

Home Tab

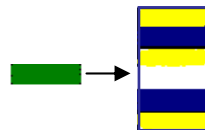
This tab contains the most commonly used commands. These commands are organized into the following logical groupings:



- **Clipboard:** Contains the standard **Copy** and **Paste** commands. Items copied to the Clipboard can be selected and pasted into any Office document at a later time. The items stay on the Office Clipboard until you exit all Office programs or you delete the items from the Clipboard.
- **Font:** Contains the settings related to the formatting of the document content.
- **Alignment:** Contains the settings related to the alignment of the text in the cells of the document. Settings within this tab include horizontal and vertical alignment, level of indentation, and checkboxes indicating whether or not to wrap the text, shrink it to fit within the cell, and/or merge multiple cells.
- **Number:** Allows the user to specify the format to use for numeric data (e.g. currency, percentages, or fractions).
- **Styles:** Contains options to define conditional formats, convert a range of cells into a table by selecting a pre-defined Table Style, or select a pre-defined style for an individual cell.
- **Cells:** This grouping provides the ability for the user to insert or delete cells, rows, or columns into a sheet or a table, and to format a cell by choosing or defining a cell style.
- **Editing:** This tab includes the buttons to display the sum of selected cells; copy a pattern; clear the data, formats, and/or comments from a cell; sort and filter; or find and select specific contents within the workbook.

Insert Tab

This tab contains the commands normally needed to insert tables, illustrations, charts, links, or text into a document. This tab contains the following groups:

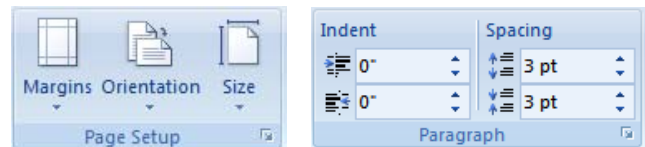


- **Tables:** Includes commands to create a PivotTable or PivotChart to arrange and summarize complicated data, or commands to create a Table to sort, filter, and format data within a sheet.
- **Illustrations:** Contains the commands needed to insert pictures, Clip Art, shapes, graphics, or charts into the document.
- **Charts:** Charts help to display data in a visual manner. The Chart group allows the user to create and format different types of charts, such as bar charts and pie charts.
- **Links:** Provides the ability to link to a Web page, a picture, an e-mail address, or a program.
- **Text:** Contains various options to insert or modify different types of text fields in the document; including text boxes, Word Art, signatures, symbols, etc.

Page Layout Tab

This tab contains the commands related to the layout and appearance of the page or pages in the document. The Page Layout commands are divided into the following groups:

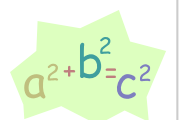
- **Themes:** This grouping allows the user to change the overall design of the entire document, including colors, fonts, and effects.
- **Page Setup:** Includes the commands to change the parameters that determine the overall appearance of the page. These parameters include: margins, orientation (landscape or portrait), paper size, print area, page breaks, page background, print titles, etc.
- **Scale to Fit:** Provides the ability to set the page width and height, stretch or shrink the printed output (scaling), and select the paper size and print quality.
- **Sheet Options:** Allows the user to view or print the gridlines and row and column headings, set the print area and print titles, etc.
- **Arrange:** This grouping includes options that impact the order and appearance of individual shapes or objects. Icons in this grouping can be used to align, group, and/or rotate objects, etc.



Formulas Tab

This tab allows the user to define equations in order to perform calculations on values in the worksheet. This tab includes the following groups:

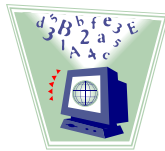
- **Function Library:** This grouping contains a library of functions (e.g. mathematical, statistical, engineering) that can be used to calculate or manipulate data.
- **Defined Names:** This grouping provides the ability to define names to be used to refer to specific formulas, and then allows the user to search for those names.
- **Formula Auditing:** Includes commands to display formulas rather than results in a cell window, check for common formula errors, or trace precedents or dependents in cells that are referenced within a formula.
- **Calculation:** Allows user to specify when formulas within a worksheet are calculated.



Data Tab

This tab contains the commands related to the retrieval and layout of the data that is displayed on a worksheet.

- **Get External Data:** Allows the user to import data from external sources, such as an Access database, a Web page, a text file, etc.
- **Connections:** Includes commands needed to create, update, or remove links to external data or objects.
- **Sort & Filter:** Provides basic and advanced functions associated with sorting and filtering the data within a worksheet.
- **Data Tools:** Contains options related to the display and content of the data within a spreadsheet. Functions include data validation, what-if analysis, etc.
- **Outline:** Enables the user to group and ungroup a range of cells, and apply sub-totals and totals to cell groups.



Review Tab

This tab contains the commands needed to review and revise an existing document:

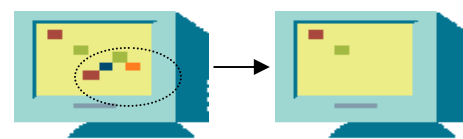
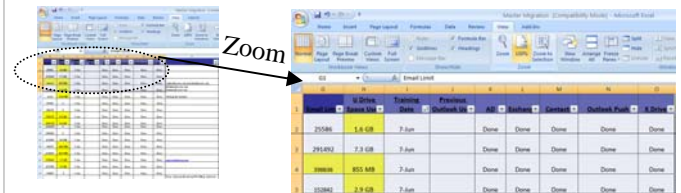
- **Proofing:** Provides tools that assist the user in proofing and correcting a document. Allows the user to check the spelling and grammar, search through reference materials such as dictionaries or encyclopedias, find similar words in a thesaurus, translate text into a different language, set the language used for the spelling & grammar checks, or count the number of words, characters, paragraphs, or lines in a document.
- **Comments:** Includes options to add, revise, or delete a note associated with a worksheet cell.
- **Changes:** Allows the user to specify how a workbook can be edited by and/or shared with others.



View Tab

This tab contains settings that affect how the document appears on the screen:

- **Workbook Views:** Allows the user to specify whether the document is displayed in normal view, in print view, or in a full-screen view to maximize the amount of data displayed on a single screen. Also enables the user to create a custom view that can be saved and easily applied in the future.
- **Show/Hide:** Provides the user with the ability to display or hide various features associated with a document, including a ruler, gridlines, a message bar, a formula bar, or worksheet headings.
- **Zoom:** Includes options to specify the zoom level of a document.
- **Window:** Contains settings that allow the user to open and view multiple Excel documents at the same time, freeze a selected set of panes so that they continue to appear on the screen while scrolling, split the screen into multiple panes so that the user can simultaneously view multiple distant parts of the worksheet at once, etc.
- **Macros:** Provides the ability to define a sequence of actions to perform on a document or multiple documents that can be executed again and again in one step—by running the macro.



Show

Hide

Add-Ins Tab

This tab can contain supplemental functionality that adds custom commands and specialized features to Office products. Some examples of add-ins are automation add-ins, application add-ins, smart tags, and COM add-ins. Some examples of Office 2007 add-ons that have been approved by Microsoft are MindManager Pro 6, VisionArchive 2.0, and KwikTag 3.4.

