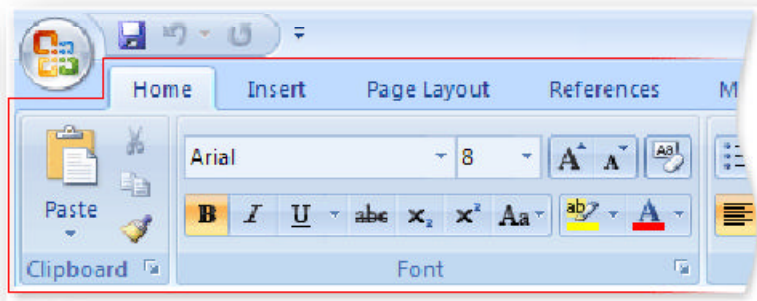


## New User Interface

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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. To reduce clutter, some tabs are shown only when needed. For example, the **Picture Tools** tab is shown only when a picture is selected.

### Tabs

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*Home* – Commands you use most often, Cut, Copy, Paste, and Formatting Tools

*Insert* – Add Tables, Charts & Pictures

*Page Layout* – Prepare Document for Printing

*Formulas* – Select Functions, AutoSum, Formula Auditing

*Data* – Get External Data, Filter and Sort Data


*Review* – Comments, Protect & Share Workbook

*View* – Freeze Panes, Add Windows

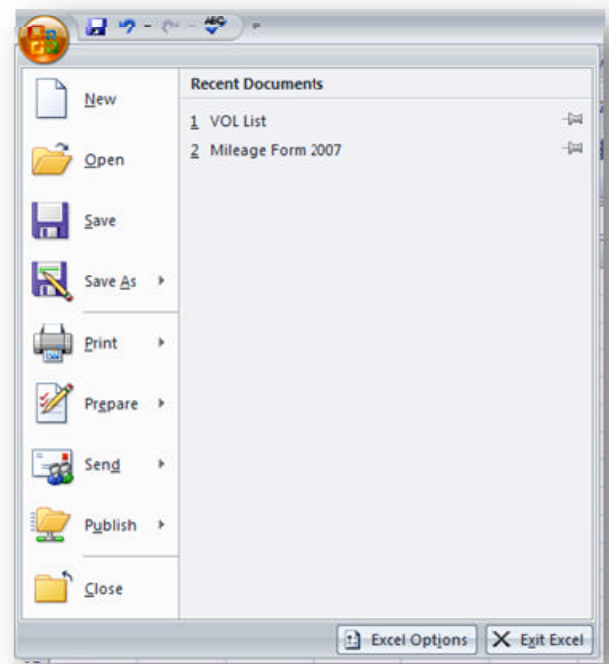
### Microsoft Windows Office Button

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**Microsoft Office Button** replaces the **File** menu and is located in the upper-left corner of the Microsoft Office programs.

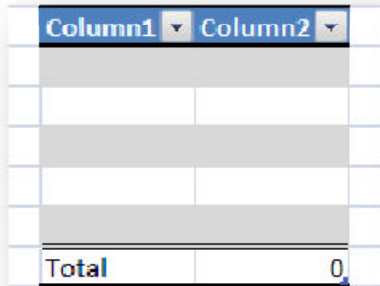
When you click the **Microsoft Office Button** , you see the same basic commands available in earlier releases of Microsoft Office to open, save, and print your file.

However, in the 2007 Office release, more commands are now available, such as **Finish** and **Publish**. For example, in Word, Excel, and PowerPoint by pointing to **Finish**, and then clicking **Inspect Document**, you can check a file for hidden metadata or personal information.



## Tables

To make managing and analyzing a group of related data easier, you can turn a range of cells into a Microsoft Office Excel table. *Home>Format as a Table*



### Data Table Features:

Formatting table data

Sorting and Filtering

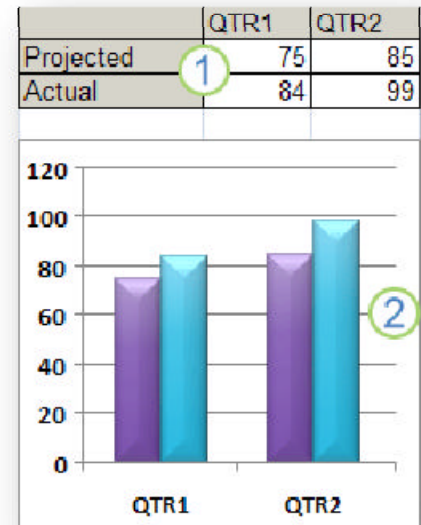
Using a Calculated Column

Displaying and calculating table data totals

## Charts

To create a basic chart in Excel that you can modify and format later, you start by entering the data for the chart on a worksheet. Then you simply select that data and choose the chart type that you want to use on the Office Ribbon

*Insert>Charts*



## File Formats

The 2007 Microsoft Office system introduces a new file format that is based on XML. A couple benefits of the new file extension include compressed files and easier identification of documents that contain macros.

### XML file type

Workbook	.xlsx
Macro-enabled workbook	.xlsm
Template	.xltx
Macro-enabled template	.xltm
Non-XML binary workbook	.xlsb
Macro-enabled add-in	.xlam

### Extension