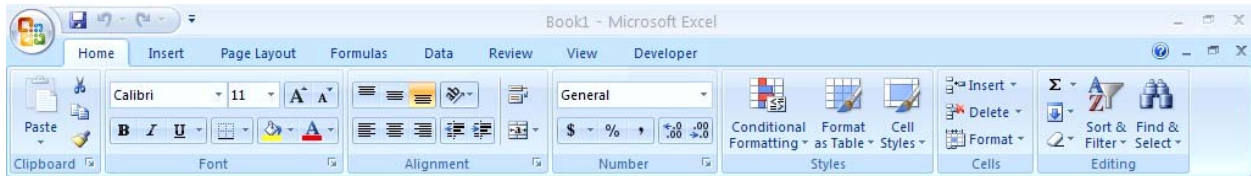


# Excel 2007 Quick Guide

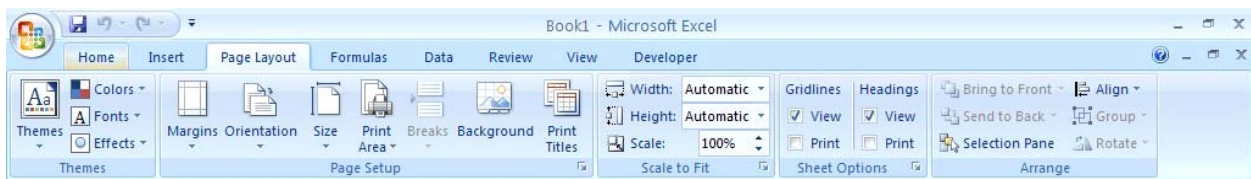
The big difference in Excel 2007 is the ribbon bars with the tabs, which are more visual than the older drop-down menus. Here is the opening or Home tab. Conditional formatting is here and is vastly expanded in what you can do.



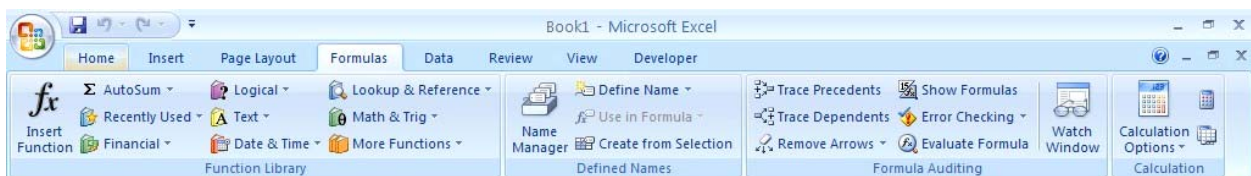
The Insert tab includes the graphs (charts) and hyperlink. The various types of each chart will show when you click on the ribbon. The draw tools (shapes) and ability to insert a graphic (Picture) can be found here. Remember the Scatter plot is the only plot where the x-axis is a variable (On other types, it is a category!).



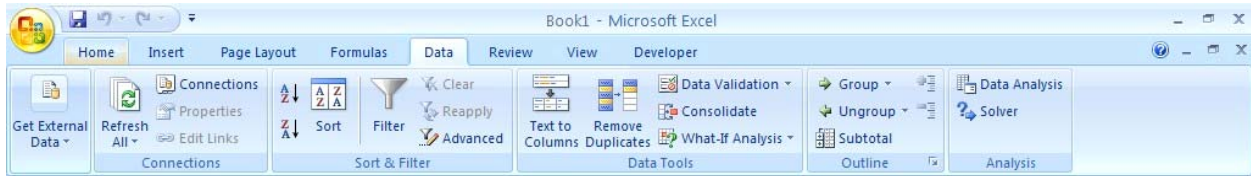
The Page Layout tab has the page set up information, which is useful for printing.



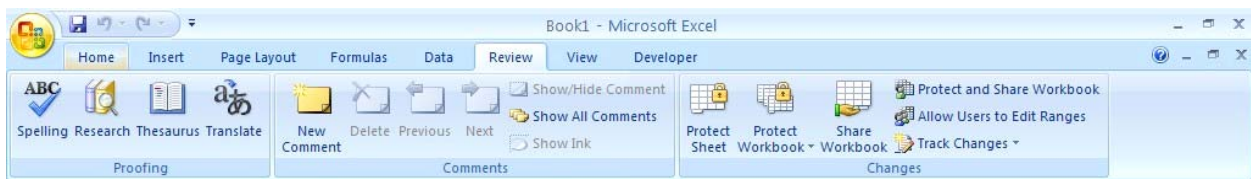
The Formulas tab will get you to the function editor as well as the formula auditing tools. Define Name allows you to name variables.



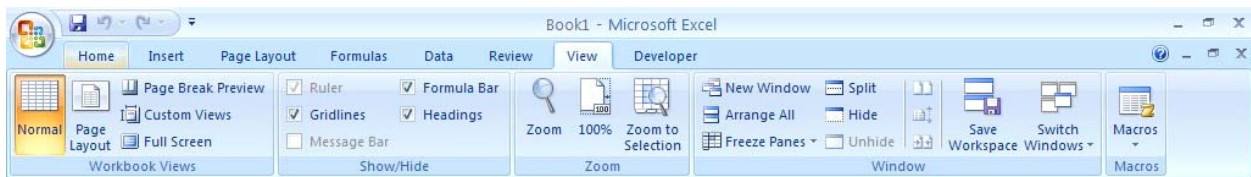
The Data tab gets you to sorting and filters, data validation, and the Solver (if it is loaded shows up here).



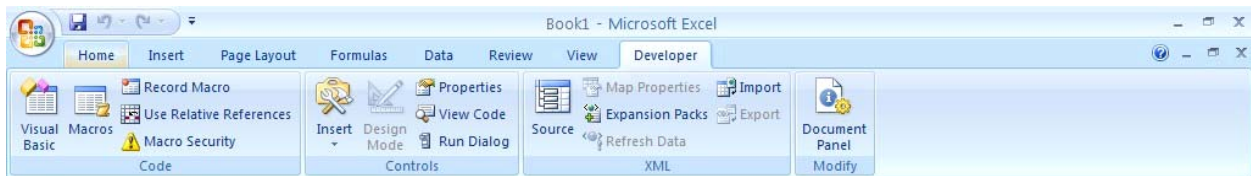
The Review tab allows you to add comments, protect the sheet, and the spell checker is here.




The View tab allows you to zoom. The "Zoom to Selection" is nice to fit worksheet content to the screen.



The Developer tab (which must be added) gets you to the Insert controls for the forms toolbar as well as the control toolbar.



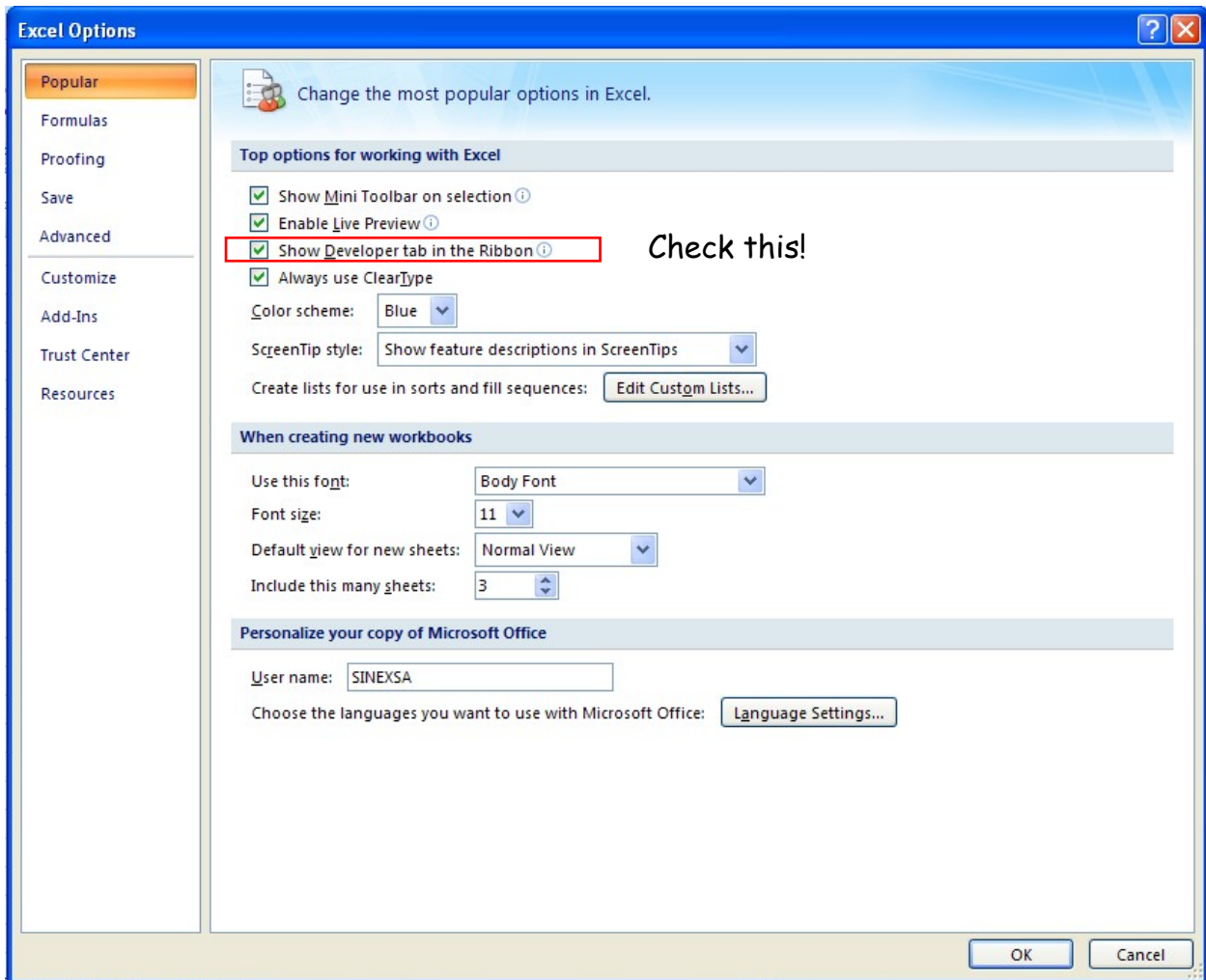
If you click on the Microsoft Office button

() , you will get screen shown to the right:



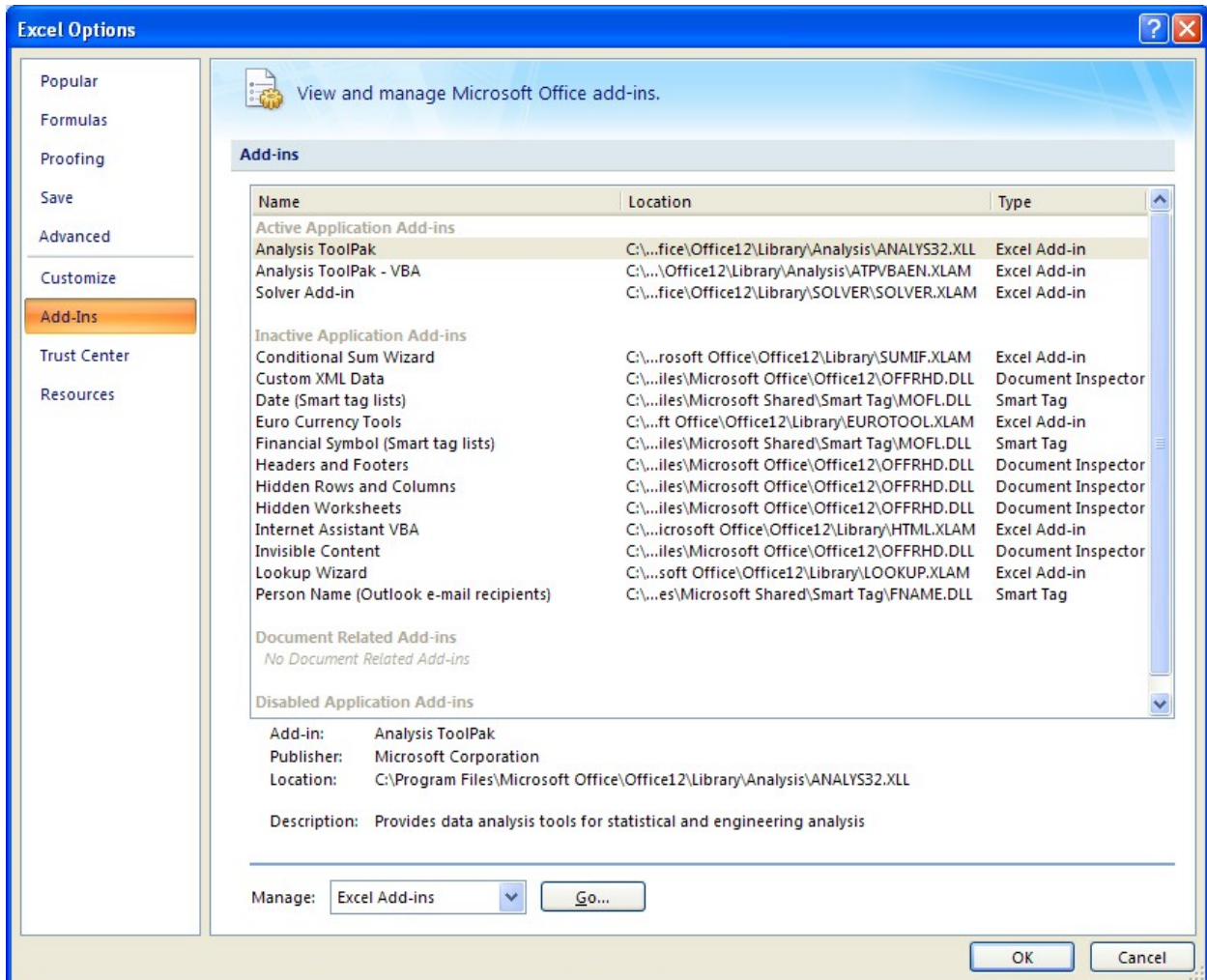
Click on the Excel Options button (lower right).

Here is the Popular menu where you get the Developer tab to show. This is needed to get the forms and control toolbars.



Notice you get set your default font type and size here as well.

Here is the Add-Ins menu where you select items from the Inactive Applications Add-ins list and then click on the Go... button to get them in the Active list. This will get you the Analysis ToolPak and the Solver.

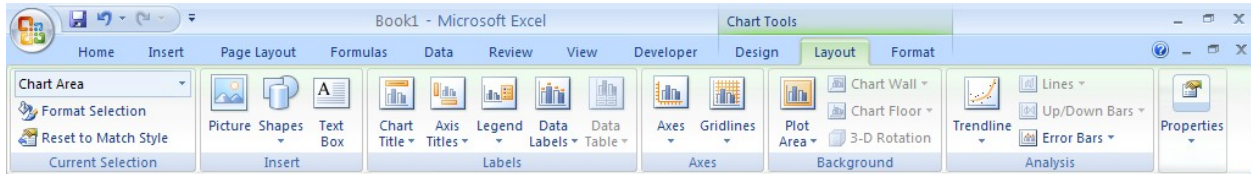


## Graphs and Regressions

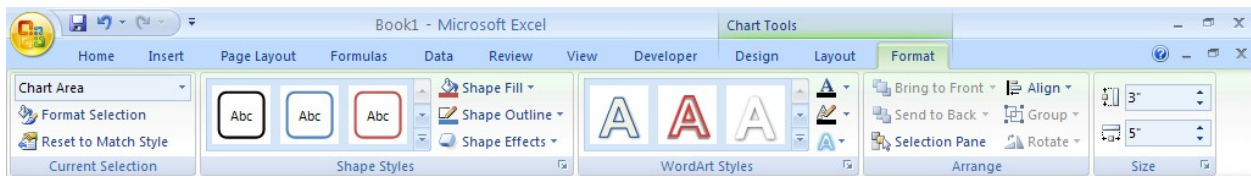
After you select a chart type such as scatter from the Insert tab, you will see these three "Chart Tools" tabs appear. Below is the Design tab where you can change Chart Layouts and Styles.



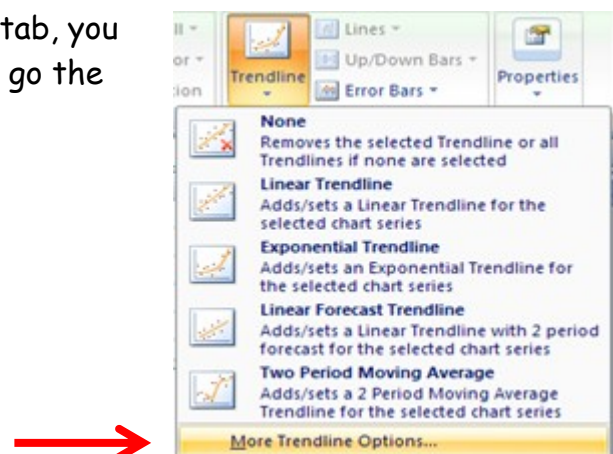
The Layout tab will get you to Trendlines and Error bars.



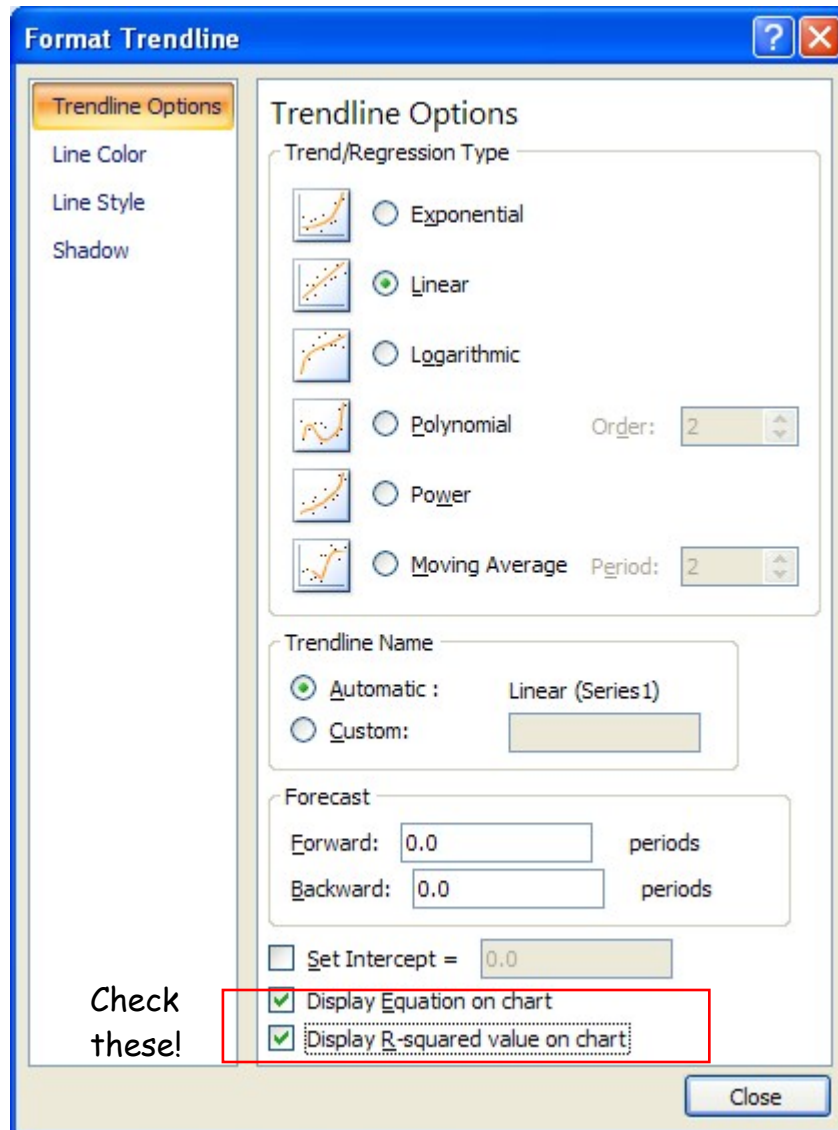
The Format tab has little use.



If you select Trendlines from the Layout tab, you will get this screen where you will want to go the More Trendline Options... at the bottom.



The Format Trendlines menu will appear. Carefully move it off the graph. If you check the various Trendline Options, it will show you each one and you can judge your selection if needed (It is interactive!). Notice as usual you must check the display equation and display  $R^2$  value.



After creating a graph/chart and then working on the worksheet, to get the Chart Tools back just click on the graph/chart.

### Saving Files

Older versions of Excel cannot read the new file format used by Excel 2007. However, under the save option you can choose to save in Excel 97-2003 format. See the screen shot on the top of page 3.

Here is a good tutorial for Excel 2007 for beginners with a nice table of content to find things.

<http://www.fgcu.edu/support/office2007/Excel/index.asp>

July 2008