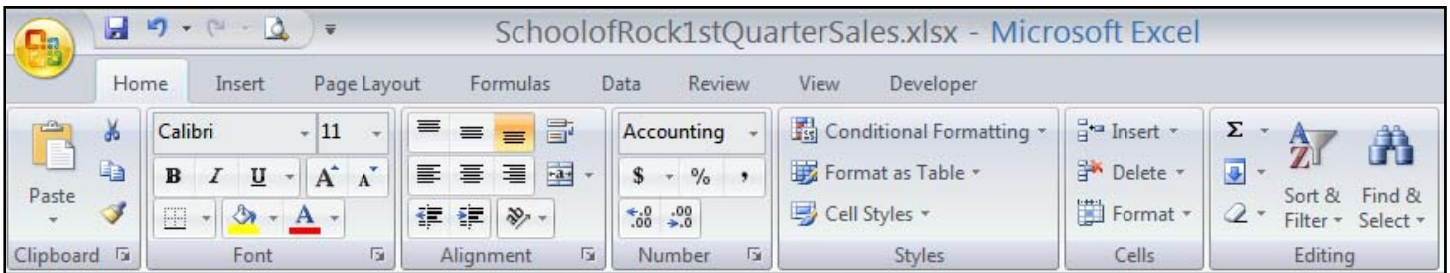




What's New in Excel 2007?

Improved User Interface

- Commands and options that were often buried in hard to understand menus in previous versions of Excel are now easier to find on task-oriented tabs that are logically grouped by similar features.
- Sample previews are provided to assist the user in choosing the right options for the task they are trying to complete.



Increased Data Entry Space on Worksheets

- In Excel 2007 there are **1 million rows** and **16 thousand columns** per worksheet. This is an increase of 1,500% more rows and 6,300% more columns than in Excel 2003. *(What you would do with all this space exactly is unknown, but it is there if you need it.)*
- Columns now end in XFD instead of IV *(In case you wanted to know.)*
- Excel 2007 is now able to have an **unlimited number of formatting types** in one worksheet compared to the 4,000/sheet in 2003.
- Excel **memory management** has also been improved. This means that there should be fewer freeze ups or program crashes.

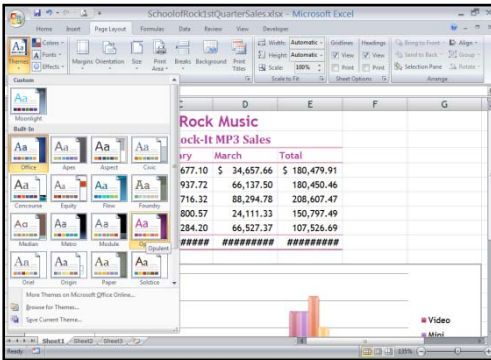
Themes and Styles

- Office 2007 contains many professional looking themes that are available across all programs including Excel. That way documents, spreadsheets, and presentations for a project may have the same look.

Accessing Themes in Excel:

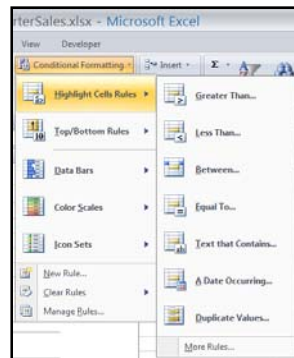
1. Go to the **Page Layout Tab**.
2. Choose **Themes**.
3. Select the **theme you wish to apply** and backgrounds, text, graphics, charts, and tables will all change to reflect the theme you chose. *(See the example on the next page.)*

Office Themes Example



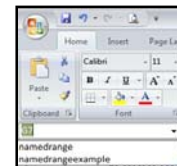
Rich Conditional Formatting

- Use Excel 2007's rich **Conditional Formatting** to find exceptions and to spot trends in your data.
- Multiple Conditional Formatting rules can be implemented.
- Use Gradient Colors, Data Bars, and Icon Sets to make your large worksheets easier to understand.



Formula Writing Made Easy

- Excel 2007 has a **resizable Formula Bar** that automatically expands to accommodate long formulas.
 - The longer Formula Bar also allows the user to write longer formulas that include more levels of nesting than in previous versions of the software.
- **Function AutoComplete**: allows users to quickly write the correct formula syntax. This allows users to get their formulas right the first time!
- **Structured References**: references named ranges and tables in a formula.



- Excel 2007 has also improved its access to named ranges. **Name Manager** helps users to organize, update, and manage multiple named ranges in a central location.
 - Naming ranges helps other users of the spreadsheet to make sense of the formulas within the worksheet.

Improved Sorting and Filtering

- Excel 2007 has greater sorting and filtering capabilities than other version.
- Users can **sort data by color** and by more than 3 levels. Users can sort **up to 64 levels** if they wish.
- Users can also **filter data by color or date**, display more than **1000 items in the AutoFilter drop-down list**, select multiple items to filter, and filter data in Pivot tables.

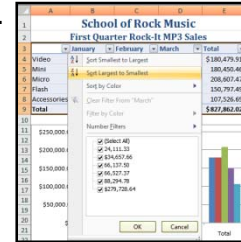


Table Enhancements (This was called Lists in 2003)

- **Table header rows** can now be turned on or off.
 - When table headers are displaying the move as a user moves around in a long table.
- **Automatic Auto Filtering:** This is turned on automatically in a table. This feature enables powerful sorting and filtering of table data.
- **Table Styles:** allow users to add professional quality to tables.

School of Rock Music					
First Quarter Rock-It MP3 Sales					
	January	February	March	Average	Total
Video	\$ 66,145.15	\$ 79,677.10	\$ 34,657.66		\$180,479.91
Mini	31,375.24	82,937.72	66,137.50		180,450.46
Micro	27,596.37	92,716.32	88,294.78		208,607.47
Flash	27,885.59	98,800.57	24,111.33		150,797.49
Accessories	9,715.12	31,284.20	66,527.37		107,526.69
Total	\$162,717.47	\$385,415.91	\$279,728.64		\$827,862.02

Improved Look for Charts and Graphs

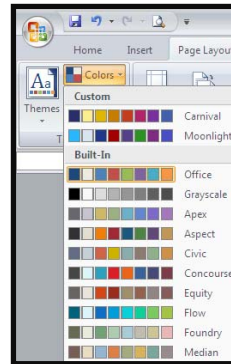
The new and improved charting features of Excel 2007 allow users to create professional looking charts based on pre-designed themes. Special effects such as 3-D, Transparency, and soft shadows are also available.

- **Visual Char Element Pickers:** you can visually see each chart element and choose more precisely the ones you wish to change.



- **Office Art:** Whatever you can do to Office Art you can do to a chart and its individual elements. Examples include, 3-D, Soft Shadow, Bevel, and Transparency are just a few of your options.
- **Clear Lines and Fonts:** Chart lines are less jagged and Clear Type fonts are used to improve text readability.

- Excel 2007 has more colors available to get just the right look for your charts. **Themes** allow users to vary the intensity of the 16 million color variations.



- Templates: Creating and saving charts as templates is much easier in the 2007 interface.

Shared Charting

- Using Excel charts in other programs has never been easier. Office 2007 has a **Shared Chart Feature**. This feature allows users to share charts between Office programs easily. Instead of using the Microsoft Graph, Word and PowerPoint now incorporate the powerful chart features of the Excel program in full functionality.
- Users can easily copy and paste charts between documents or programs. When a user copies a chart from Excel to Word or PowerPoint, the chart automatically takes on the look and feel of the Word document or Presentation.

Accessing Charts in Excel:

1. Select the **data** you wish to chart.
2. Click on the **Insert** tab.
3. Select the **type of chart** you wish to use for your data.



- Excel charting gives users the ability to use more animation effects when they are used in PowerPoint.

New File Formats

- In the Office 2007 system, the **XML-based file format** is introduced. XML file formats allow users to integrate with external data sources and these file formats also reduce the size of Documents, Spreadsheets and Presentations. XML file formats also improve data recovery.
- In Excel, the default workbook file format is (.xlsx). Other formats available in Excel 2007 are: Macro-enabled or (.xlsm), Excel Template or (.xltx), Macro-enabled Template or (.xltm), and the (.xls) file format used for backwards compatibility.

Better Printing

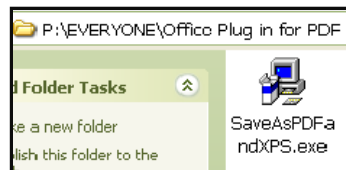
- Page Layout View: The familiar view users enjoy in Word is available in Excel 2007. Users can use the Page Layout view to keep track of how the spreadsheet will look when printed.
- This view allows users to work with specific elements of the worksheet such as page headers, footers, and margin settings right in the worksheet. Users can place objects like charts or shapes exactly where they are wanted.
- This new view allows for less printing attempts because you “see” what is going to be printed and where, thus saving money.

Saving as PDF

- After installing the Office 2007 **PDF/XPS Add-in**, users can harness the power of using PDF files to send information back and forth via email and the web by simply Saving As a PDF file.
- Office 2007 PDF files will open in Adobe Acrobat Reader.

Accessing the Office 2007 PDF/XPS Add-in:

1. Log into the **network**.
2. Click on **My Computer**.
3. Click on the **N-Drive**
4. Click on the **College Share** folder.
5. Click on the **Office Plug in for PDF** folder.
6. Double-click the **Save-as SPX and PDF** icon.
7. Click on the **check box** at the bottom of the next window to **Accept the License Agreement**.
8. Click **OK** when the installation is complete.



Using the Office 2007 PDF/XPS Add-in:

1. While in Excel or any other Office program, click on the **Office** button.
2. Hover over **Save As**.
3. Click on the **PDF/XPS** option.
4. Save your file as usual.

Find Out More

To find out more about Excel 2007 and all of its new features, users can go to:

<http://office.microsoft.com/en-us/excel/FX100646951033.aspx> where Help and How-to articles, practice lessons, tutorials, and many other resources can be found. Users can also contact their campus IT Department for assistance.