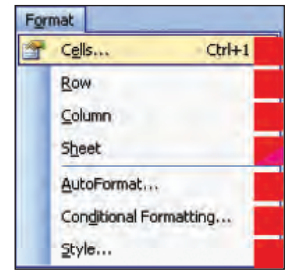
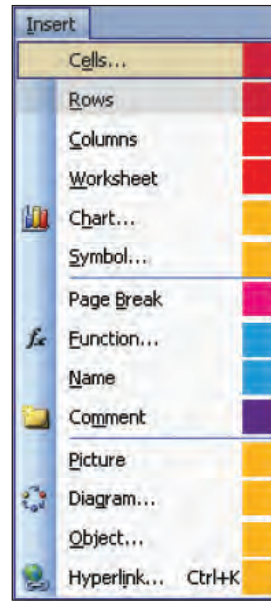
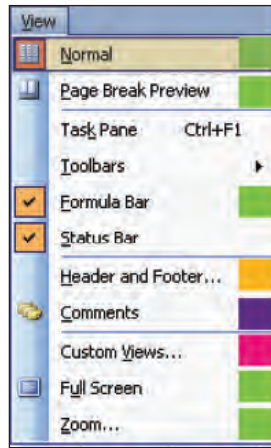
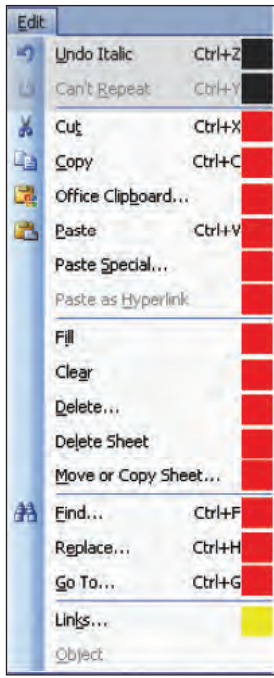
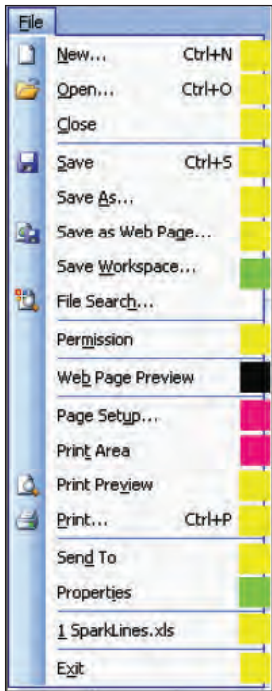
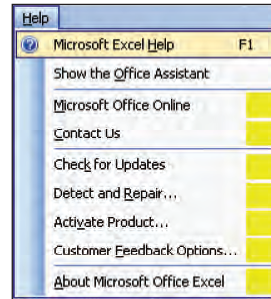
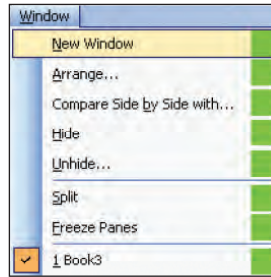
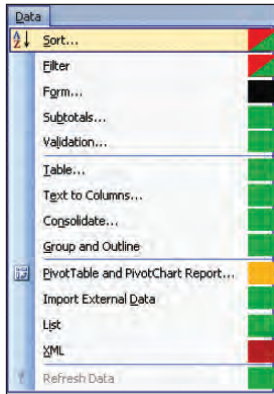


# Excel 2007 Menu and Ribbon Guide

Excel 2003 Menus with Excel 2007 colour coding:



Commands with no square, such as tool bar customisation and the Office Assistant are no longer available.



**That Darn Ribbon!**  
While Excel 2007 has fantastic new features, adjusting to the ribbon provides the greatest frustration. You may be wondering, "now where would they have put the XYZ command?" This card shows you most of the Excel 2003 menus. The colour squares on the menu will point you to the correct ribbon tab (using the colour keyed ribbon at the bottom of the card).

**Minimizing the Ribbon**  
Right click the ribbon and choose Minimize so that it doesn't take up too much space. When you click on a ribbon tab, the ribbon will expand temporarily.

**Customize the QAT**  
The Save, Undo, and Redo buttons next to the round Office icon (known as the Pearl) are the **Quick Access Toolbar (QAT)**. Right click this and choose to move it below the ribbon. Then, right click and choose to customize. Add your favourite commands to the QAT, since it is always visible!

Note: If a menu command on this card is shown with a black square, you will have to add it to the QAT. In the Customise dialog, choose "Commands Not in the Ribbon" from the left drop down to find these commands.

## Excel 2003 Standard and Formatting Toolbars:

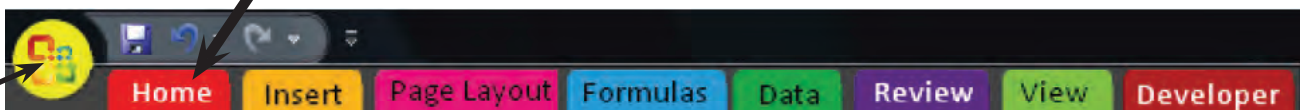


To find a command in Excel 2007, use the colour code on the Excel 2003 menu to find the correct Excel 2007 ribbon tab.

Black indicates that the command is not on the ribbon. You must add it to the Quick Access Toolbar using Excel Options - Customize if you need this command.



## Excel 2007 Ribbon:



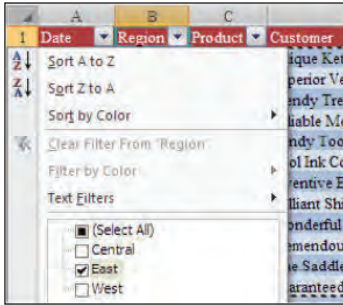
Note: The File menu commands are hidden behind the Office Icon

# Excel 2007 Tips

## Use Filter to find records in a list

This works with any list of data, provided there are headers in the first row. Select a cell in the list and select **Home > Sort & Filter > Filter** or press **Ctrl+T** to convert the range to an intelligent table.

A drop down will appear for each header. From the drop down choose one or more values from the list, or use the Text or Date filters to search for records matching a pattern.



Use **Home > Find & Select > Go To Special > VisibleCells Only** or press **Alt ;** to select only the visible cells from a filter.

Visit [www.mrexcel.com](http://www.mrexcel.com)

Message Board – Fast Answers  
Daily 2-Minute Video Podcast  
Over 585 Articles on Excel  
VBA Automation Solution

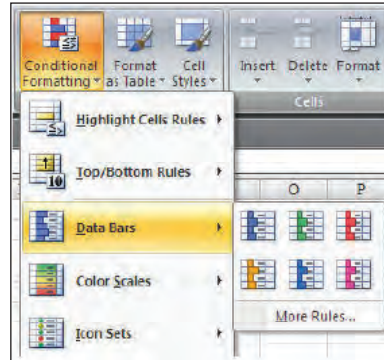
## Upgrading Know How

See <http://www.mrexcel.com/pressarticles.html> for five things to know when upgrading.

## Highlight with Conditional Formatting

Make a formula result appear in red any time that the answer exceeds a certain value. Select cells and choose **Home > Conditional Formatting > Highlight Cells Rules > Greater Than**. Also, try out the Data Bars, Color Scales or Icon Sets on a range of numeric values.

Caution: Don't include the total cell when applying these effects.



## Relative vs. Absolute References

Typically, a cell reference in a formula, such as **=B2\*C4** contains relative references. When you copy a formula with a relative reference, the referenced cell changes.

When you want a copied formula to always point to a particular cell, use \$ signs in the reference:

|   |              |           |                 |   |
|---|--------------|-----------|-----------------|---|
|   | A            | B         | C               | D |
| 2 | Growth Rate: | 4.1%      |                 |   |
| 4 | Year         | Old Price | New Price       |   |
| 5 | 2001         | 1.76      | =+B5*(1+\$B\$2) |   |
| 6 | 2002         | 1.83      | 1.91            |   |

## Excel Short Cut Keys

- F2 – Edit Cell
- Ctrl+; – Enter Date
- Ctrl+: – Enter Time
- F4 – Toggle relative/absolute/mixed
- F5 – GoTo
- F7 – Spell Check
- Ctrl+Shift+– – Remove Borders
- Ctrl+~ – Toggle Formulas/Values
- Ctrl+A (after typing function) – Fx Wizard
- Alt+F1 - Create Chart From Selection
- Ctrl+Enter – Fill Selection with entry
- Alt+Enter – Start new line in cell
- End Home – Go to last active cell
- End <any arrow key> – Go to edge of range
- Ctrl+T - convert current region to a table

## Custom Number Formats

- Ctrl+1 > Number > Custom
- #,##0,K – Display values in thousands
- # ??/??? – Display as a mixed fraction
- # ?/8 – Display to the nearest 1/8th
- [h]:mm – display times in excess of 24 hours

## Consolidating Data

See [www.MrExcel.com/tip035.shtml](http://www.MrExcel.com/tip035.shtml) for 5 crucial methods for consolidating data.

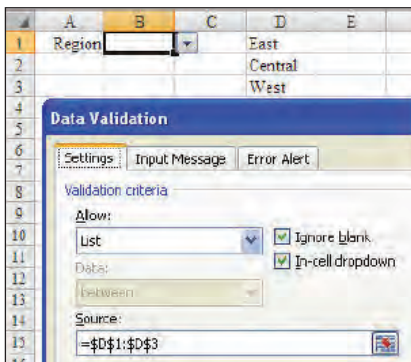
## Cool New Features

- Data - Remove Duplicates
- View - Page Layout
- Review - Translate
- Formulas - Watch Window
- Data - Subtotal

# Power Tips

## Create Dropdown in Cell with Validation

Type a list in an out-of-the-way location on the worksheet. Select the cell where you want the dropdown. Choose **Data > Data Validation**. In the **Allow** field, select **List** and then specify list in **Range** field.



## Unleash Power with CSE Formulas

Replace literally thousands of formulas with a single CSE formula. After typing the formula, hold down **Ctrl+Shift while hitting Enter**. If you entered the formula correctly, you will see curly braces surrounding the formula in the formula bar.

### CSE Example 1:

Consider this database of units sold and retail prices. Although there are 5,000+ entries, this single formula will sum the quantity \* price for all of the rows:

|                             |     |       |
|-----------------------------|-----|-------|
| = {=SUM(D4:D5499*E4:E5499)} |     |       |
| 184,529,750                 |     |       |
| Style                       | Qty | Price |
| 00550                       | 125 | 18    |
| 07243                       | 765 | 42    |
| 09875                       | 453 | 65    |

Use the new SUMIFS function to replace CSE formulas for summing based on multiple conditions.

## Paste Values to Freeze Formulas

If you have a column of formulas and want to delete the formula's precedents, you will have to convert the formulas to values.

Copy the range to the clipboard. Use the bottom half of the **Paste** icon to open the drop down and choose **Paste Values**.

