

SHORTCUTS, BUTTONS, AND COMMANDS

CTRL + N	= New workbook
CTRL + O	= Open workbook
 CTRL + S	= Save
 CTRL + P	= Print
CTRL + SPACEBAR	= Select Column
SHIFT + SPACEBAR	= Select Row
 CTRL + B	= Bold
 CTRL + C	= Copy
CTRL + V	= Paste
 CTRL + X	= Cut
 CTRL + Z	= Undo
 CTRL + I	= Italic
 CTRL + U	= Underline
ALT + ENTER	= Start a new line in the same cell
CTRL + F2	= Print Preview
CTRL + SHIFT + \$	= Currency format with 2 decimal places
CTRL + SHIFT + %	= Percentage format with no decimal places
UP ARROW or DOWN ARROW	Select cells either up or down by one
LEFT or RIGHT ARROWS	Select cells to the left or right by one
HOME	Moves to the beginning of the row or to the beginning of the entry in formula edit mode.
PAGE UP or PAGE DOWN	Moves the pointer up or down an entire screen at a time
CTRL + HOME	Moves cell pointer to the first cell in the worksheet (A1)
CTRL + PAGE DOWN	Moves to the next worksheet

CTRL + PAGE UP	= Moves to the previous worksheet
CTRL + END	= Moves cell pointer to the last cell in the worksheet

Excel 2007 Ribbon

■ Home tab

Excel 2007 contains the Ribbon consisting of tabs rather than toolbars and menus. Tabs contain groups of items that you will use the most. Across the top of the Ribbon are tab names that you click to change between the tabs.

- If you do not see the option you would like on one of the above tabs, you can search for more options in a given area by clicking the

Dialog Box Launcher  button in the bottom right of the group to open a dialog box with more options.



- To hide the Ribbon, right-click the bar that contains the tab names to display the shortcut menu for the Ribbon, and then click **Minimize the Ribbon**. To maximize the ribbon again, right-click on the tab names bar and click **Minimize the Ribbon** again to remove the check mark from the menu—the Ribbon will reappear.

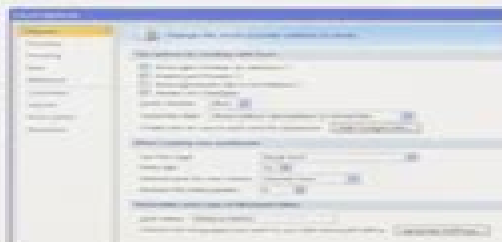
■ Contextual tabs

When you add a chart to your worksheet, you will notice that there are new options on the Ribbon related to your new chart.

■ The Office button

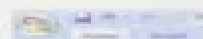
In the upper left corner of the window you can click the Office button to access different Excel tasks.

To set your options for Excel features, click the **Excel Options** button at the bottom of the Office menu. In this dialog box, you will be able to set preferences for all areas of Excel. Starting with Popular and moving on to Formulas, Proofing, Save, Advanced, Customize, Add-Ins, Trust Center, and Resources.



■ The Quick Access Toolbar

Above the Ribbon, you can always see the Quick Access Toolbar with some of the core commands you will use in Excel, for example Save, Undo, and Redo are available on the Toolbar. You can customize the Quick Access Toolbar by adding the commands you use regularly—simply click the drop-down arrow next to the Toolbar and select a command.



Basic Tasks

■ Starting Microsoft Excel 2007

- 1 Click the Start button.
- 2 Point to All Programs, Microsoft Office, and then click Microsoft Office Excel 2007.

■ Opening a workbook

- 1 Click the Office button , and then click Open.
- 2 Navigate to the location where the workbook is saved.
- 3 Click the file, and then click Open.

■ Closing a workbook

There are also a few options for closing a workbook in Excel 2007.

Click the Close button  located in the top right corner of the Excel window.

Or

Click the Office button , and then click Close.

■ Starting a new workbook

- 1 Click the Office button , and then click New.
- 2 Click Blank document or a template on which to base the new workbook.
- 3 Click Create.

■ Beginning work on your workbook

- 1 Click in a cell or begin at the first cell in the worksheet, cell A1.
- 2 Type the information you would like to see in the workbook.
- 3 Press Enter, use the arrow keys, or click in a cell to move to another cell.

■ Wrapping text

Allow information keyed into the cell to wrap onto a second line by clicking the Wrap Text

button . This is a toggle button; change it back to one line by clicking the icon again.

Phit Tips Excel

Yi-Tong Ma



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