Fill**.
- ➔ Click on **Down**.
- ➔ Click on **Right**
- ➔ Click on **Up**
- ➔ Click on **Left**
- ➔ Click on **Across Worksheets...**
- ➔ Click on **Series...**
- ➔ Click on **Justify**

10 Clear

Edit -> Clear

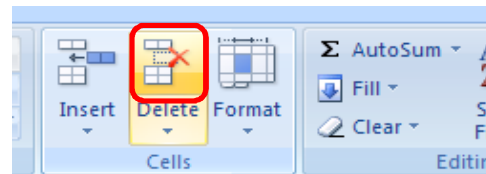


- All
- Formats
- Contents (Shortcut Key -> Del)
- Comments

- ➔ Click on the **Home** tab.
- ➔ In the **Editing** group, click on **Clear**.
- ➔ Click on **Clear All**.
- ➔ Click on **Clear Formats**.
- ➔ Click on **Clear Contents**.
- ➔ Click on **Clear Comments**.

11 Delete...

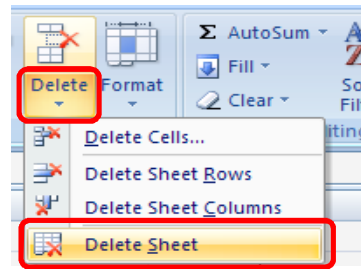
Edit -> Delete...



- ➔ Click on the **Home** tab.
- ➔ In the **Cells** group, click on **Delete**.

12 Delete Sheet

Edit -> Delete Sheet



- ➔ Click on the **Home** tab.
- ➔ In the **Cells** group, click on **Arrow** under **Delete**.
- ➔ From the list select **Delete Sheet**.

13 Move or Copy Sheet...

Edit -> Move or Copy Sheet...

- ➔ Click on the **Home** tab.
- ➔ In the **Cells** group, click on **Format**.
- ➔ From the list, under **Organize Sheets**, select
- ➔ **Move or Copy Sheet...**

14 Find...

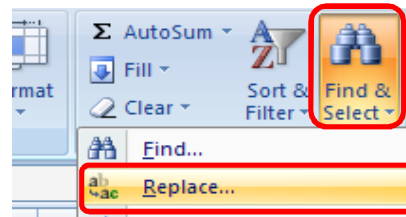
Edit -> Find...



- ➔ Click on the **Home** tab.
- ➔ In the **Editing** group, click on **Find & Select**.
- ➔ Click on **Find...**

15 Replace...

Edit -> Replace...



- ➔ Click on the **Home** tab.
- ➔ In the **Editing** group, click on **Find & Select**.
- ➔ Click on **Replace...**

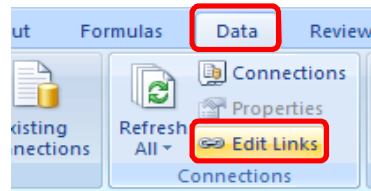
16 Go To...

Edit -> Go To...

- ➔ Click on the **Home** tab.
- ➔ In the **Editing** group, click on **Find & Select**.
- ➔ Click on **Go TO...**

17 Links

Edit -> Links...



- ➔ Click on the **Data** tab.
- ➔ In the **Connections** group, click on **Edit Links**.

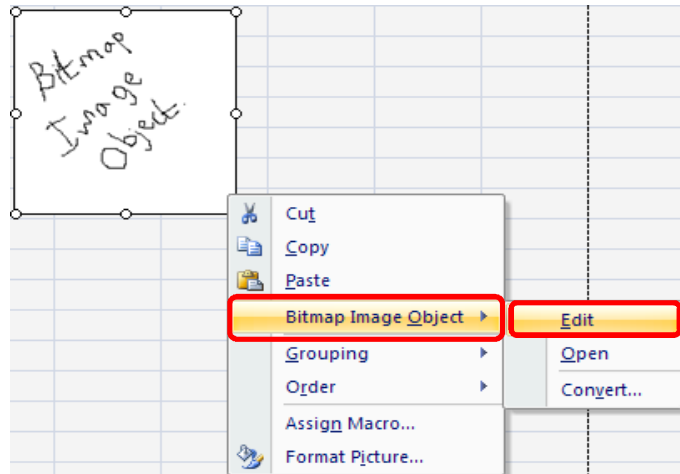
18 Object

Edit -> Object...

- ➔ **Right Click** on the Object.
- ➔ Click on the **Object Name**.
- ➔ Click on **Edit**.
- ➔ Or, **Double Click** on an Object to edit it.

For Example:

To edit a Bitmap Image Object,



- ➔ **Right Click** on the Object.
- ➔ Click on **Bitmap Image Object**.
- ➔ Click on **Edit**.

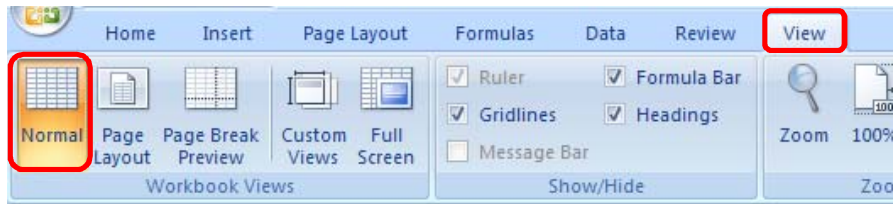
View Menu

2003 Version

2007 Version

1 Normal View

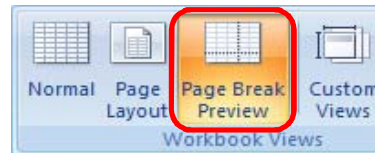
View -> Normal View



- ➔ Click on the **View** Tab
- ➔ In the **Workbook Views** group, click on **Normal**.

2 Page Break Preview

View -> Page Break Preview



- ➔ Click on the **View** Tab
- ➔ In the **Workbook Views** group, click on **Page Break Preview**.

3 Task Pane

View -> Task Pane

- ➔ There is no **Task Pane** in Microsoft Office 2007. The Ribbon performs all the functions that a Task Pane would.

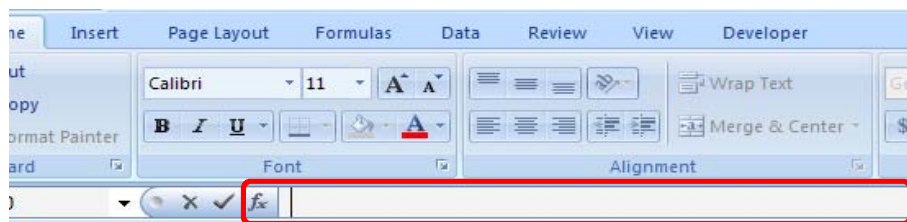
4 Toolbars

View -> Toolbars

- ➔ All the **Toolbars** are converted into Ribbons.

5 Formula Bar

View -> Formula Bar



- ➔ The **Formula Bar** is located in the same place as it was in 2003, just about the worksheet Column names.

6 Status Bar

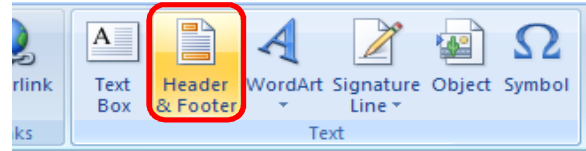
View -> Status Bar



- The **Status Bar** is located in the same place as it was in 2003, below the worksheet names.

7 Header and Footer

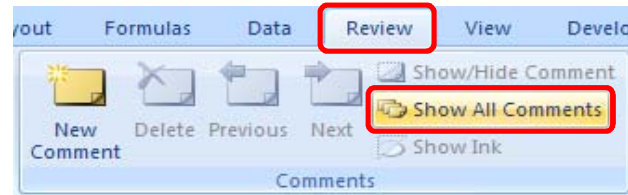
View -> Header and Footer



- Click on the **Insert** Tab
- In the Text group, click on **Header & Footer**.

8 Comments

View -> Comments



- Click on the **Review** Tab
- In the **Comments** group, click on **Show All Comments**

9 Custom Views

View -> Custom Views



- Click on the **View** Tab.
- In the **Workbook Views** group, click on **Custom Views**.

10 Full Screen

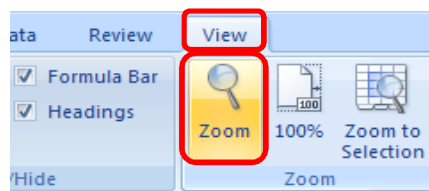
View -> Full Screen



- Click on the **View** Tab.
- In the **Workbook Views** group, click on **Full Screen**.

11 Zoom

View -> Zoom



➔ Click on the **View** Tab.

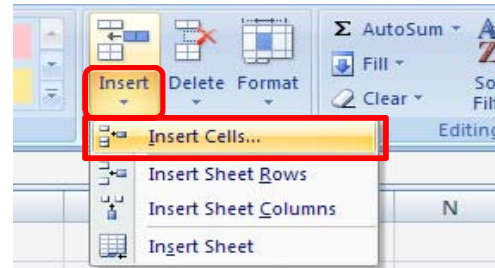
➔ In the **Zoom** group, click on **Zoom**.

Insert Menu

2003 Version

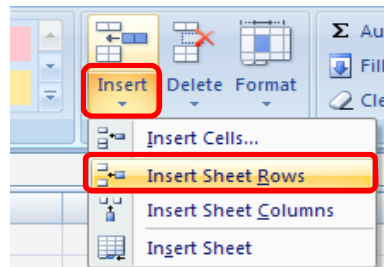
2007 Version

1 Cells...
Insert -> Cells...



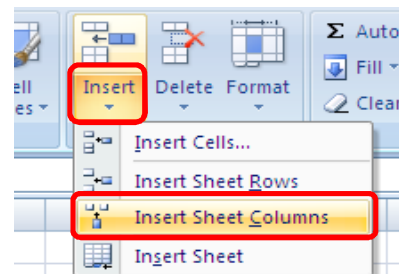
- ➔ Click on the **Home** tab.
- ➔ In the **Cells** group, click on the **Arrow** under **Insert**.
- ➔ From the list select **Insert Cells...**

2 Rows
Insert -> Rows



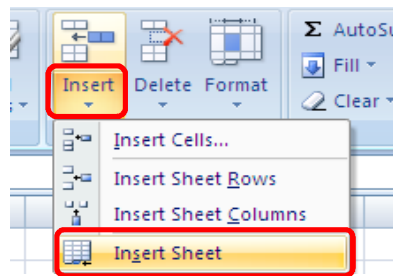
- ➔ Click on the **Home** tab.
- ➔ In the **Cells** group, click on the **Arrow** under **Insert**.
- ➔ From the list select **Insert Sheet Rows**.

3 Columns
Insert -> Columns



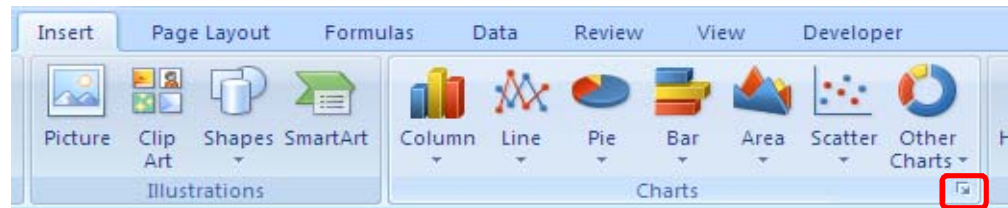
- ➔ Click on the **Home** tab.
 - ➔ In the **Cells** group, click on the **Arrow** under **Insert**.
 - ➔ From the list select **Insert Sheet Columns**.
-

4 Worksheet
Insert -> Worksheet



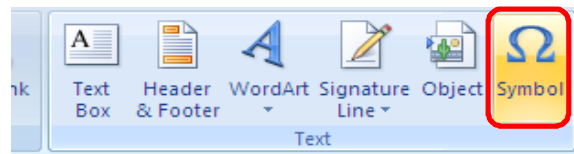
- ➔ Click on the **Home** tab.
- ➔ In the **Cells** group, click on the **Arrow** under **Insert**.
- ➔ From the list select **Insert Sheet**.

5 Chart...
Insert -> Chart...



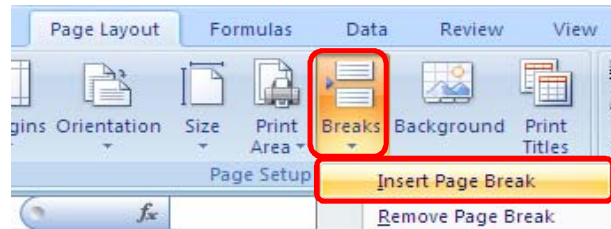
- ➔ Click on the **Insert** tab.
- ➔ In the **Charts** group. Select the appropriate Chart.
- ➔ For more options click the **Arrow** in the Charts group.

6 Symbol...
Insert -> Symbol...



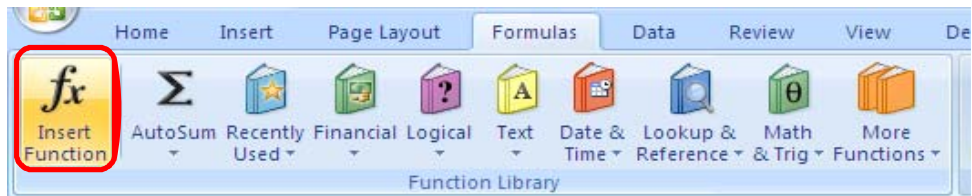
- ➔ Click in the **Insert** tab.
- ➔ In the **Text** group, click on **Symbol**.

7 Page Break
Insert -> Page Break



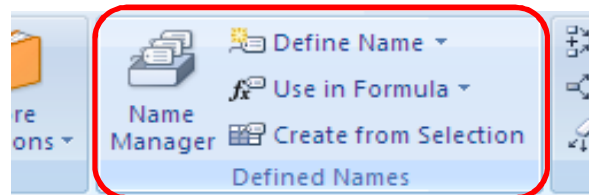
- ➔ Click on the **Page Layout** tab.
- ➔ In the **Page Setup** group, click on **Breaks**.
- ➔ Click on **Insert Page Break**.

8 Function
Insert -> Function.



- ➔ Click on the **Formulas** tab.
- ➔ In the **Function Library** group, click on **Insert Function**.

9 Name
Insert -> Name



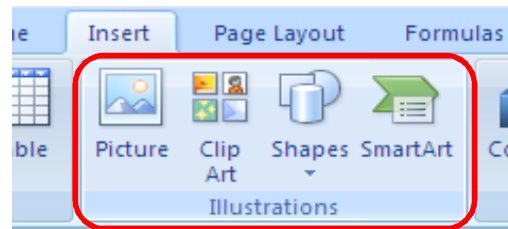
- ➔ Click on the **Formulas** tab.
- ➔ In the **Defined Names** group, Select the appropriate option.

10 Comment
Insert -> Comment



- ➔ Click on the **Review** tab.
- ➔ In the **Comments** group, Click on **New Comment**.

11 Picture
Insert ->



- Picture
- ClipArt
- AutoShapes
- Organization Charts
- Symbol

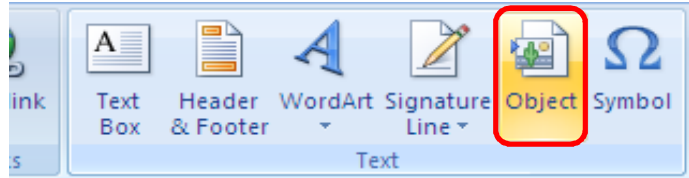
- ➔ Click on the **Insert** Tab
- ➔ In the **Illustrations** group,
- ➔ Click on **Picture**.
- ➔ Click on **ClipArt**.
- ➔ Click on **Shapes**
- ➔ Click on **SmartArt**.
- ➔ In the **Text** group, click on **Symbol**.

12 Diagram...
Insert -> Diagram...

- ➔ Click on the **Insert** tab.
- ➔ In the **Illustrations** group, click on **SmartArt**.

13 Object...

Insert -> Object...



➔ Click on the **Insert** tab.

➔ In the **text** group, click on **Object**.

14 Hyperlink...

Insert -> Hyperlink...



➔ Click on the **Insert** tab.

➔ In the **Links** group, click on **Hyperlink**.

Format Menu

2003 Version

2007 Version

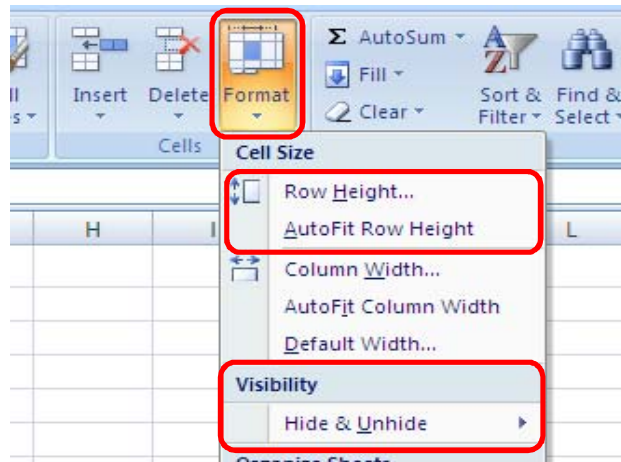
1 Cells...

Format -> Cells...

- ➔ Click on the **Home** tab.
- ➔ In the **Cells** group, click on **Format**
- ➔ Click on **Format Cells...**

2 Rows

Format -> Rows



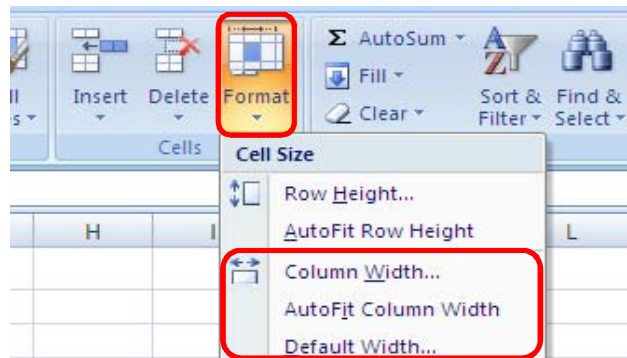
Height
Autofit

Hide
Unhide

- ➔ Click on the **Home** tab.
- ➔ In the **Cells** group, click on **Format**.
- ➔ Click on **Row Height**
- ➔ Click on **Autofit Row Height**
- ➔ Under **Visibility**,
- ➔ Click on **Hide & Unhide**, click on **Hide Rows**
- ➔ Click on **Hide & Unhide**, click on **Unhide Rows**

3 Columns

Format -> Columns



Width
AutoFit Selection
Standard Width...

Hide
Unhide

- ➔ Click on the **Home** tab.
- ➔ In the **Cells** group, click on **Format**.
- ➔ Click on **Column Width**
- ➔ Click on **AutoFit Column Width**
- ➔ Click on **Default Width...**
- ➔ Under **Visibility**,
- ➔ Click on **Hide & Unhide**, click on **Hide Columns**
- ➔ Click on **Hide & Unhide**, click on **Unhide Columns**

4 Sheets

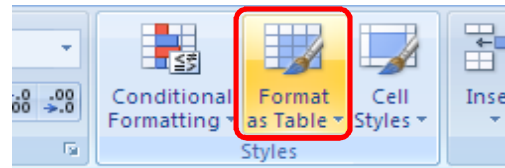
Format -> Sheets

- Rename
- Tab color
- Hide
- Unhide

- ➔ Click on the **Home** tab.
- ➔ In the **Cells** group, click on **Format**.
- ➔ Under **Organize Sheets**
- ➔ Click on **Rename Sheet**
- ➔ Click on **Tab color**
- ➔ Under **Visibility**,
- ➔ Click on **Hide & Unhide**, click on **Hide Sheet**.
- ➔ Click on **Hide & Unhide**, click on **Unhide Sheet**.

5 AutoFormat...

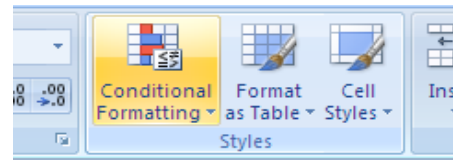
Format -> AutoFormat...



- ➔ Click on the **Home** tab.
- ➔ In the **Styles** group, click on **Format as Table**.

6 Conditional Formatting...

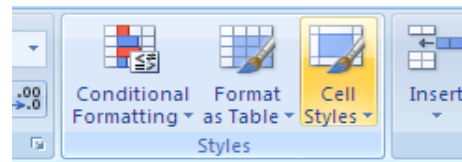
Format -> Conditional Formatting...



- ➔ Click on the **Home** tab.
- ➔ In the **Styles** group, click on **Conditional Formatting...**

7 Style...

Format -> Style...



- ➔ Click on the **Home** tab.
- ➔ In the **Styles** group, click on **Cell Styles**

TOOLS MENU

2003 Version

2007 Version

- 1 Spelling
Tools -> Spelling



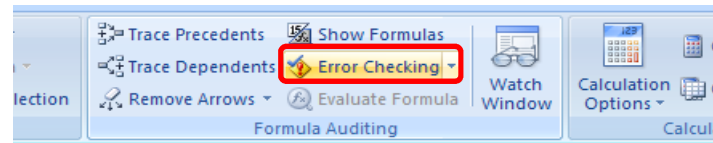
- ➔ Click on the **Review** tab
- ➔ In the **Proofing** group, click on **Spelling**

- 2 Research
Tools -> Research



- ➔ Click on the **Review** tab
- ➔ In the **Proofing** group, click on **Research**

- 3 Error Checking
Tools -> Error Checking



- ➔ Click on the **Formulas** tab
- ➔ In the **Formula Auditing** group, click on **Error Checking**

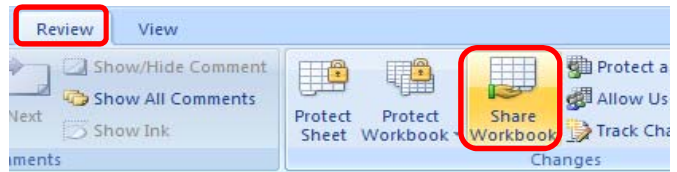
- 4 Speech Drop Down Menu
Tools -> Speech
Speech Recognition
Show Text to Speech Toolbar

- ➔ Click on the **Microsoft Office Button**
- ➔ Click on **Excel Options**
- ➔ In the **Excel Options** window, click on **Customize**
- ➔ In the **Choose Commands from;** list, select **All Commands**
- ➔ From the list, select each **Speak Cell**
- ➔ Click on **Add>>**
- ➔ Click on **OK**

- 5 Share Workspace
Tools -> Share Workspace

Need administrative rights to create **Document Workspace**

6 Share Workbook
Tools -> Share Workbook



- ➔ Click on the **Review** tab
- ➔ In the **Changes** group, click on **Share Workbook**

7 Track Changes Drop Down Menu
Tools -> Track Changes



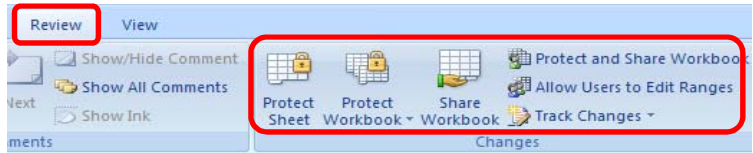
Highlight Changes
Accept/Reject Changes

- ➔ Click on the **Review** tab
- ➔ In the **Changes** group, click on **Track Changes**
- ➔ Click on **Highlight Changes**
- ➔ Click on **Accept/Reject Changes**

8 Compare and Merge Workbooks
Tools -> Compare and Merge Workbooks

- ➔ Click on the **Microsoft Office Button**
- ➔ Click on **Excel Options**
- ➔ In the **Excel Options** window, click on **Customize**
- ➔ In the **Choose Commands from;** list, select **All Commands**
- ➔ From the list, select **Compare and Merge Workbooks**
- ➔ Click on **Add>>**
- ➔ Click on **OK**

9 Protection Drop Down Menu
Tools -> Protection ->



- ➔ Click on the **Review** tab
- ➔ In the **Changes** group,
- ➔ Click on **Protect Sheet**
- ➔ Click on **Allow Users to Edit Ranges**
- ➔ Click on **Protect Workbook**
- ➔ Click on **Protect and Share Workbook**

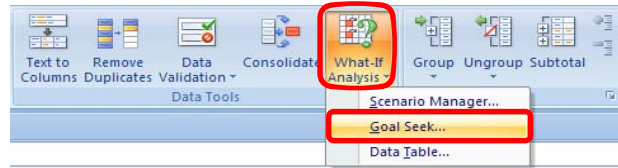
10 Online Collaboration Drop Down Menu

Need administrative rights to create **Document Workspace** and use the **Document Management Server**

Tools -> Online Collaboration ->

11 Goal Seek

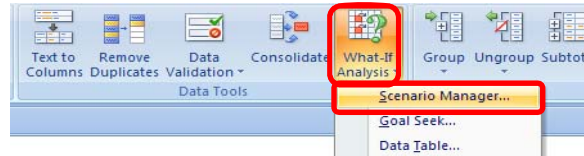
Tools -> Goal Seek



- ➔ Click on the **Data** tab
- ➔ In the **Data Tools** group, click on **What-If-Analysis**
- ➔ Click on **Goal Seek**

12 Scenarios

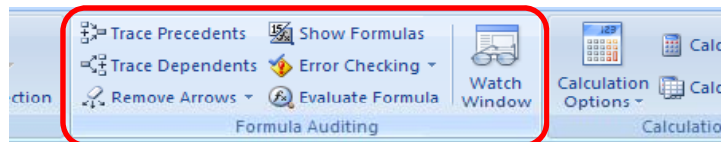
Tools -> Scenarios



- ➔ Click on the **Data** tab
- ➔ In the **Data Tools** group, click on **What-If-Analysis**
- ➔ click on **Scenario Manager**

13 Formula Auditing

Tools -> Formula Auditing ->

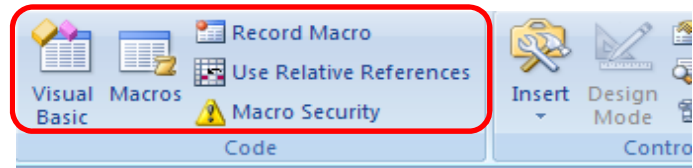


- Trace Precedents
- Trace Dependents
- Trace Error
- Remove All Arrows
- Evaluate Formula
- Show Watch Window
- Formula Auditing Mode

- ➔ Click on the **Formula** tab
- ➔ In the **Formula Auditing** group,
- ➔ Click on **Trace Precedents**
- ➔ Click on **Trace Dependents**
- ➔ Click on **Error Checking**, click on **Trace Error**
- ➔ Click on **Remove Arrows**
- ➔ Click on **Evaluate Formula**
- ➔ Click on **Watch Window**
- ➔ Click on **Show Formulas**

14 Macro

Tools -> Macro ->



Macros
Record New Macros
Security
Visual Basic Editor

- ➔ Click on the **Microsoft Office Button**
- ➔ Click on **Excel Options**
- ➔ In the **Excel Options** window, click on **Popular**
- ➔ In the **Top options for working with Excel** group, click on **Show Developer tab in the Ribbon**
- ➔ Click on **Developer** tab
- ➔ In the **Code** group,
- ➔ Click on **Macros**
- ➔ Click on **Record Macro**
- ➔ Click on **Macro Security**
- ➔ Click on **Visual Basic**

15 Add-Ins

Tools -> Add Ins

- ➔ Click on the **Microsoft Office Button**
- ➔ Click on **Excel Options**
- ➔ In the **Excel Options** window, click on **Add-Ins**
- ➔ In the **Manage** drop down list, select **Excel Add-ins**
- ➔ Click on **Go**
- ➔ Click on the desired options in the **Add-Ins** dialog box

16 AutoCorrect Options

Tools -> AutoCorrect Options

- ➔ Click on the **Microsoft Office Button**
- ➔ Click on **Excel Options**
- ➔ In the **Excel Options** window, click on **Proofing**
- ➔ In the **AutoCorrect Options** group, click on **AutoCorrect Options**

17 Customize

Tools -> Customize

- ➔ Click on the **Microsoft Office Button**
- ➔ Click on **Excel Options**
- ➔ In the **Excel Options** window, click on **Customize**
- ➔ In the **Choose Commands from;** list, select **All Commands**
- ➔ Select the desired command
- ➔ Click **Add>>**
- ➔ Click **Ok**

18 Options

Tools -> Options

- ➔ Click on the **Microsoft Office Button**
- ➔ Click on **Excel Options**

Data Menu

2003 Version

2007 Version

1 Sort...

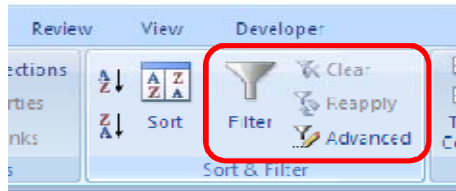
Data -> Sort...



- ➔ Click on the **Data** tab.
- ➔ In the **Sort & Filter** group, select the desired sort option.

2 Filter

Data -> Filter



- ➔ Click on the **Data** tab.
- ➔ In the **Sort & Filter** group, select the desired filter option.

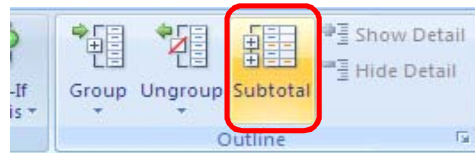
3 Form...

Data -> Form...

- ➔ Click on the **Microsoft Office Button**
- ➔ Click on **Excel Options**.
- ➔ In the **Excel Options** window, click on **Customize**.
- ➔ Under **Choose Commands From:** select **All Commands**
- ➔ From the list below, click on **Form**.

4 Subtotals...

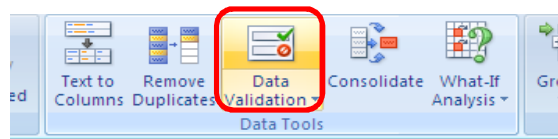
Data -> Subtotals...



- ➔ Click on the **Data** tab.
- ➔ In the **Outline** group, click on **Subtotal**.

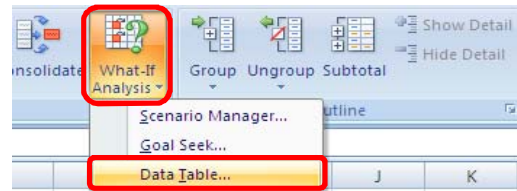
5 Validation...

Data -> Validation...



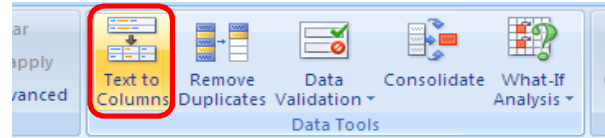
- ➔ Click on the **Data** tab.
- ➔ In the **Data Tools** group, click on **Data Validation**.

6 Table...
Data -> Table...



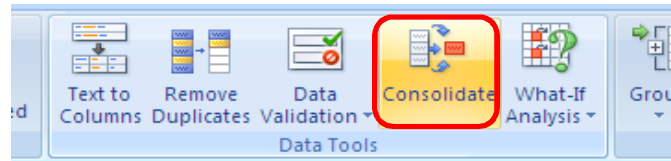
- ➔ Click on the **Data** tab.
- ➔ In the **Data Tools** group, click on **What-If Analysis**.
- ➔ Click on **Data Table...**

7 Text to Columns...
Data -> Text to columns...



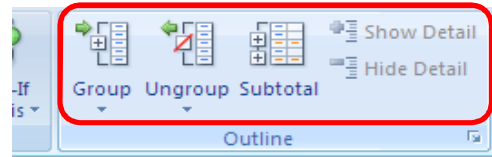
- ➔ Click on the **Data** tab.
- ➔ In the **Data Tools** group, click on **Text to Columns**.

8 Consolidate...
Data -> Consolidate...



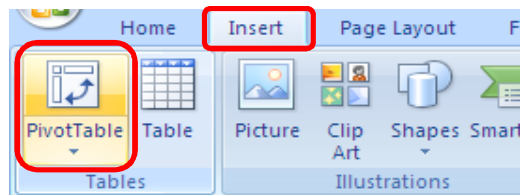
- ➔ Click on the **Data** tab.
- ➔ In the **Data Tools** group, click on **Consolidate**.

9 Group and Outline
Data -> Group and Outline



- ➔ Click on the **Data** tab.
- ➔ In the **Outline** group, select the desired option.

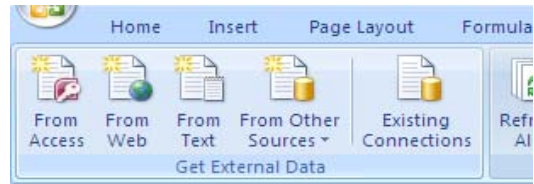
10 PivotTable and Pivotchart Report...
Data -> PivotTable and PivotChart Report...



- ➔ Click on the **Insert** tab.
- ➔ In the **Tables** group, click on **PivotTable**.

11 Import External Data

Data -> Import External Data ->

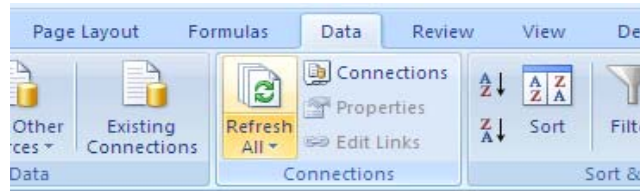


➔ Click on the **Data** tab.

➔ In the **Get External Data** group, select the desired option.

12 Refresh Data

Data -> Refresh Data



➔ Click on the **Data** tab.

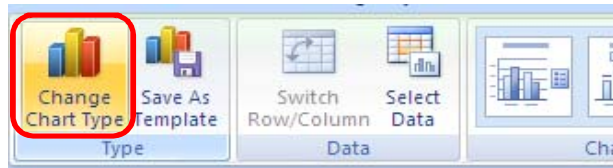
➔ In the **Connections** group, click on **Refresh All**.

Chart Menu

2003 Version

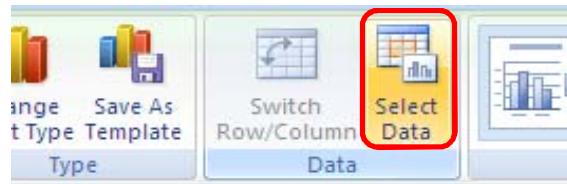
2007 Version

- 1 Chart Type...
Chart -> Chart Type...



- ➔ Select a Chart.
- ➔ Under on **Design Tools**, Click on **Design** tab.
- ➔ In the **Type** group, Click on **Change Chart Type**.

- 2 Source Data...
Chart -> Source Data...



- ➔ Select a Chart.
- ➔ Under on **Design Tools**, Click on **Design** tab.
- ➔ In the **Data** group, Click on **Select Data**.

- 3 Chart Options...
Chart -> Chart Options...

- ➔ Select a Chart.
- ➔ Under on **Design Tools**, Click on **Layout** tab.
- ➔ Select the desired option from the Ribbon.

- 4 Locations...
Chart -> Locations...



- ➔ Select a Chart.
- ➔ Under on **Design Tools**, Click on **Design** tab.
- ➔ In the **Location** group, Click on **Move Chart**.

- 5 Add Data...
Chart -> Add Data...

- ➔ This feature is the same as the **Source Data** (2)
- ➔ Please refer to **Source Data** (2)

- 6 Add Trendline...

- ➔ Select a Chart.
- ➔ Under on **Design Tools**, Click on **Layout** tab.
- ➔ In the **Analysis** group, click on **Trendline**.

7 3-D Views...

- ➔ Select a Chart.
 - ➔ Under on **Design Tools**, Click on **Layout** tab.
 - ➔ In the **Background** group, click on **3-D Rotation**.
-

Window Menu



1 Window ->

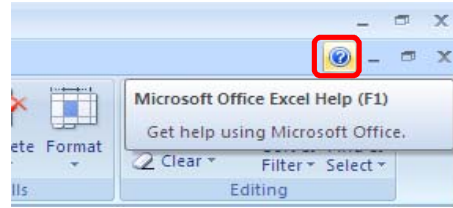
- | | | |
|-------------------------------------|---|-----------------------------------|
| | ➔ | Click on the View tab. |
| | ➔ | In the Window group, |
| New Window | ➔ | Click on New Window |
| Arrange... | ➔ | Click on Arrange All |
| Compare Side by Side with... | ➔ | Click on View Side by Side |
| Hide | ➔ | Click on Hide |
| UnHide | ➔ | Click on Unhide |
| Split | ➔ | Click on Split |
| Freeze Panes | ➔ | Click on Freeze Panes |
| List of Windows | ➔ | Click on Switch Windows |
-

Help Menu

2003 Version

2007 Version

- 1 Microsoft Office Excel Help
Help -> Microsoft Office Excel Help



- ➔ Click on **Microsoft Office Help icon** on the top right corner of the window.

-
- 2 Show the Office Assistant
Help -> Show the Office Assistant

There is no Office Assistant in Access 2007

-
- 3 Microsoft Office Online
Help -> Microsoft Office Online

- ➔ Click on the **Microsoft Office Button**
- ➔ Click on **Excel Options**.
- ➔ In the **Excel Options** window, click on **Resources**
- ➔ In the **Go to Microsoft Office Online** section, click on **Go Online**.

-
- 4 Contact Us
Help -> Contact Us

- ➔ Click on the **Microsoft Office Button**
- ➔ Click on **Excel Options**.
- ➔ In the **Excel Options** window, click on **Resources**
- ➔ In the **Contact Us** section, click on **Contact Us**.

-
- 5 Checking for Updates
Help -> Check for Updates

- ➔ Click on the **Microsoft Office Button**
- ➔ Click on **Excel Options**.
- ➔ In the **Excel Options** window, click on **Resources**
- ➔ In the **get updates** section, click on **Check for Updates**.

-
- 6 Detect and Repair
Help -> Detect and Repair

- ➔ Click on the **Microsoft Office Button**
- ➔ Click on **Excel Options**.
- ➔ In the **Excel Options** window, click on **Resources**
- ➔ In the **Run Microsoft Office Diagnostics** section, click on **Diagnose**.

7 Activate Product

Help -> Activate Product

- ➔ Click on the **Microsoft Office Button**
 - ➔ Click on **Excel Options**.
 - ➔ In the **Excel Options** window, click on **Resources**
 - ➔ In the **Activate Microsoft Office** section, click on
-

8 Customer Feedback Options

Help -> Customer Feedback Options

- ➔ Click on the **Microsoft Office Button**
 - ➔ Click on **Excel Options**.
 - ➔ In the **Excel Options** window, click on **Trust Center**
 - ➔ In the **Protecting your privacy** section, click the **Customer Experience Improvement Program** link.
-

9 About Microsoft Office Excel

Help -> About Microsoft Office Excel

- ➔ Click on the **Microsoft Office Button**
 - ➔ Click on **Excel Options**.
 - ➔ In the **Excel Options** window, click on **Resources**
 - ➔ In the **About Microsoft Office Excel 2007** section, click on **About**.
-