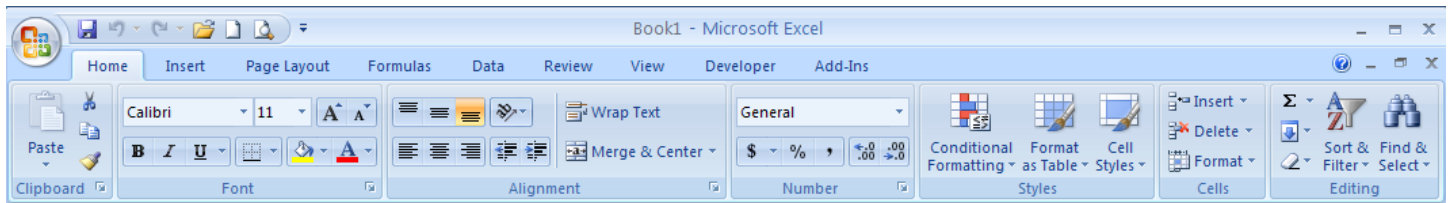


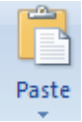
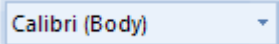
Microsoft Excel 2007 Toolbars

Contents (click on a topic to go to that section)

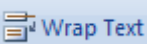
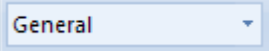
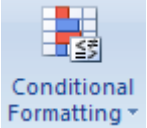
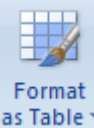
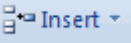
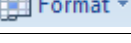
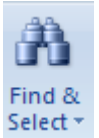
Home Tab	2
Insert Tab	4
Page Layout Tab	6
Formulas Tab	8
Data Tab	10
Review Tab	12
View Tab	14
Developer Tab	16
Table Tools	17
Design Tab	17
Picture Tools	18
Format Tab	18
Drawing Tools	19
Format Tab	19
SmartArt Tools	21
Design Tab	21
Format Tab	22
Chart Tools	23
Design Tab	23
Layout Tab	24
Format Tab	26
Header & Footer Tools	28
Design Tab	28

Home Tab

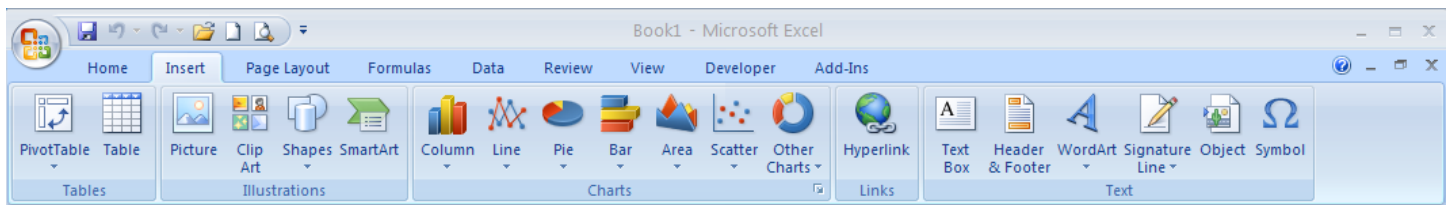


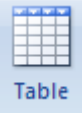
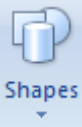
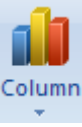
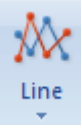
Icon	Description
Clipboard	
	Pastes the contents of the clipboard in the cursor's current location
	Places the currently selected item on the clipboard, it will be removed from its current location once it is pasted in a new location
	Copies the currently selected item to the clipboard
	Copies the formatting of the currently selected item to apply to the next selected item
	Shows the clipboard and other options
Font	
	Font
	Font size
	Increase font size
	Decrease font size
	Bold
	Italics
	Underline (the arrow will give you line options)
	Apply the last used border (the arrow will give you border options)
	Apply the last used cell color (the arrow will give you color options)
	Apply the last used font color (the arrow will give you color options)
	More font options
Alignment	
	Align cell contents to top, middle, or bottom
	Change the angle of the text in the cell
	Align cell contents to left, center, or right
	Increase or decrease indent

Home Tab

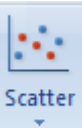
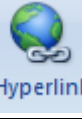
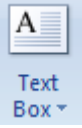
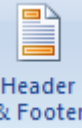
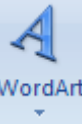
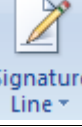
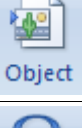
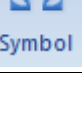
 Wrap Text	Make all cell contents visible by wrapping to multiple lines
 Merge & Center ▾	Merges selected cells into one cell and centers the contents (the arrow provides more options)
	More alignment options
Number	
 General ▾	Number format (i.e. currency, percentage, date)
	Accounting number format currency (alternate currencies are available using the arrow)
	Display cell contents as a percentage
	Display the cell value with a thousand's separating comma
	Increase or decrease the number of decimal places
	More number options
Styles	
 Conditional Formatting ▾	Automatically format cells based on the cell contents
 Format as Table ▾	Format the selected cells as a table
 Cell Styles ▾	Format cells by using pre-defined styles
Cells	
 Insert ▾	Insert cell, row, or column
 Delete ▾	Delete cell, row, or column
 Format ▾	Various cell, row, or column formatting options
Editing	
 Σ ▾	Autosum (the arrow provides other common formulas)
	Fill
	Clear
 Sort & Filter ▾	Arrange and view data by sorting or filtering
 Find & Select ▾	Find text, formatting, or type of information

Insert Tab

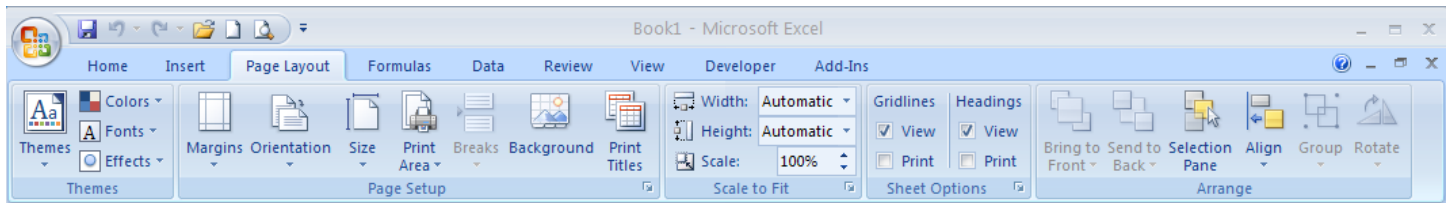


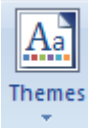
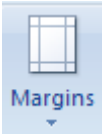
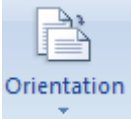
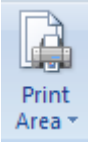
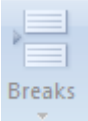
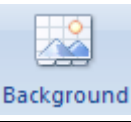
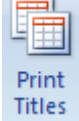
Icon	Description
Tables	
	Insert pivot table or pivot chart
	Insert table
Illustrations	
	Insert a picture from a file
	Insert Microsoft clip art
	Insert shapes or drawing canvas
	Insert a Smart Art diagram
Charts	
	Insert a column chart
	Insert a line chart
	Insert a pie chart
	Insert a bar chart

Insert Tab

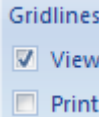
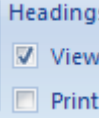
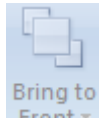
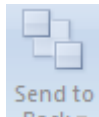
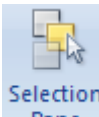
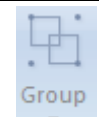
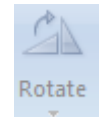
 Area ▾	Insert an area chart
 Scatter ▾	Insert a scatter chart
 Other Charts ▾	Insert another type of chart
Links	
 Hyperlink	Insert a hyperlink to a website
Text	
 Text Box ▾	Insert a text box
 Header & Footer	Insert a header and/or a footer
 WordArt ▾	Insert Word Art
 Signature Line ▾	Insert a signature line
 Object	Insert a range of other types of objects
 Symbol	Insert a symbol

Page Layout Tab

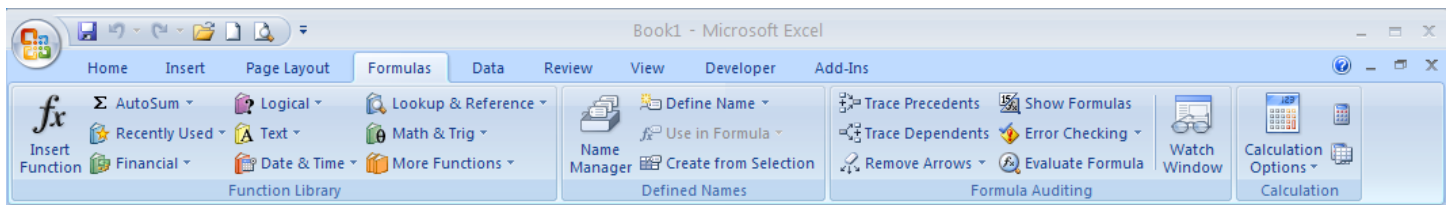


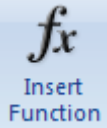
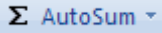
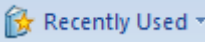
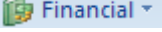
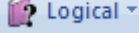
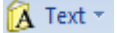
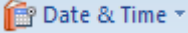
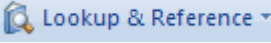
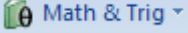
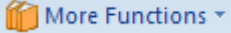
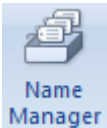
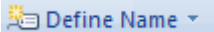
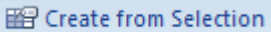
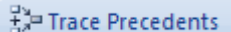
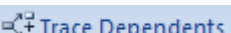
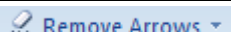
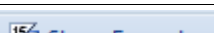
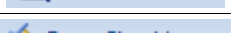
Icon	Description
Themes	
	Change spreadsheet theme (only works if using styles)
	Change theme colors
	Change theme font
	Change theme effects
Page Setup	
	Set margins
	Set page orientation
	Set page size
	Set the print area to the selected cells
	Set where a page breaks will be placed
	Set background image
	Set row and column titles to be printed on each page
	More page setup options

Page Layout Tab

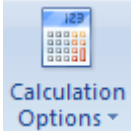
Scale to Fit	
 Width: Automatic ▾	Set column width
 Height: Automatic ▾	Set row height
 Scale: 100% ▴ ▾	Stretch or shrink printed page to a percentage or the original
	More scale to fit options
Sheet Options	
 Gridlines ☒ View ☐ Print	Turn on or off gridlines in printing and viewing
 Headings ☒ View ☐ Print	Turn on or off headings in printing and viewing
	More sheet options
Arrange	
 Bring to Front ▾	Bring selected object to front of all other objects
 Send to Back ▾	Send selected object to back of all other objects
 Selection Pane	Show the selection pane (helps in the selection and modification of objects)
 Align ▾	Set object alignment
 Group ▾	Group objects together
 Rotate ▾	Rotate object

Formulas Tab

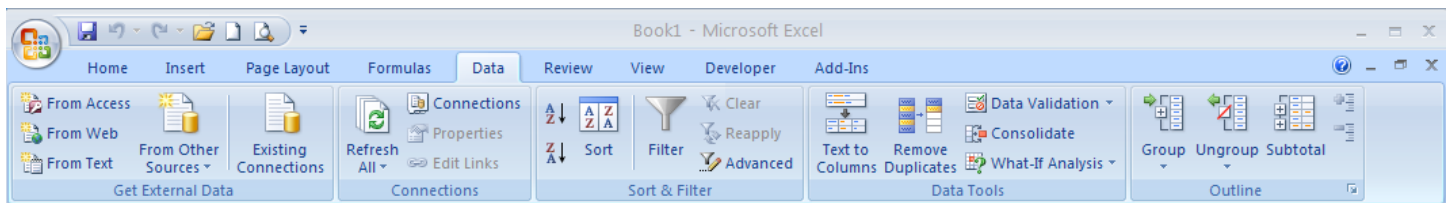


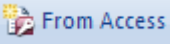
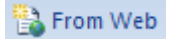
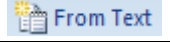
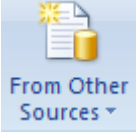
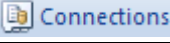
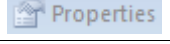
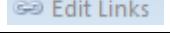
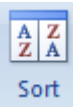
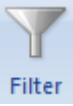
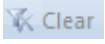
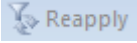
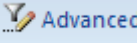
Icon	Description
Function Library	
	Insert a function in the selected cell
	AutoSum and other commonly used functions
	A list of recently used functions
	A list of financial functions
	A list of logical functions
	A list of text functions
	A list of date & time functions
	A list of lookup & reference functions
	A list of math & trig functions
	A list of functions that do not belong in the other categories
Defined Names	
	Create, edit, delete, and find all of the names used in the workbook (names are used to identify cells in a more meaningful way)
	Create a name for the selected cell
	Choose a name to insert in the current formula
	Automatically create names for selected cells
Formula Auditing	
	Use arrows to show what cells affect the value of the current cell
	Use arrows to show what cells the current cell value affects
	Remove the precedents and/or dependents arrows
	Show the formula in all cells rather than the resulting value
	Check for errors that commonly occur in formulas
	Opens the formula evaluation box to evaluate each part of the formula

Formulas Tab

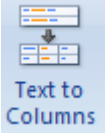
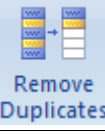
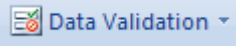
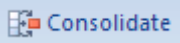
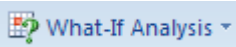
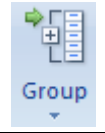
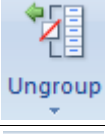
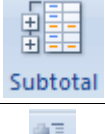
	Monitors the values of certain cells as changes are made to the workbook
Calculation	
	Specify when formulas are calculated
	Calculate the entire workbook now (only necessary if automatic calculation has been turned off)
	Calculate the current sheet now (only necessary if automatic calculation has been turned off)

Data Tab

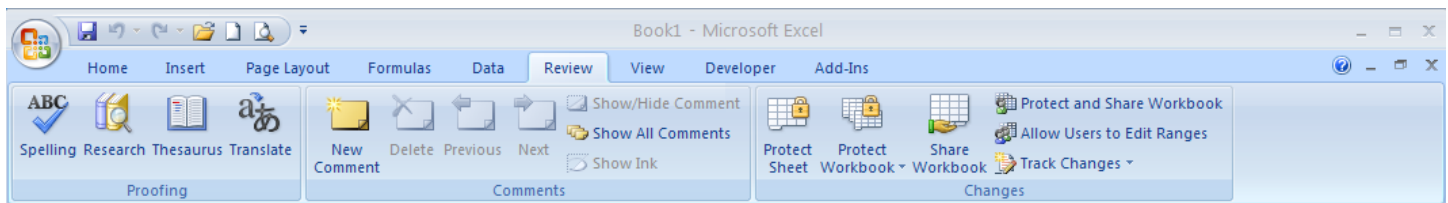


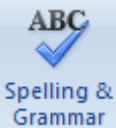
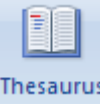
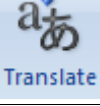
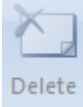
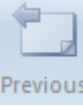
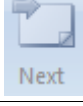
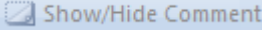
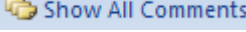
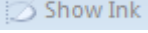
Icon	Description
Get External Data	
	Import data from an Access database
	Import data from a webpage
	Import data from a text file
	Import data from other source types
	Get data using an existing connection
Connections	
	Refresh all information coming from outside sources
	Show the data connections for the workbook
	Data range properties
	View all other files this workbook is linked to
Sort & Filter	
	Sort alphabetically
	Sort reverse alphabetically
	Create a custom sort
	Enable filtering
	Clear the current filter
	Reapply the filter in the current range
	Advanced filtering settings

Data Tab

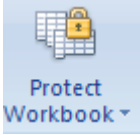
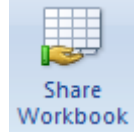
Data Tools	
	Separate one cell into columns
	Remove duplicate rows
	Prevent invalid data from being entered into a cell
	Combine values from multiple ranges into one new range
	Try out various values for the formulas in the sheet
Outline	
	Tie a range of cells together
	Remove a grouping
	Automatically calculate subtotals and grand totals in a list
	Expand a group
	Collapse a group

Review Tab

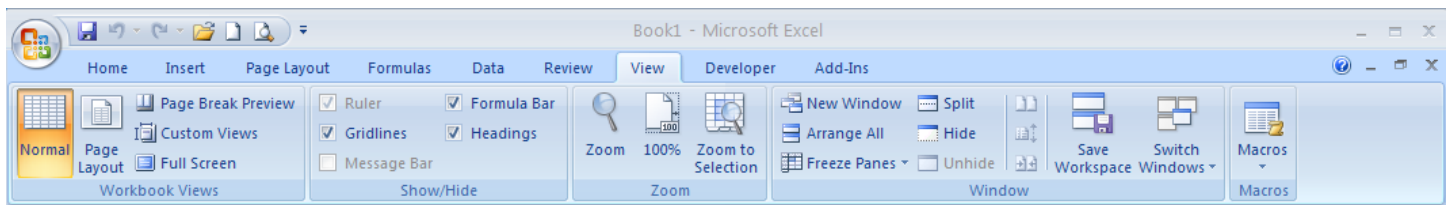


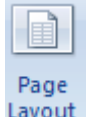
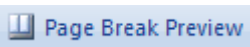
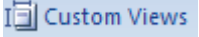
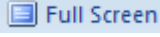
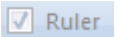
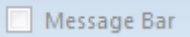
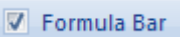
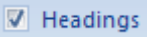
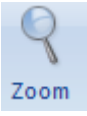
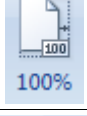
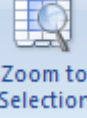
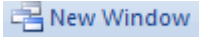
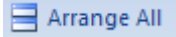
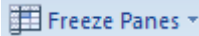
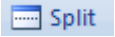
Icon	Description
Proofing	
	Check the document for spelling and grammar errors
	Open research task pane (dictionary, encyclopedia, and translation service)
	Suggest words similar to the highlighted word
	Translate the selected text to another language
Comments	
	Create a new comment
	Delete comment(s)
	Navigate to the previous comment
	Navigate to the next comment
	Show/hide the comment attached to the selected cell
	Show all comments in the sheet
	Show/hide any ink annotations in the sheet
Changes	
	Specify what information can be altered in the sheet

Review Tab

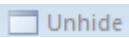
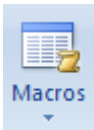
 Protect Workbook ▾	Specify what information can be altered in the workbook
 Share Workbook	Allow multiple people to work in the same workbook at the same time
 Protect and Share Workbook	Share the workbook and protect it with a password at the same time
 Allow Users to Edit Ranges	Allows specific users to alter ranges of cells in a protected workbook
 Track Changes ▾	Track all changes made to the workbook

View Tab

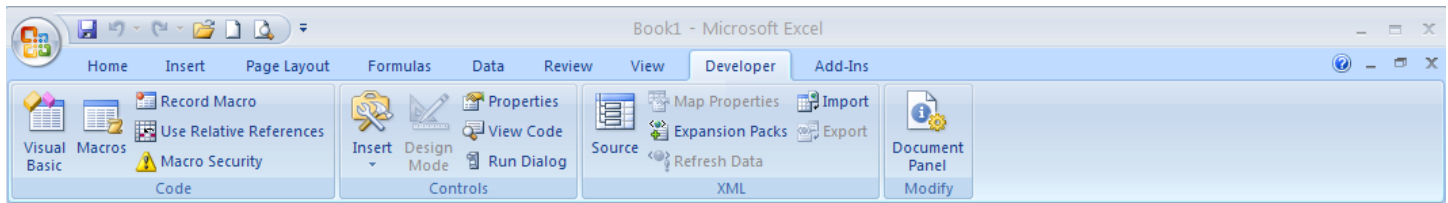


Icon	Description
Workbook Views	
	View the workbook in normal view
	View the workbook in page layout view
	View the workbook in page break preview
	Create a custom view
	View the workbook in full screen
Show/Hide	
	Check the box to show the ruler
	Check the box to show the gridlines
	Check the box to show the message bar
	Check the box to show the formula bar
	Check the box to show the headings
Zoom	
	Open the zoom dialog
	View the document at actual size
	Zoom to selected cells
Window	
	Opens a new window with a view of the current document
	Tile open program windows side-by-side on the screen
	Keep part of the screen visible while the rest scrolls
	Split the window into multiple resizable panes
	Hide the current window

View Tab

 Unhide	Unhide all hidden windows
	View side-by-side
	Synchronous scrolling
	Reset the window position
 Save Workspace	Save the current layout of all windows as a workspace to be used later
 Switch Windows ▾	Switch to a different currently opened window
Macros	
 Macros ▾	View the list of macros (the arrow gives you the option to view, record, or pause macros)

Developer Tab



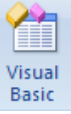
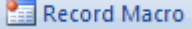
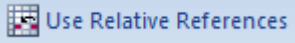
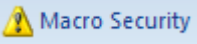
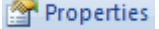
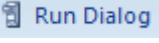
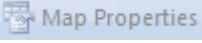
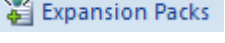
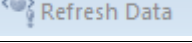
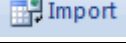
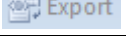
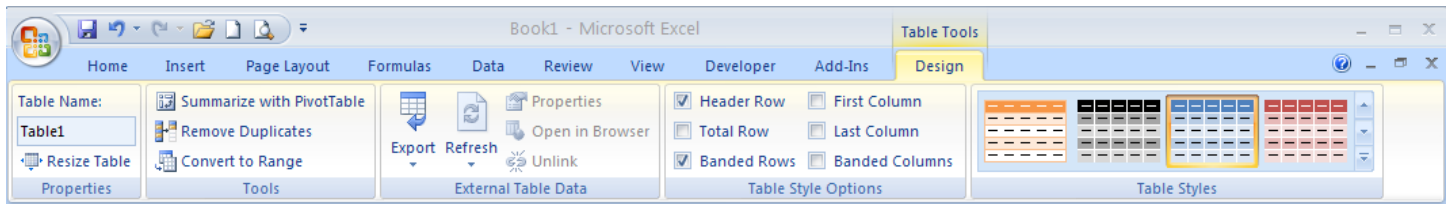
Icon	Description
Code	
	Launch the visual basic editor
	View macros
	Record a macro
	Use references relative to the initially selected cell when creating macros
	Customize macro security settings
Controls	
	Insert controls
	Turn on/off design mode
	View or modify properties for the selected control
	Edit the visual basic code for the control
	Run a custom dialog box
XML	
	Opens the XML source task pane
	View or modify XML map properties
	Attach or manage the XML expansion packs attached to the workbook
	Refresh the XML data in the workbook
	Import an XML data file
	Export the XML data file
Modify	
	Specify the type of document information panel to show in Office compatible programs

Table Tools

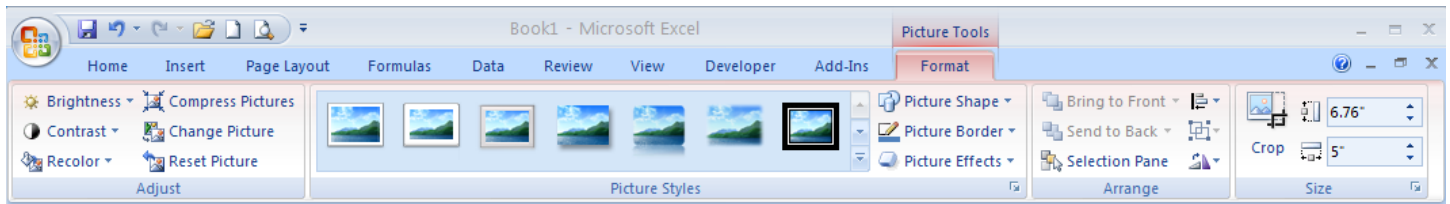
Design Tab



Icon	Description
Properties	
	Edit the table name
	Resize the table by adding rows or columns
Tools	
	Summarize the table data in a pivot table
	Delete duplicate rows
	Convert the table to a normal range of cells
External Table Data	
	Export the table data
	Refresh the data coming from a data source
	Data range properties
	View the server version of the table
	Disconnect the table from the server
Table Style Options	
☒ Header Row	Check the box to enable a header row
☐ Total Row	Check the box to enable a total row
☒ Banded Rows	Check the box to enable banded rows
☐ First Column	Check the box to enable a distinctive first column
☐ Last Column	Check the box to enable a distinctive last column
☐ Banded Columns	Check the box to enable banded columns
Table Styles	
	Select a table style
	Navigate through the table styles

Picture Tools

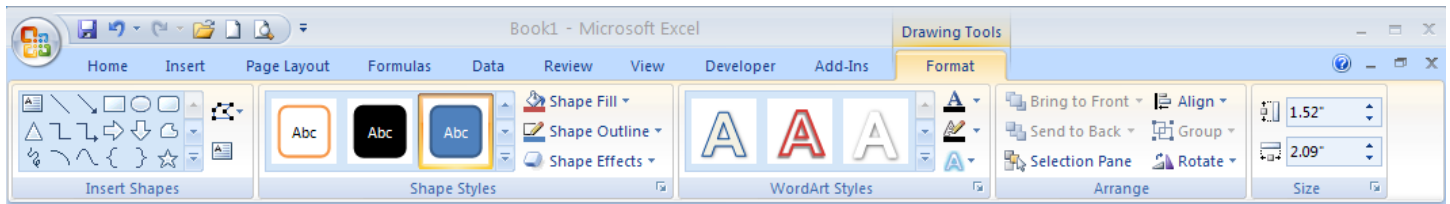
Format Tab



Icon	Description
Adjust	
Brightness ▾	Adjust the brightness of the picture
Contrast ▾	Adjust the contrast of the picture
Recolor ▾	Add a color cast to the picture
Compress Pictures	Compress the picture to reduce the file size
Change Picture	Change from the current picture to a new picture
Reset Picture	Restore picture to original settings
Picture Styles	
	Select a picture style
	Navigate through picture styles
Picture Shape ▾	Change the shape of the picture
Picture Border ▾	Picture border color
Picture Effects ▾	Apply visual effects (3-D, glow, drop shadow, etc.)
Arrange	
Bring to Front ▾	Bring picture in front of all other objects
Send to Back ▾	Send picture behind all other objects
Selection Pane	Show the object selection pane
	Alignment
	Group objects together
	Rotation
Size	
Crop	Crop picture to remove unwanted areas
	Height
	Width

Drawing Tools

Format Tab



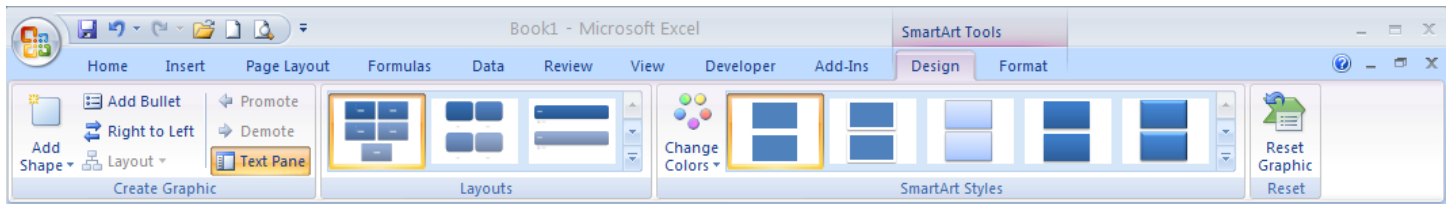
Icon	Description
Insert Shapes	
	Choose shape
	Change the shape of selected object
	Insert textbox
Shape Styles	
	Choose a shape style
	Shape fill color
	Shape outline color
	Apply visual effects
WordArt Styles	
	Select WordArt style
	Navigate through the styles
	Text fill color
	Text outline color
	Apply visual effects (3-D, glow, drop shadow, etc.)
	More WordArt style options
Arrange	
	Bring object in front of all other objects
	Send object behind all other objects
	Show the object selection pane
	Alignment
	Group objects together
	Rotation

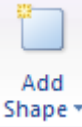
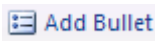
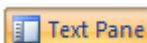
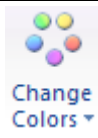
Drawing Tools: Format Tab

Size	
 1.52"  	Height
 2.09"  	Width

SmartArt Tools

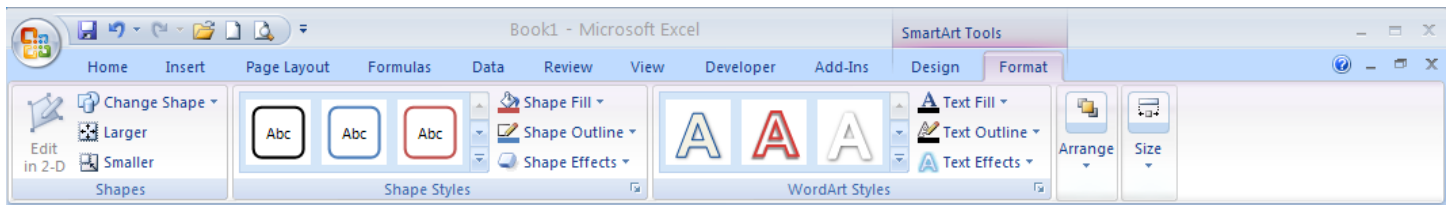
Design Tab



Icon	Description
Code	
	Add shape to SmartArt diagram
	Add bullet text
	Switch between right to left and left to right
	Change the branch layout for the selected shape
	Increase the level of the selected bullet or shape
	Decrease the level of the selected bullet or shape
	Turn the text pane on or off
Layouts	
	Select a layout
	Navigate through layouts
SmartArt Styles	
	Change style colors
	Select a style
	Navigate through styles
Reset	
	Discard all formatting changes

SmartArt Tools

Format Tab



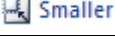
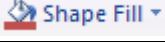
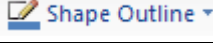
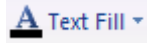
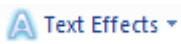
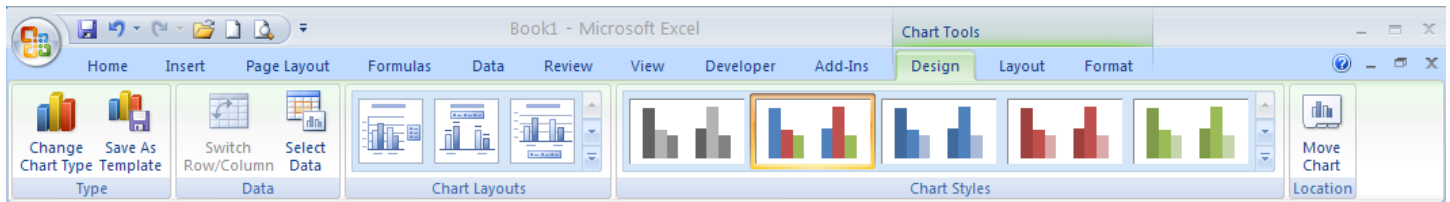
Icon	Description
Shapes	
	If 3-D effects have been applied – allows editing in 2-D
	Change the shape while keeping the formatting
	Make the shape larger
	Make the shape smaller
Shape Styles	
	Select shape style
	Navigate through the styles
	Shape fill color
	Shape outline color
	Apply visual effects (3-D, glow, drop shadow, etc.)
	More shape style options
WordArt Styles	
	Select WordArt style
	Navigate through the styles
	Text fill color
	Text outline color
	Apply visual effects (3-D, glow, drop shadow, etc.)
	More WordArt style options
Arrange	
	All arranging options
Size	
	All sizing options

Chart Tools

Design Tab



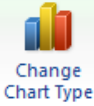
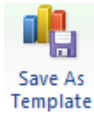
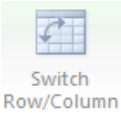
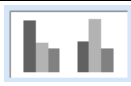
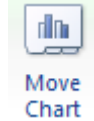
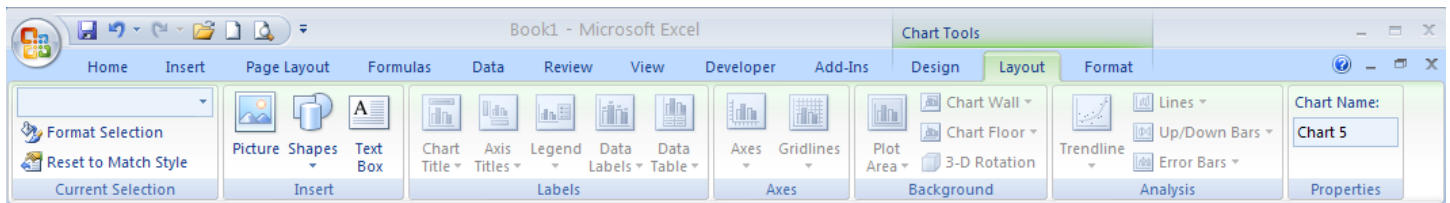
Icon	Description
Type	
	Switch between chart types (pie, column, scatter, etc.)
	Save the current chart format and layout as a template
Data	
	Change which axis the data is being displayed on
	Select the data source for the chart
Chart Layouts	
	Select a chart layout
	Navigate through chart layouts
Chart Styles	
	Choose a chart style
	Navigate through the chart styles
Location	
	Move the chart to another sheet or tab in the workbook

Chart Tools

Layout Tab



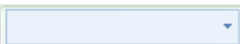
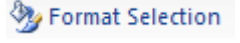
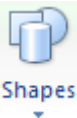
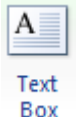
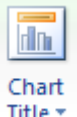
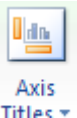
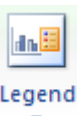
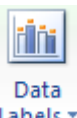
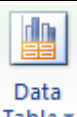
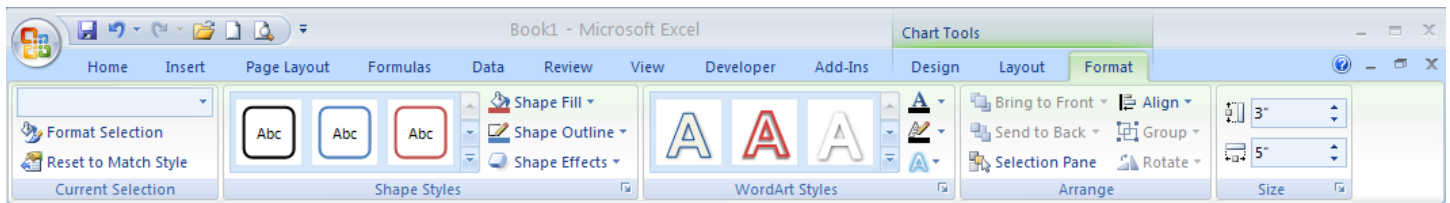
Icon	Description
Current Selection	
	Select the chart area to format
	Open the format dialog box
	Reset all formatting to match the selected style
Insert	
 Picture	Insert a picture into the chart
 Shapes	Insert a shape into the chart
 Text Box	Insert a text box into the chart
Labels	
 Chart Title	Add, remove, or position the chart title
 Axis Titles	Add, remove, or position the axis titles
 Legend	Add, remove, or position the legend
 Data Labels	Add, remove, or position the data labels
 Data Table	Add a data table

Chart Tools: Layout Tab

Axes	
 Axes ▼	Change the formatting and layout of the axes
 Gridlines ▼	Turn on or off gridlines
Background	
 Plot Area ▼	Turn on or off the plot area background fill
 Chart Wall ▼	Format the chart wall
 Chart Floor ▼	Format the chart floor
 3-D Rotation	Change the 3-D viewpoint
Analysis	
 Trendline ▼	Add a trendline to the chart
 Lines ▼	Add other lines to the chart
 Up/Down Bars ▼	Add up/down bars to the chart
 Error Bars ▼	Add error bars to the chart
Properties	
Chart Name: Chart 5	Edit the chart name

Chart Tools

Format Tab



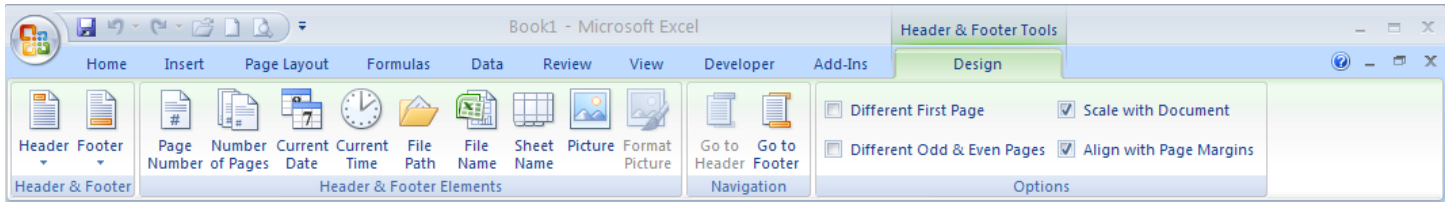
Icon	Description
Current Selection	
	Select the chart area to format
	Open the format dialog box
	Reset all formatting to match the selected style
Shape Styles	
	Select a shape style
	Navigate through shape styles
	Shape fill color
	Shape outline color
	Apply visual effects (3-D, glow, drop shadow, etc.)
	More shape style options
WordArt Styles	
	Select a WordArt quick style
	WordArt fill color
	WordArt outline color
	Apply visual effects (3-D, glow, drop shadow, etc.)
	More WordArt style options
Arrange	
	Bring object in front of all other objects
	Send object behind all other objects
	Show the object selection pane
	Alignment
	Group objects together
	Rotation

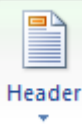
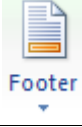
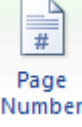
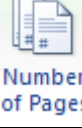
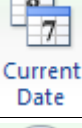
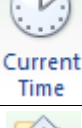
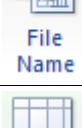
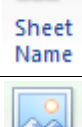
Chart Tools: Format Tab

Size	
 3	Height
 5	Width

Header & Footer Tools

Design Tab



Icon	Description
Header & Footer	
 Header	Choose and edit a header style
 Footer	Choose and edit a footer style
Header & Footer Elements	
 Page Number	Insert the page number
 Number of Pages	Insert the total number of pages
 Current Date	Insert the current date
 Current Time	Insert the current time
 File Path	Insert the file path
 File Name	Insert the file name
 Sheet Name	Insert the sheet name
 Picture	Insert a picture

Header & Footer Tools: Design Tab

 Format Picture	Format the selected picture
Navigation	
 Go to Header	Navigate to the page header
 Go to Footer	Navigate to the page footer
Options	
☐ Different First Page	Check the box to allow the first page of the section to have a different header/footer than the rest of the section
☐ Different Odd & Even Pages	Check the box to allow the odd and even pages to have different headers/footers
☒ Scale with Document	Check the box to scale the header and footer as the printed document is scaled
☒ Align with Page Margins	Check the box to align the header and footer with the page margins