


Microsoft Excel 2007 Reference Guide

Office Button 	New	Templates
	Open	
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	Save As	Excel Workbook Excel Macro-Enabled Workbook Excel Binary Workbook Excel 97-2003 Workbook Find add-ins for other file formats Other Formats
	Print	Quick Print Print Preview
	Prepare	Properties Inspect Document Encrypt Document Restrict Permission Add a Digital Signature Mark as Final Run Compatibility Checker
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TAB	RIBBON	COMMAND	TAB	RIBBON	COMMAND
Home	Clipboard	Copy Cut Format Painter Paste	Insert	Table	PivotTable Table
	Font	Bold Border Decrease Font Size Font Color Font Font Size Increase Font Size Italic Underline		Illustrations	Clip Art Picture Shapes Smart Art
	Alignment	Bottom Align Center Decrease Indent Increase Indent Left Align Merge & Center Middle Align Orientation Right Align Top Align Wrap Text		Charts	Area Bar Column Line Other Charts Pie Scatter
	Number	Accounting Number Format Comma Style Decrease Decimal Increase Decimal Number Format Percent Style		Links	Hyperlink
	Styles	Cell Styles Conditional Formatting Format as Table		Text	Header & Footer Object Signature Line Symbol Text Box Word Art
	Cells	Delete Format Insert			
	Editing	Clear Fill Find & Select Sort & Filter Sum			

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TAB	RIBBON	COMMAND	TAB	RIBBON	COMMAND
Page Layout	Themes	Theme Colors Theme Fonts Theme Effects	Formulas	Function Library	AutoSum Date & Time Financial Insert Function Logical Lookup & Reference Math & Trig More Functions Recently Used Text Function
	Page Setup	Background Breaks Margins Orientation Print Area Print Titles Size		Defined Name	Create from Selection Define Name Name Manager Use in Formula
	Scale to Fit	Heights Scale Width		Formula Auditing	Error Checking Evaluate Formula Remove Arrows Show Formulas Trace Dependents Trace Precedents Watch Window
	Sheet Options	Print Gridlines Print Headings View Gridlines Print Gridlines		Calculation	Calculate Now Calculate Sheet Calculation Options
	Arrange	Align Bring to Front Group Rotate Selection Pane Send to back			

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TAB	RIBBON	COMMAND	TAB	RIBBON	COMMAND
Mailings	Get External Data	Existing Connections From Access From Other Sources From Text From Web	Review	Proofing	Research Spelling Thesaurus Translate
	Connections	Data Range Properties Edit Links Refresh All		Comments	Delete Comment New Comment Next Comment Previous Comment Show/Hide Comment Show All Comments Show Link
	Sort & Filter	Advanced Filter Clear Filter Filter Reapply Filter Sort A to Z Sort Z to A		Changes	Allow Users to Edit Ranges Protect Sheet Protect and Share Workbook Protect Workbook Share Workbook Track Changes
	Data Tools	Consolidate Data Validation Remove Duplicates Text to Columns What-If Analysis			
	Outline	Group Subtotal Ungroup			

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TAB	RIBBON	COMMAND	TAB	RIBBON	COMMAND
View	Workbook Views	Custom Views Full Screen View Normal Page Layout Page Break Preview	Chart Tools Design	Type	Change Chart Type Save as Template
	Show/Hide	Formula Bar Gridlines Headings Message Bar		Data	Select Data Switch Row/Column
	Zoom	100% Zoom to Selection		Chart Layouts	
	Window	Arrange All Freeze Panes Hide Window New Window Save Workspace Switch Windows Synchronous Scrolling Unhide Window View Side by Side		Chart Styles	
	Macros	Macros		Location	Move Chart
Add-Ins	Menu Commands	Adobe PDF	Chart Tools Layout	Current Selection	Chart Elements Format Selection Reset to Match Style
				Insert	Picture from File Shapes Text Box
				Labels	Axis Titles Chart Title Data Labels Data Table Legend
				Axes	Axes Chart Gridlines
				Background	Plot Area Char Wall Chart Floor 3-D Rotation
				Analysis	Lines Trendline Up/Down Bars
				Properties	Chart Name

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TAB	RIBBON	COMMAND	TAB	RIBBON	COMMAND
Chart Tools Format	Current Selection	Chart Elements Format Selection Reset to Match Style	Header & Footer Tools Design	Header & Footer	Footer Header
	Shape Styles	Shape Effects Shape Fill Shape Outline		Header & Footer Elements	Current Date Current Time File Name File Path Format Picture Number of Pages Page Number Picture Sheet Name
	WordArt Styles	Text Effects Text Fill Text Outline		Navigation	Go to Footer Go to Header
	Arrange	Align Bring to Front Group Rotate Send to Back Selection Pane		Options	Align with Page Margins Different First Page Different Odd & Even Pages Scale with Document
	Size	Shape Height Shape Width			
Table Tools Design	Properties	Resize Table Table Name			
	Tools	Convert to Range Remove Duplicates Summarize with PivotTable			
	External Table Data	Export Open in Browser Properties Refresh Unlink			
	Table Style Options	Banded Column Banded Rows First Column Header Row Last Column Total Row			
	Table Styles	Shape Width			

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TAB	RIBBON	COMMAND	TAB	RIBBON	COMMAND	
Pivot Table Tools Options	Pivot Table	Options Pivot Table Name	Pivot Table Tools Design	Layout	Blank Rows Grand Totals Report Layout Subtotals	
	Active Field	Active Field Field Setting		Pivot Table Style Options	Banded Columns Banded Rows Column Headers Row Headers	
	Group	Ascending Sort Descending Sort		Pivot Table Styles		
	Data	Change Data Source Refresh				
	Actions	Clear Move Pivot Table Select				
	Tools	Formulas OLAP Tools Pivot Chart				
	Show/Hide	+/- Buttons Field Headers Field List				