

Office 2007 Overview

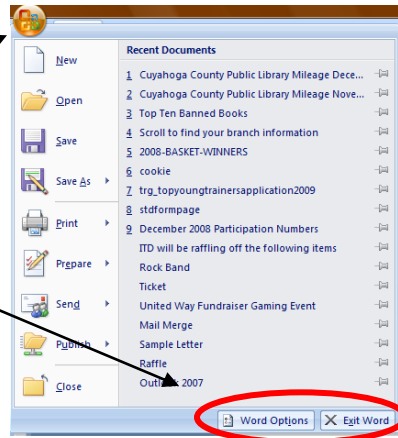
The Office Button Menu

The **Office Button** allows you to view file commands, as well as a list of the nine most recently opened files. There is also an **Application Options** button allowing for customization of the application.

More templates available to download.

New features include: **Save As**, **Prepare** and **Send** options.

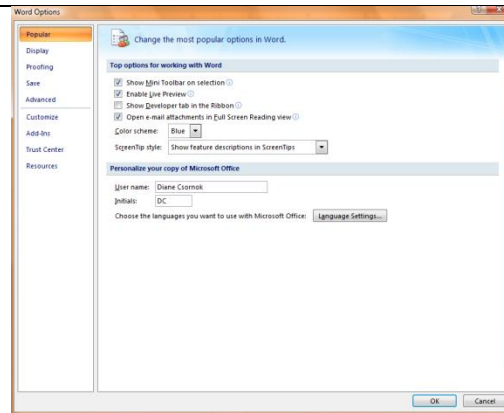
(Similar to the File menu option of Office 2003.)



The **Application Options Button** is divided into categories that are specific to need and operation. This is the main area to turn application features on/off.

Ex. From the **Proofing Link**, turn on **Spell Check** to automatically check the document as you type.

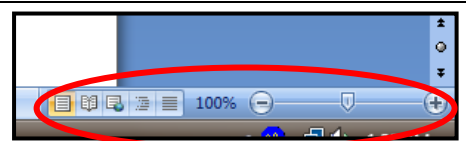
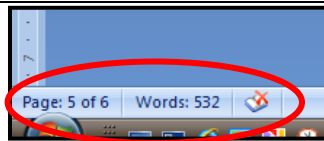
(Similar to the Tools, Customize or Options commands of Office 2003.)



Status Bar

The **Status Bar** provides information about the current open file. You can switch views and zoom from this location.

Ctrl + mouse wheel to zoom



What's New/Different for Word 2007

Tips for working in Word 2007

- Default Font is now Calibri (Font, Dialog Box Launcher)
- There is an automatic 10pt space after each paragraph marker (Paragraph, Dialog Box Launcher)
- Turn on the rulers by clicking above scroll bar on right of screen
- Double-click the ruler to get to Page Setup
- Spell Check may not be turned on automatically (see Office Button, Word Options)
- Insert tab contains Header/Footer area and editing of this area (Double-click)
- Compatibility mode limits file capabilities (Look at Title Bar)
- Downloading templates made easy (see Office Button, New)
- Insert established content (see Insert , Cover Page, chart, etc)

Office 2007 Overview

What's New for Excel 2007

Tips for working in Excel 2007

- Support for
 - Columns: 16,000
 - Rows: 1 Million
 - Cells: 16 Billion
- View buttons on the Status Bar
- Automatic Count, Average & Sum on Status bar after highlighting cells
- Compatibility mode limits file capabilities
- *Upgraded Conditional Formatting and Pivot Tables*

Create Tables

Define a range of cells as a **Table** to automatically format and filter information.

On the **Home** tab, highlight the range of cells, select **Format as Table** and pick a table style or select the **Insert Tab** and click **Table**.

Turn features on/off under the **Table Style Options** group (**Design** tab).

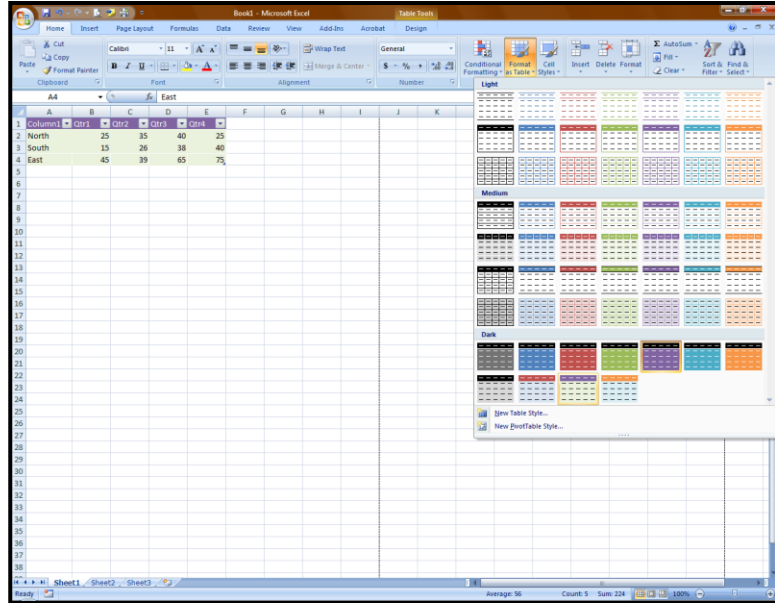
Multiple **filters** can be used by selection. Sorting can be performed based on font color or conditional formatting.

When you type in an adjacent cell to a table, Excel automatically adds it to the table. This is called **Table Auto Expansion**.

*Note: To turn off this feature, click the **Office Button**, **Excel Options**, **AutoCorrect Options**, **AutoFormat As You Type**.*

Structured Referencing automatically names table columns based on their headings and uses those names in formulas. Total rows at the bottom of a table use the **Subtotal** function. The **Subtotal** function always displays the correct value even if **rows** (not columns) are hidden or filtered.

Edit a table's name in the **Properties Group** on the **Table Tools Design Tab**. *No spaces between words.*



Column1	qtr1	qtr2	qtr3	qtr4	Total
North	250	300	450	200	=SUM(Table2[#[This Row],[qtr1]:[qtr4]])
South	850	900	795	869	SUM(number1, [number2], ...)
East	554	350	556	589	
West	321	692	557	463	

Column1	qtr1	qtr2	qtr3	qtr4	Total
North	250	300	2	200	400
South	850	900	795	869	3414
East	554	350	556	589	2049
West	321	692	557	463	2033
Total					7896