

Advanced Excel 2007

One major organizational change in Excel 2007, when compared to 2003, is the introduction of ribbons. Each ribbon reveals many more options depending on what tab is selected. The “Help” button is the question mark at the far right. The Windows Button on the left replaces “File”.



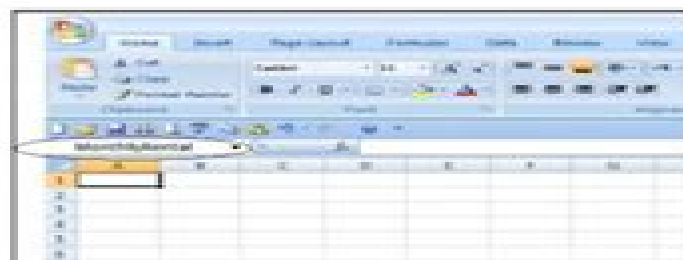
} **Ribbon**

The options under the “Get Started” tab provide some helpful starting points. The “Interactive Guide” is especially helpful in finding the commands you knew in 2003 in 2007.

It is a good idea when saving to make sure that you save your work as “Excel 97-2003 Workbook”. This ensures that the document will work with both older and current versions of Excel.

Selecting and Navigating Cells

- Holding **shift** while clicking or using the arrow keys selects the cells.
- **Ctrl + arrow key** jumps to the last cell containing data. For large worksheets, you can leave landmarks (like a period) in end cells to jump to. Ctrl and also be combined with shift.
- **Named cells and ranges** allow you to refer to a group of cells by a text name in formulas: (A1:A345) → (Monthly Rental). Not only does this help with organization, but as range changes, formulas stay correct.



Advanced Excel 2007 Guide

Michael Seilmaier



Advanced Excel 2007 Guide:

Advanced Excel 2007 Guide Book Review: Unveiling the Power of Words

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