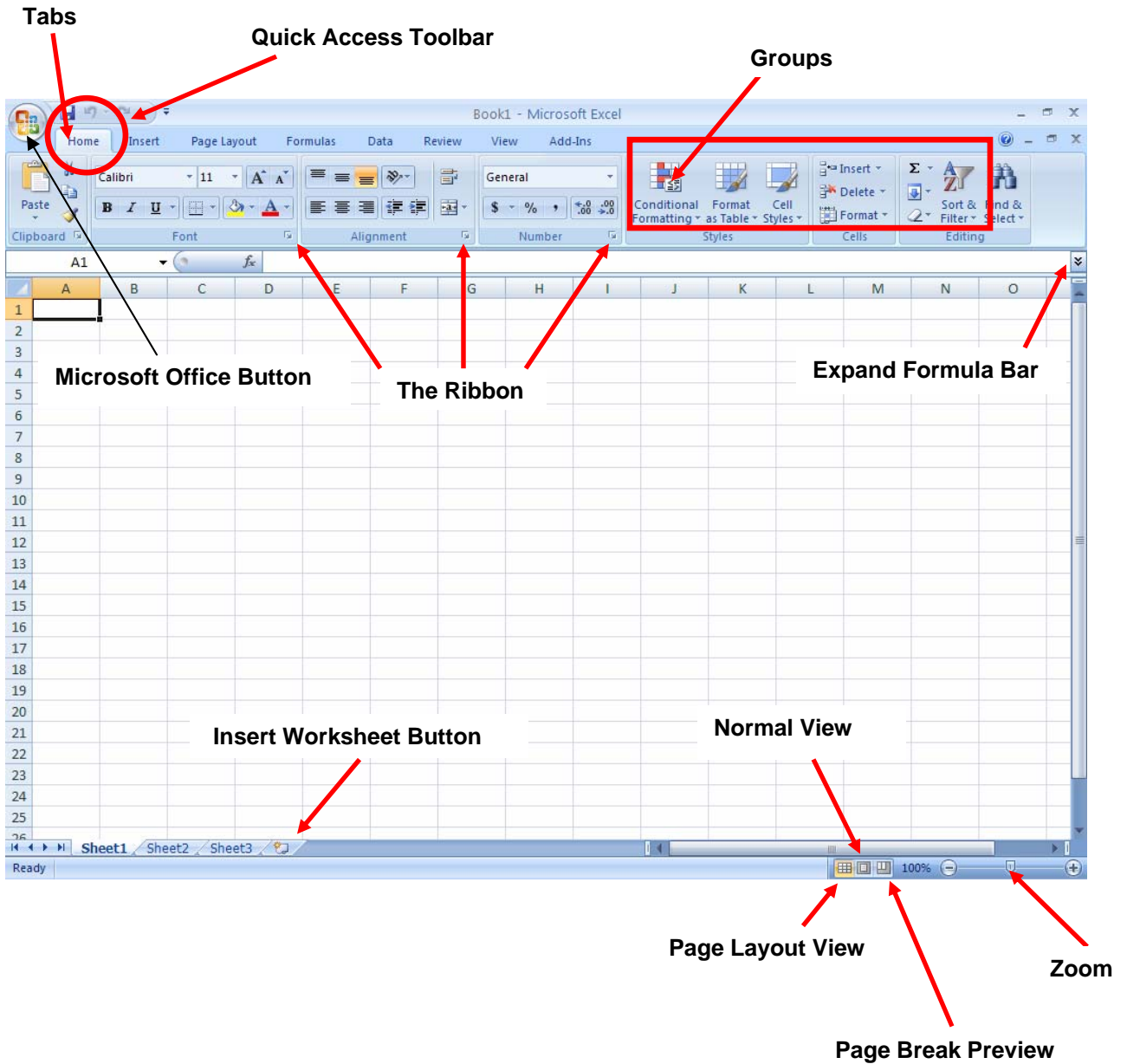




Top 10 Changes in Excel 2007

1. New Screen Elements



The Ribbon

The menus and toolbars from Excel 2003 have been replaced with the **Ribbon** in 2007. The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical **Groups**, which are collected together under **Tabs**. Each Tab relates to a type of activity, such as writing or laying out a page.

Microsoft Office Button

The File menu from Excel 2003 has been replaced with the **Microsoft Office Button**. When you click on the Microsoft Office Button you see the same basic commands that were found under the File menu in previous versions of Excel such as Open, Save and Print.

Quick Access Toolbar

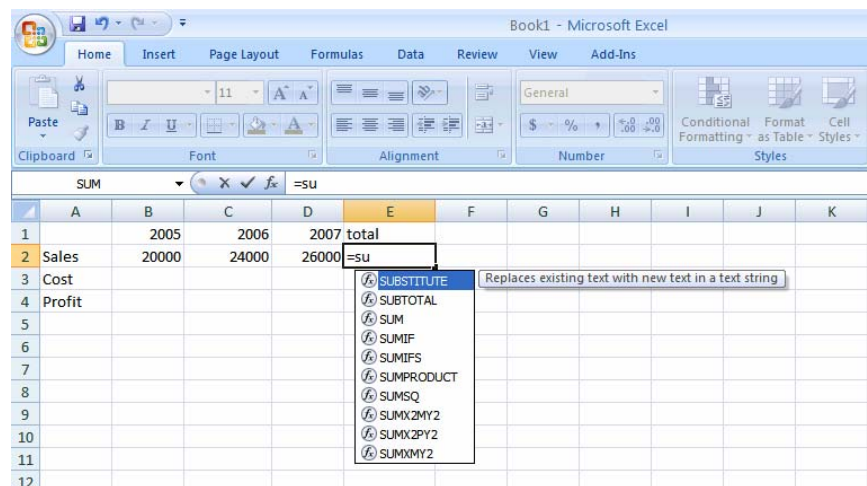
A customizable toolbar now contains the **Save** and **Undo** commands. This toolbar is used for easy access to frequently used commands and can be customized. To customize this toolbar, click on the **dropdown arrow** and select the commands you want to add.

Resizable Formula Bar

The formula bar automatically resizes to accommodate long, complex formulas, which prevents the formulas from covering other data in your worksheet. You can also write longer formulas with more levels of nesting than you could in earlier versions of Excel.

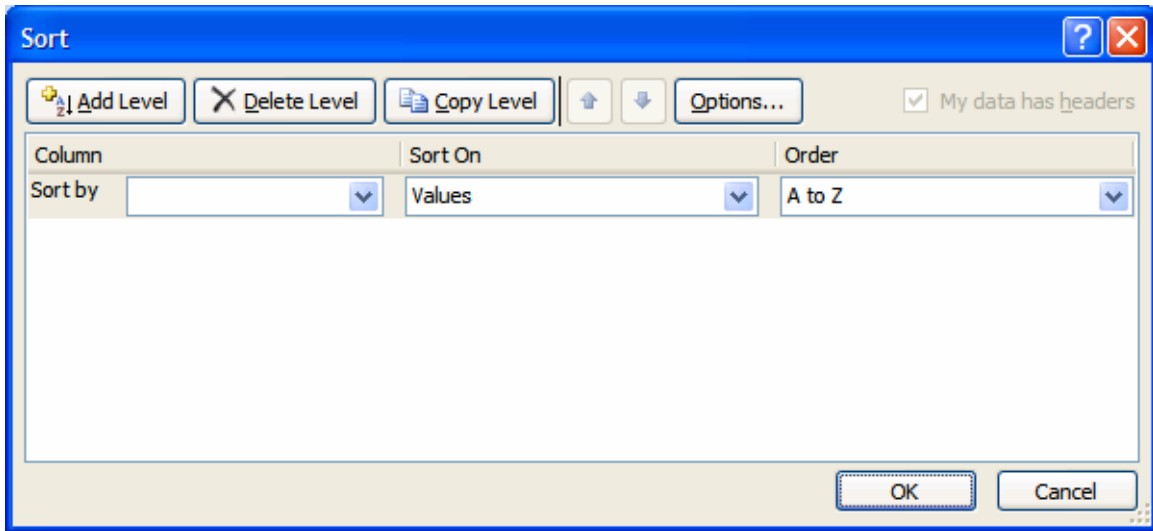
2. Function Auto Complete

When typing a formula, Excel provides a list of possible functions to the user automatically. They are able to select from this list as well as receive information regarding the particular function they are writing



3. Changes to the Sorting Function

You are now able to sort up to 64 levels. Previous versions were only able to sort up to 3 levels deep. You are also able to sort data by color.



4. More Rows and Columns

Excel 2007 is now equipped with 1 million rows and 16 thousand columns per worksheet.

5. Cell Styles

If you are familiar with applying Styles in Microsoft Word, the same tool is now available in Excel 2007.

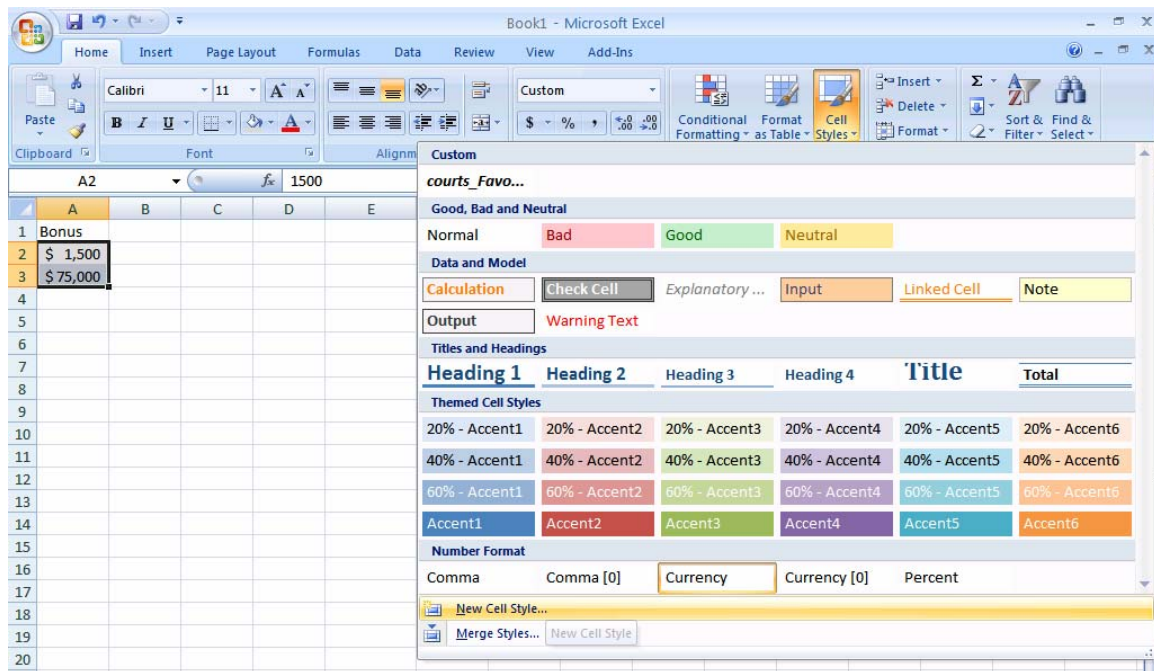
To Create and Apply a Cell Style:

- 1) Format and select your data
- 2) Click on the **drop down arrow** on the Cell Style Button on the Ribbon
- 3) Click **New Cell Style**
- 4) Type a name
- 5) Click **OK**

You are now able to apply the cell style you created.

To Apply the Cell Style:

- 1) Select the data
- 2) Click on the **drop down arrow** on the Cell Style Button on the Ribbon
- 3) Select the custom style you previously created



6. Improved Table Functionality

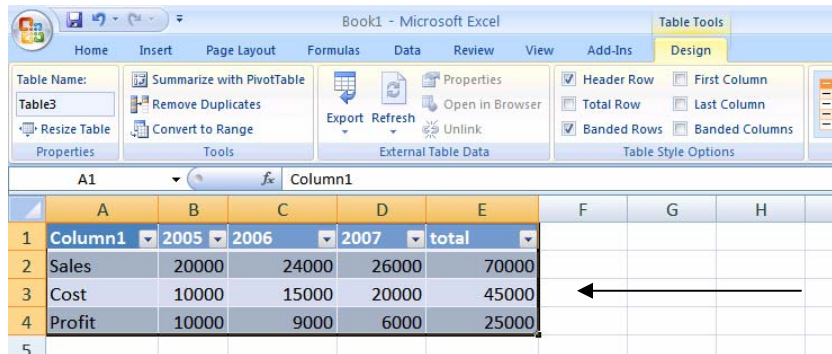
When table headers are displayed, they stay visible with the data in the table columns by replacing the worksheet headers when you move around in a long table. In previous versions of Excel, the user would have to use the Freeze Panes command.

7. Calculated Columns

In previous versions of Excel, if you inserted a new row, you would have to manually copy down the formula from the adjacent cell. **Calculated Columns** automatically expands to include additional rows so that the formula is immediately extended to those rows. All that you have to do is enter a formula once—you don't need to use the fill or copy commands.

8. Automatic AutoFilter

Auto Filtering is turned on by default in a table to enable powerful sorting and filtering of table data.

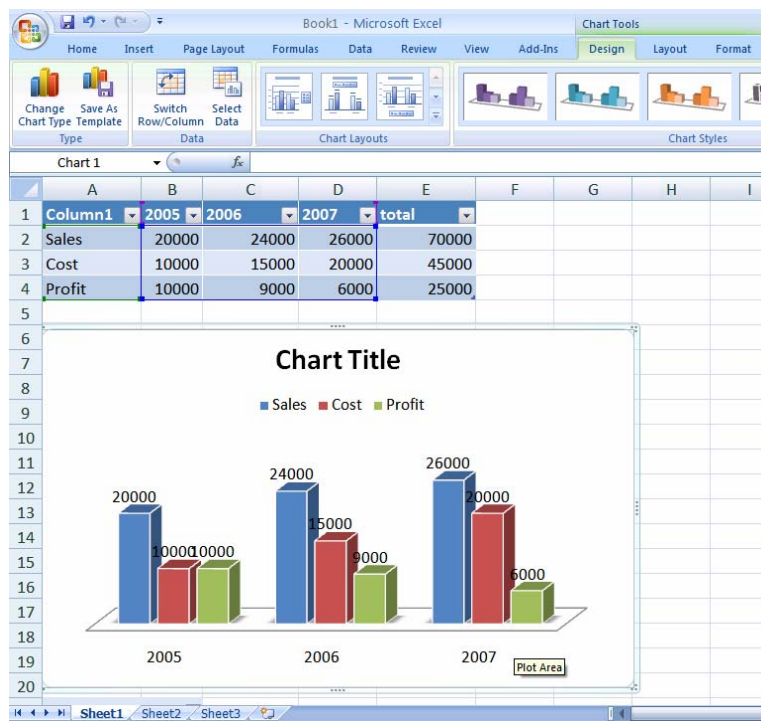


The screenshot shows the Microsoft Excel interface with the 'Table Tools' ribbon selected. The 'Design' tab is active, showing options for 'Table Style Options' such as 'Header Row', 'Total Row', 'Banded Rows', and 'Banded Columns'. Below the ribbon, a table is displayed with columns labeled 'Column1', '2005', '2006', '2007', and 'total'. The rows contain data for 'Sales', 'Cost', and 'Profit'. A black arrow points to the right side of the table, indicating the auto-filter arrows.

	Column1	2005	2006	2007	total
1	Column1	2005	2006	2007	total
2	Sales	20000	24000	26000	70000
3	Cost	10000	15000	20000	45000
4	Profit	10000	9000	6000	25000
5					

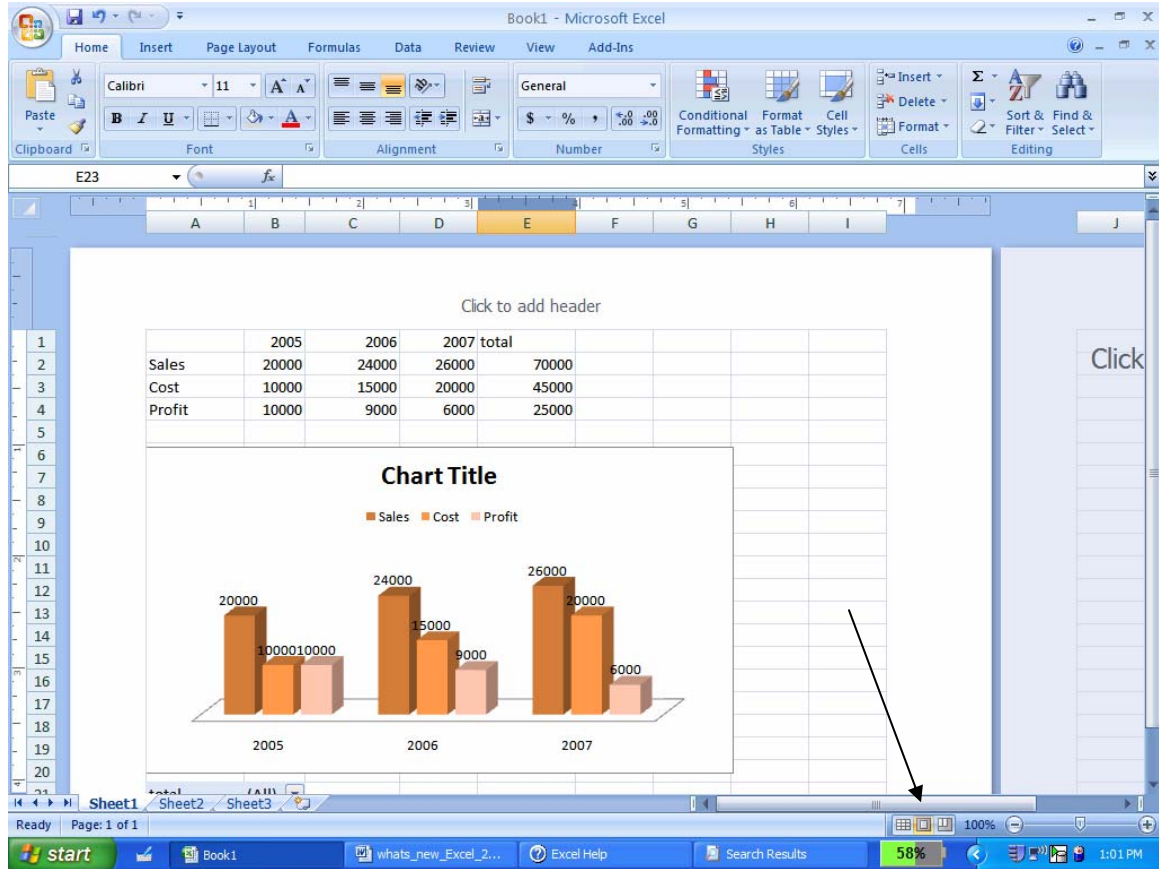
9. Enhanced Charting Capability

The Chart Wizard is gone. All of the elements of charting are now right at your fingertips. You are now quickly and easily able to apply chart styles and layouts which can automatically apply labels, titles and color schemes to your chart.



10. Page Layout View

You can use this view to create a worksheet while keeping an eye on how it will look in printed format. In this view, you can work with page headers, footers, and margin settings right in the worksheet, and place objects, such as charts or shapes, exactly where you want them.



The screenshot shows Microsoft Excel in Page Layout View. The ribbon includes Home, Insert, Page Layout, Formulas, Data, Review, View, and Add-Ins. The worksheet contains a table with the following data:

	2005	2006	2007	total
Sales	20000	24000	26000	70000
Cost	10000	15000	20000	45000
Profit	10000	9000	6000	25000

Below the table is a 3D bar chart titled "Chart Title" with a legend for Sales (orange), Cost (light orange), and Profit (pink). The chart displays the data for each year from 2005 to 2007. An arrow points to the Page Layout View icon in the bottom right corner of the Excel window.