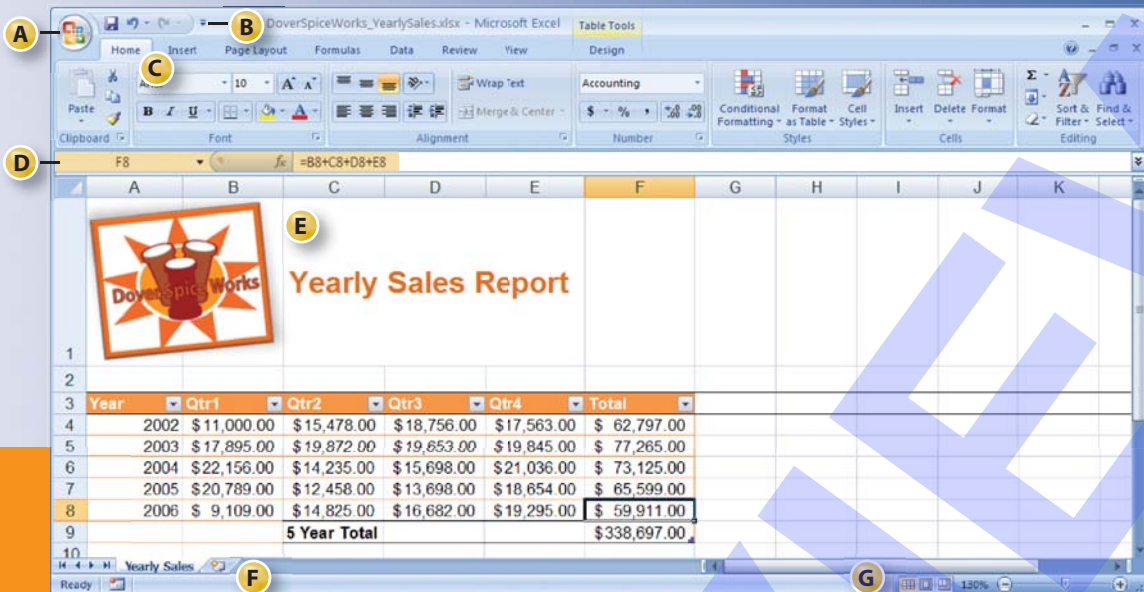


Excel® 2007



Getting Started

- Office Button, Quick Access toolbar, and Ribbon
- Formula bar
- Worksheet
- Workbook navigation
- Status bar

Workbooks, Worksheets, and Sheet Elements

- Create a workbook
- Save a workbook
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- Delete a range
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- Create a chart
- Move or resize a chart
- Use the Chart Tools tabs to modify and format a chart
- Adjust the scale of a chart
- Pull out a slice in a pie chart

Frequently Asked Questions

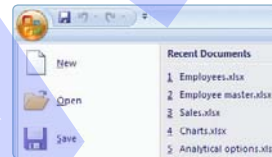
- Check for compatibility with earlier Excel versions
- Wrap text in cells
- Find and replace formulas or values
- Add headers and footers
- Save a custom cell style
- Use Key Tips and keyboard shortcuts

To start Excel, click **Start** and choose **All Programs, Microsoft® Office, Microsoft Office Excel 2007**.

A

Office Button

Provides access to a menu of commonly used commands, such as New, Open, Save As, Print, and Close. (This menu replaces the File menu used in previous versions of Excel.) The right side of the menu contains links to recently opened files.



B

Quick Access toolbar

Contains buttons for frequently used commands (by default, Save, Undo, and Repeat/Redo).

- Add commands:** Click the Quick Access toolbar button and choose the command you want to add.
- Move the toolbar beneath the Ribbon:** Click the Quick Access toolbar button and choose **Show Below the Ribbon**.

C

Ribbon

Contains tabs, which in turn contain groups of related tools, such as buttons, lists, and galleries. A gallery is a collection of commands or options that are represented graphically to show their results. If your screen is set to a low resolution, some groups on the Ribbon will display only the group name. To display the commands in the group, click the arrow on the group button.

D

Formula bar

Provides an area for entering and editing values, formulas, and text. To insert a formula, type it in the desired cell. Then click the Enter button to accept the formula, or click the Cancel button to delete it. To create a formula based on one of Excel's built-in functions, click the Insert Function button . Use the Name box to assign names to selected cells.

E

Worksheet

Consists of horizontal rows and vertical columns. The intersection of a row and a column is called a *cell*. For example, column A and row 1 meet at cell A1. An Excel file is called a *workbook*. By default, a new workbook contains three worksheets.

F

Workbook navigation

Provides ways to access the worksheets in a workbook. To activate a worksheet, click its sheet tab at the bottom of the program window . If the desired tab is hidden, display it by using the scrolling buttons.

G

Status bar


Provides information and instructions for the active worksheet. Using buttons on the status bar, you can change the view to Normal, Page Layout, or Page Break Preview and change the zoom level for the selected worksheet .

NOT FOR PRINTING OR INSTRUCTIONAL USE


Workbooks, Worksheets, and Sheet Elements

Workbooks and worksheets


Create a workbook

1. Click the Office Button  and choose **New**.
2. In the New Workbook dialog box, the "Blank and recent" category will be active and the Blank Workbook option will be selected.
3. Click **Create**.


Create a workbook based on a template

1. Click the Office Button  and choose **New**.
2. In the left pane of the New Workbook dialog box, select the category you want.
3. In the middle pane, select the template you want to use.
4. If the template is on your computer, click **Create**. Or, if the template is online, click **Download**.


Open a workbook

Click the Office Button  and choose **Open**. Locate and select the workbook you want to use, and then click **Open**.

Save a workbook

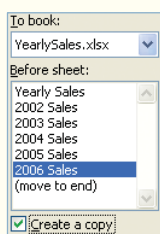
1. Click the Office Button , point to **Save As**, and choose one of the following:
 - **Excel Workbook:** This is the default file format (.xlsx) for Excel 2007. This format does not support macros.
 - **Excel Macro-Enabled Workbook:** Use this file format (.xlsm) if your workbook contains macros.
 - **Excel 97-2003 Workbook:** Use this format (.xls) to save a workbook so it's compatible with Excel 97-2003.
2. In the Save As dialog box, select the location (drive and folder) where you want to save the workbook.
3. In the File name box, enter a name for your workbook.
4. Click **Save**.

Working with worksheets

- **Insert a new worksheet after existing worksheets:** In the workbook navigation area, click the Insert Worksheet tab .
- **Insert a new worksheet before an existing worksheet:** On the Home tab, in the Cells group, click the down-arrow on the Insert button and choose **Insert Sheet**.
- **Move a worksheet:** Drag the sheet tab to the desired location.
- **Copy a worksheet:** While holding **(CTRL)**, drag the sheet tab to the location where you want the copy to be placed. (Release the mouse button before you release **(CTRL)**.)
- **Name or rename a worksheet:** Double-click its sheet tab, type a new name, and press **(ENTER)**.
- **Change a worksheet's tab color:** Right-click the sheet tab and choose **Tab Color**. Select a color from the gallery.
- **Delete a worksheet:** Right-click its sheet tab and choose **Delete**.


Move or copy a worksheet to another workbook

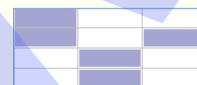
1. Open the source and target workbooks.
2. Click the sheet tab for the worksheet you want to move or copy.
3. Right-click the worksheet tab and choose **Move or Copy**.
4. From the To book list, select the target workbook.
5. In the Before sheet list, specify the position for the moved or copied worksheet.
6. If you want to copy the sheet, check the **Create a copy** box.
7. Click **OK**.



Rows, columns, and cells

Selecting a row, column, or range

- **Select a row:** Click the numeric row heading **1**.
- **Select a column:** Click the alphabetic column heading **A**.
- **Select a contiguous range:** A range is a selection of multiple adjacent cells. To select a range, point to the first cell you want to select, and then drag to the last cell. (Make sure you don't drag the fill handle )
- **Select non-contiguous ranges:** Select the first range. While holding **(CTRL)**, select each additional range by clicking or dragging.

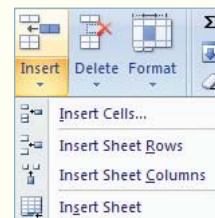


Name a range

1. Select the range you want to name.
2. On the formula bar, click the Name box **A15**.
3. Type the desired name. Range names must begin with a letter or underscore and cannot contain spaces.
4. Press **(ENTER)**.

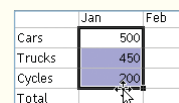
Insert rows, columns, or ranges

- **Insert a row:** Click the row heading below where you want the new row to be inserted. On the Home tab, click the down-arrow on the Insert button and choose **Insert Sheet Rows**.
- **Insert a column:** Click the column heading to the right of where you want the new column. On the Home tab, click the down-arrow on the Insert button and choose **Insert Sheet Columns**.
- **Insert an empty range:** Select the range where you want to insert empty cells. On the Home tab, click the down-arrow on the Insert button and choose **Insert Cells**. Specify whether you want to shift the selected cells to the right or down. Click **OK**.



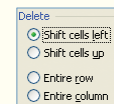
Move or copy cells by dragging

1. Select the cells you want to move or copy.
2. Point to the edge of the selection. The pointer will change to a four-way arrow.
3. To move the selection, simply drag it to the desired location. To copy the selection, hold **(CTRL)** (the pointer will change to a plus sign) and drag it to the desired location.



Delete a range


1. Select the range you want to delete.
2. On the Home tab, click the down-arrow on the Delete button and choose **Delete Cells**.
3. Specify where to shift adjacent cells and click **OK**.



Hide and show columns

- **Hide a column:** Right-click the column heading and choose **Hide**.
- **Show a hidden column:** Select the columns on both sides of the hidden column. Right-click and choose **Unhide**.

Rotate column labels


1. Select the column labels you want to rotate.
2. On the Home tab, in the Alignment group, click the Orientation button . Then, do one of the following:
 - Choose an orientation.
 - Choose **Format Cell Alignment**. Under Orientation, enter the desired angle in degrees **0** Degrees, and then click **OK**.



Data, Formulas, and Functions

Data

Enter, edit, and organize data

- **Enter data in a cell:** Select the cell, type the data, and press **ENTER** (or click  on the formula bar).
- **Change your data:** Double-click the cell, make your changes, and press **ENTER**.
- **Delete data:** Select the cell and press **DELETE**.
- **Organize your data:** Use labels to identify rows or columns of values.
 - **Labels:** Contain text only or text and numbers. To enter a numeric label, type an apostrophe (') before the number.
 - **Values:** Include numbers, formulas, and functions that are used in calculations. To enter a value, either type a number or begin the value with +, -, =, @, #, or \$.

Label	Qtr2
Value	\$423
	\$634

Use AutoFill to complete a data series

1. Select the range that contains the initial value(s) of the series you want to complete.
2. Drag the selection's fill handle (in the lower-right corner) down or to the right to fill in successive values. As you drag, a ScreenTip displays the last value in the series.

100
200
300

The following table shows the results for various types of data.


Selection	AutoFill result
A series of numbers	A continuation of the series
A single day of the week or a single month	The next day of the week or the next month
Multiple days of the week or multiple months	The next day of the week or the next month based on the series

Sort data

To sort data in a single column, select any cell in the column. On the Home tab, in the Editing group, click **Sort & Filter** and choose **Sort Smallest to Largest** or **Sort Largest to Smallest**.



Create a table (list)

1. Select the range that contains your table items.
2. Click the **Insert** tab. Then, in the Tables group, click **Table**.
3. If the range has headers, check **My table has headers**.
4. Click **OK**. AutoFilter drop-downs are enabled for each column.
5. To filter the items, click the AutoFilter drop-down arrow . In the menu, clear **Select All**, select the items you want to display, and click **OK**.
6. To add items to your table, enter them in the last row.



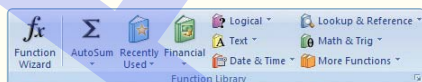
(Select All)	<input checked="" type="checkbox"/>	\$59,911.00
	<input type="checkbox"/>	\$62,797.00
	<input checked="" type="checkbox"/>	\$65,599.00

Functions

A function is a predefined formula that performs a specific type of calculation.

Insert a function

1. Click the **Formulas** tab. Then, in the Function Library group, click a function category.

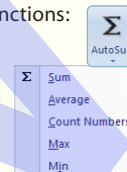


2. From the list of functions, select the function you want to insert. Then click **OK** to open the Function Arguments dialog box.
3. Enter the required arguments (values or references) by typing or by selecting cells. Then, click **OK**.


AutoSum

Use the AutoSum button (on the Home and Formulas tabs) to automatically enter one of the following frequently used functions:

- **Sum:** Adds numbers.
- **Average:** Calculates an average.
- **Count Numbers:** Counts the number of cells that contain numbers.
- **Max:** Returns the largest value.
- **Min:** Returns the smallest value.




Enter a formula automatically

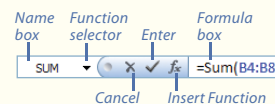
1. Select the cell where you want the function to go.
2. To add numbers in a range, click the AutoSum button . Or, to enter a different function, click the down-arrow on the AutoSum button and choose the function you want.
3. Excel will guess the range of values to use as the argument. Press **ENTER** to accept this range, or enter your own range.

Formulas

Insert a formula

You use formulas to perform numeric calculations. Select the cell where you want the result to appear, and then do one of the following:

- Press **=**. Enter the formula in the cell and press **ENTER**.
- On the formula bar, click the Formula box and press **=**. Enter the formula and click .



References

There are several types of references you can use to identify a range on a worksheet and tell the formula where to look for the data.

- **Relative:** The references are relative to the position of the formula on the worksheet. If the formula is copied to a new location, the references will be adjusted. To use a relative cell reference, enter its column letter followed by its row number—for example, A1.
- **Absolute:** The references always refer to a specific location on the worksheet. If the formula is copied to a new location, the cell references will remain the same. To use an absolute reference, place a dollar sign (\$) in front of both the column letter and the row number—for example, \$A\$1.
- **Mixed:** Some of the references are relative while others are absolute. If the formula is copied to a new location, the relative part of the reference will be adjusted, while the absolute part will remain the same. To use a mixed reference, place a dollar sign (\$) in front of only the column letter or the row number—for example, \$A1 or A\$1.

Operators

Operators are used in formulas to indicate the type of calculation that the formula will perform. The table below shows some commonly used operators in the order in which they're evaluated in expressions. To change the evaluation order, enclose in parentheses the part of the formula to be calculated first—for example, =(A4-2)*6.

	A
1	125
2	25

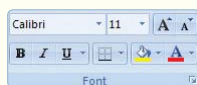
Operator	Function	Example	Result using values above
^	Specifies an exponent.	=5^3	125
*	Multiplies numbers.	=A1*A2	3125
/	Divides numbers.	=A1/A2	5
+	Adds numbers.	=A1+A2	150
-	Subtracts numbers.	=A1-A2	100

Formatting and Printing

Formatting


Format text

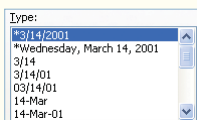
1. Select the range you want to format.
2. Use the buttons in the Font group on the Home tab.




*NOTE: If you need formats not available on the Ribbon, click the Font group's Dialog Box Launcher , specify the formatting, and click **OK**.*

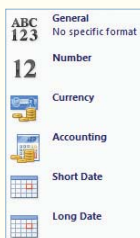
Apply a date format

1. Select the range that contains the dates you want to format.
2. On the Home tab, in the Number group, click the Dialog Box Launcher .
3. From the Category list, select **Date**.
4. From the Type list, select a date format.
5. Click **OK**.




Use the Ribbon to apply number formats

1. Select the range that contains the numbers you want to format.
2. In the Number group on the Home tab, do one of the following:
 - Click the down-arrow on the Number Format box and select a format from the list.
 - Click the number format (Currency, Percent, or Comma ) you want to use.



Change the column width





If ##### appears in a cell, the column needs to be widened to display a number. Here are some methods for changing column widths:

- Point to the border between two column headings; the mouse pointer will change to this: . Drag the border to the left or right.
- Double-click the column border. This automatically sizes the column to fit the widest data it contains.
- Set a specific column size in characters. On the Home tab, in the Cells group, click **Format** and choose **Column Width**. Enter a column width and click **OK**.


NOTE: The same methods work for changing the row height.

Set alignment

Alignment refers to the placement of data within a cell.

- **Align the contents of a cell or range:** Select the cell or range. In the Alignment group on the Home tab, click the alignment button you want: **Align Left** , **Center** , or **Align Right** .
- **Center data over a range:** Select the range that contains the data you want to center. In the Alignment group on the Home tab, click  **Merge & Center**.

Apply borders to a cell or range


1. Select the cell or range.
2. On the Home tab, in the Font group, click the down-arrow on the Borders button  and choose the border format you want.



Add a comment to a cell

Use comments to provide additional information about a cell's contents. First, select the cell and click the **Review** tab. Then, click **New Comment**, type your comment, and click outside the cell.

Copy formatting from one cell or range to another

1. Select the cell or range that has the formatting you want to copy.
2. In the Clipboard group on the Home tab, click the Format Painter button  to copy the selection's formatting.
3. Select the cell or range where you want to apply the formatting.

Formatting, continued

Remove a cell's contents, formats, or comments

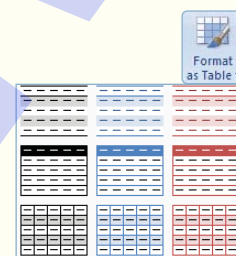
1. Select the cell.
2. In the Editing group on the Home tab, click the **Clear** button, and then choose one of the following:
 - **Clear All:** Clears the contents of the cell, as well as any formats and comments.
 - **Clear Formats:** Clears the cell's formats but not the contents.
 - **Clear Contents:** Clears the value, label, or formula in the cell but not the formats.
 - **Clear Comments:** Clears any comments but not the contents or formats.

Format a range as a table

You can quickly format a range as a table with alternate-row shading.


1. Select the range you want to format and click the **Home** tab.
2. In the Styles group, click **Format as Table** and select the table style you want to use.

NOTE: To preview what your table will look like with a style applied, point to the style.



Printing

Use Print Preview

Use Print Preview to see what a worksheet will look like when printed. To preview a worksheet, click the Office Button , point to **Print**, and choose **Print Preview**. A Print Preview Ribbon tab will appear.

- Click **Print** to set the printing options and print the worksheet.
- Click **Page Setup** to open the Page Setup dialog box, where you can select options for controlling how the sheets print.
- Check **Show Margins** to display the margin handles, which you can move to change the margins.
- Click **Close Print Preview** to return to the worksheet.

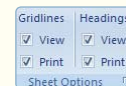
Define a print area

Select the range you want to print and click the **Page Layout** tab. In the Page Setup group, click **Print Area** and choose **Set Print Area**. A dotted line will appear around the area you set.


*NOTE: To clear a print area, click the **Page Layout** tab. In the Page Setup group, click **Print Area** and choose **Clear Print Area**. The dotted line will disappear.*

View or print gridlines and headings

Click the **Page Layout** tab. In the Sheet Options group, check the **View** or **Print** boxes under either **Gridlines** or **Headings**.



Print a selection, worksheet, or workbook

1. If you want to print a selection, select the desired range. Otherwise, skip ahead to step 2.
2. Click the Office Button , point to **Print**, and choose **Print** to open the Print dialog box.
3. From the Name list, select the printer you want to use.
4. Under Print range, specify a range of pages to print.
5. Under Copies, specify the number of copies.
6. Under Print what, specify whether you want to print the selected range, the active worksheet, or the entire workbook.
7. Click **OK**.

Worksheet Panes and Charts

Worksheet panes

Freeze worksheet panes

To keep row or column labels or other data visible as you scroll through a worksheet, you can freeze panes.

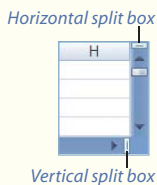
- **Freeze a row or column:** Select the row below the row to be frozen, or select the column to the right of the column to be frozen. Click the **View** tab. Click the **Freeze Panes** button and choose **Freeze Panes**.
- **Unfreeze panes:** On the View tab, click the **Freeze Panes** button and choose **Unfreeze Panes**.



Split a worksheet window into panes

You can split a worksheet into panes so that you can view up to four parts of the sheet at the same time. When you split a window (as opposed to freezing rows or columns), you can navigate in each pane.

- **Split a worksheet horizontally:** Point to the split box at the top of the vertical scrollbar; the mouse pointer will change to this: . Drag the split box down to where you want to split the window.
- **Split a worksheet vertically:** Point to the split box to the right of the horizontal scrollbar; the mouse pointer will change to this: . Drag the split box to the left.
- **Return a worksheet to a single pane:** Double-click the boundary between panes.



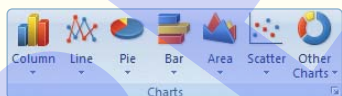
Charts

Create a chart

1. Select the data that you want to display as a chart. Be sure to select all the values you want to include in the chart and any labels that identify those values, as shown in the example below.

	A	B	C	D	E
1	Product	Qtr1	Qtr2	Qtr3	Qtr4
2	Basil	\$ 534.00	\$ 423.00	\$ 521.00	\$ 589.00
3	Bay Leaf	\$ 654.00	\$ 634.00	\$ 326.00	\$ 748.00
4	Dill	\$ 354.00	\$ 633.00	\$ 422.00	\$ 1,758.00

2. Click the **Insert** tab.
3. In the Charts group, click a chart type and then select a chart sub-type from the gallery.

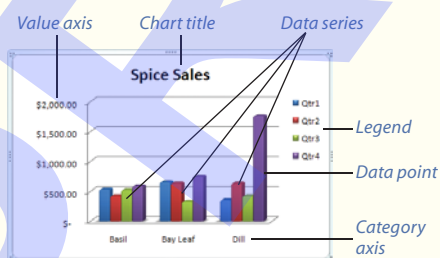


The Chart Tools Ribbon tabs—Design, Layout, and Format—appear, and the chart is placed on the worksheet as an embedded chart.

Chart objects

The various parts of a chart are called *objects*. If you select the Column chart type, your chart will have the following objects:

- **Value axis:** Provides the scale for all data points in the chart, based on the values in the selected range.
- **Category axis:** Includes the labels for all categories in the chart, as defined in the first row of data in the selected range.
- **Data point:** The value from one cell in the selected range.
- **Data series:** The values from all cells in a category.
- **Legend:** Identifies the data series in the chart.
- **Chart title:** A descriptive name for the chart.



Charts, continued

Move or resize an embedded chart

- **Move an embedded chart:** Select the chart and drag it to the location you want.
- **Resize an embedded chart:** Select the chart to activate sizing handles along the chart's boundary. Then, drag the sizing handles as needed.

Use Chart Tools tabs to modify and format a chart

Use the Chart Tools tabs (Design, Layout, and Format) to change the chart type and to format chart objects.

- **Change the chart type:** Select the chart. Click the **Design** tab. In the Type group, click **Change Chart Type**. Select a new category and type, and click **OK**.
- **Change the chart layout or style:** Select the chart. On the Design tab, in either the Chart Layouts or Chart Styles group, click the More button . Then select the style or layout you want to apply.



- **Transpose row and column data in the chart:** On the Design tab, in the Data group, click **Switch Row/Column**.
- **Move the chart to a separate chart sheet:** On the Design tab, in the Location group, click **Move Chart**. Select **New sheet**, enter a name for the sheet, and click **OK**.
- **Enter titles for the chart or the x- and y-axes:** Click the **Layout** tab. In the Labels group, click either **Chart Title** or **Axis Title** and choose a position for the title. Click the label and enter your text.



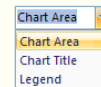
- **Hide or reposition the legend:** On the Layout tab, in the Labels group, click **Legend** and choose the desired option.
- **Display or hide the data table:** On the Layout tab, in the Labels group, click **Data Table** and select **Show Data Table**.
- **Angle the chart title or a label:** Select the text item. On the Layout tab, click **Chart Title** and choose **More Title Options**. (Or click **Data Labels** and choose **More Data Label Options**.) Click **Alignment**, specify an angle, and click **Close**.
- **Adjust the scale of a chart:** Select the chart. On the Layout tab, click **Axes**. Choose **Primary Horizontal Axis** or **Primary Vertical Axis** and then choose **More ... Axis Options**. You can adjust the range of values on each axis, change the way the values appear on each axis, specify the intervals at which the values appear, or set the point at which one axis crosses another. Click **Close**.



- **Display or hide gridlines:** Select the chart. On the Layout tab, in the Axes group, click **Gridlines**. Select the horizontal or vertical gridlines and choose the gridline display option you want to use.



- **Select chart objects:** Select the chart. Click the **Layout** tab or the **Format** tab. Select an object from the Chart Objects list in the Current Selection group.
- **Apply styles to a chart object:** Select the object. Click the **Format** tab and use the buttons in the Shape Styles and WordArt Styles groups to format the object.



Pull out a slice in a pie chart

To draw attention to a specific data point in a pie chart, you can separate it from the rest of the pie. To do so, click the slice and drag it away from the pie. (The chart type must be Pie or Pie in 3-D.)



Frequently Asked Questions


1. How do I get more help with Excel 2007?

Press **F1** to display Excel Help. You can also visit the Office Online Web site for further information and resources, such as spreadsheet templates: office.microsoft.com/excel.



2. Can I open an Excel 2007 workbook in an earlier version of Excel?

If you are using a previous version of Excel and want to open an Excel 2007 workbook, download the Compatibility Pack from www.microsoft.com/downloads and install it.


3. How can I check a workbook for features not supported in earlier versions of Excel?

To check a workbook for features not supported in earlier versions of Excel, run the Compatibility Checker. Click , point to **Prepare**, and choose **Run Compatibility Checker**. The Compatibility Checker dialog box will display any compatibility issues. Click **OK**. Change your workbook as needed to fix the compatibility issues, and then save your file.

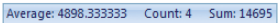
4. How do I use the mouse to enter cell references in formulas?

1. Select the cell where you want to enter the formula and press .
2. Click the cell that you want the formula to refer to, and type the operator you want.
3. Repeat step 2 until you've completed the formula. Then, press .

5. How can I format cells so that text wraps in them?


Select the cells you want to format. On the Home tab, in the Alignment group, click .

6. Is there a way to perform a quick calculation?



Select the cells you want to include in your calculation. The average, count, and sum of the selected values are displayed automatically in the status bar . To change the function, right-click the status bar and choose the desired function.

7. How can I search for and replace a formula or value in a large worksheet?

Here's an efficient way to search for and replace formulas, values, or text in rows, columns, or an entire worksheet:

1. Select the range you want to search. If you want to search the entire worksheet, click any cell.
2. On the Home tab, in the Editing group, click **Find & Select**  and choose **Replace**.
3. In the Find what box, enter the value or text you want to find.
4. In the Replace with box, enter the new text or value you want to use.
5. Click **Find Next** to locate and select the first instance of the search text or value.
6. Click **Replace** to make the replacement in only the selected cell. Or, to replace all instances of the search value or text, click **Replace All**.
7. Repeat steps 5 and 6 as needed. Then, click **Close**.

8. How do I hide all zero values?

1. Click the Office Button  and then click .
2. In the left pane, click **Advanced**.
3. Next to "Display options for this worksheet," select the worksheet where you want to hide the zero values.
4. Clear **Show a zero in cells that have zero value** and click **OK**.


9. How do I check the spelling in a range or an entire worksheet?

1. Select the range you want to check. Or, if you want to check the entire worksheet, select any single cell.
2. Click the **Review** tab and click **Spelling**.
3. When a word isn't found in the dictionary, click one of the following buttons:
 - **Ignore Once**: To ignore the current word.
 - **Ignore All**: To ignore all occurrences of the word.
 - **Add to Dictionary**: To add the word to the dictionary.
 - **Change**: To correct the current instance of the misspelled word.
 - **Change All**: To correct all instances of the misspelled word.
4. Continue through the range or worksheet by responding to each suggestion. When you're done, click **OK**.

10. How can I add a header or footer to a worksheet?

1. Click the **Insert** tab.
2. In the Text group, click **Header & Footer**. The worksheet will change to Page Layout view, and the Header & Footer Tools | Design tab will appear.
3. Type your header text in the box that appears, or click the buttons in the Header & Footer Elements group to add fields to the header.



4. In the Navigation group, click **Footer**.
5. Type your footer text in the box that appears, or click the buttons in the Header & Footer Elements group to add fields to the footer.
6. To switch back to Normal view, click a cell on the worksheet. Then, click the Normal button  on the status bar.

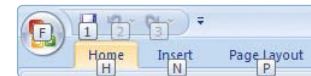
11. How can I save a custom cell style?

Select the cell whose formatting you want to save. On the Home tab, in the Style group, click **Cell Styles** and choose **New Cell Style**. Enter a name for the new style, specify which formats should be saved with the style, and then click **OK**.


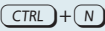

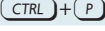


*NOTE: To apply the new style, select the cells you want to apply it to, click **Cell Styles**, and choose the style name.*

12. How do I use Key Tips?

1. Press **ALT** to display the Key Tip badges. They first appear for all Ribbon tabs, and the Office Button.
2. Press the key for the desired tab to display all Key Tip badges for that tab's buttons.
3. Press the key or keys for the button you want. If the Key Tip is two letters, press the first key and then the second one.



13. What are some common keyboard shortcuts?

Press this...	To do this...
	Check spelling in selected cells.
	Create a new workbook.
	Save the current workbook.
	Print the current worksheet or selection.
	Maximize or minimize the Ribbon.
	Start a new line in the same cell.

