

# Excel 2007 — New Features for the Advanced User

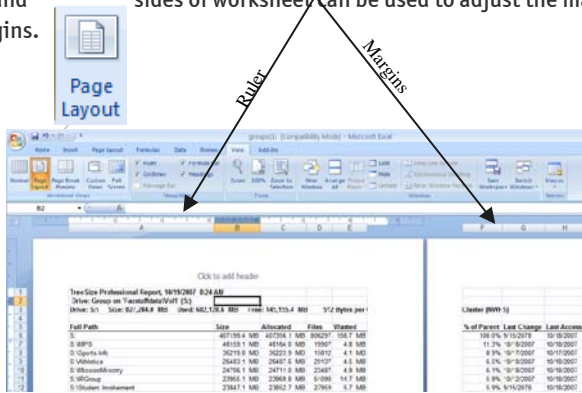
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## Page Layout View

Excel 2007 now includes a Page Layout view. Although this view was available in Word 2003, this is the first release of Excel that has included this feature. This view includes:

- **Page Margins:** In Page Layout view, the page margins are displayed at the top, bottom, and sides of the worksheet, with a strip of blue space separating the worksheets. Rulers at the top and sides of worksheet can be used to adjust the margins.

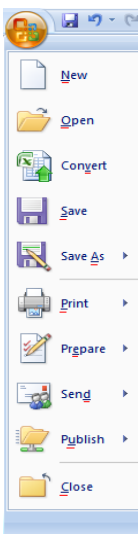


- **Headers and Footers:** There is a header and footer area at the top and bottom of each page. The Header & Footer Tools will open as you type in this area.

## Key Tips (Keyboard Shortcuts)

In Office 2007, keyboard shortcuts are called "Key Tips". Key Tips are available for the Microsoft Office Button, the Quick Access Tool-

The Key Tips on the Office Button are activated by pressing the underlined letter in the associated command on the Office Button drop-down menu.

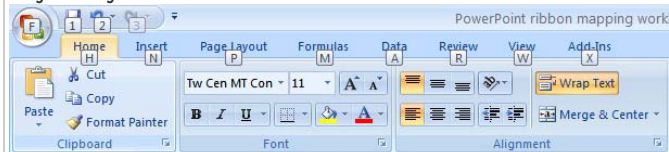


On the Quick Access Toolbar, the

Key Tip for each button will pop-up when you position the cursor on the button.



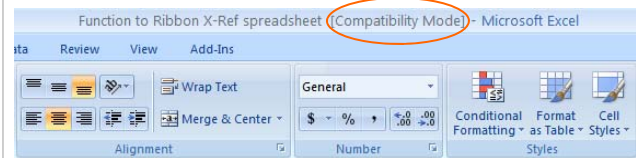
3. To display the Key Tips for all Ribbon tabs, press the **ALT** key on your keyboard.



## Working with Previous Versions

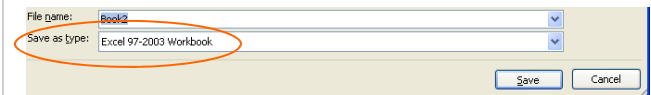
Excel 2007 allows you to open files that were created in a previous version of Excel, and save files created in Excel 2007 so they can be accessed, read, and modified using versions as early as Excel 95.

When you are working in a document that was created or saved in an earlier Excel version, a feature called the **Compatibility Checker** will be automatically turned on to check if the features being used in the document are compatible with the previous version. You can verify that the **Compatibility Checker** is on by



looking for the words **Compatibility Mode** at the very top of the window:

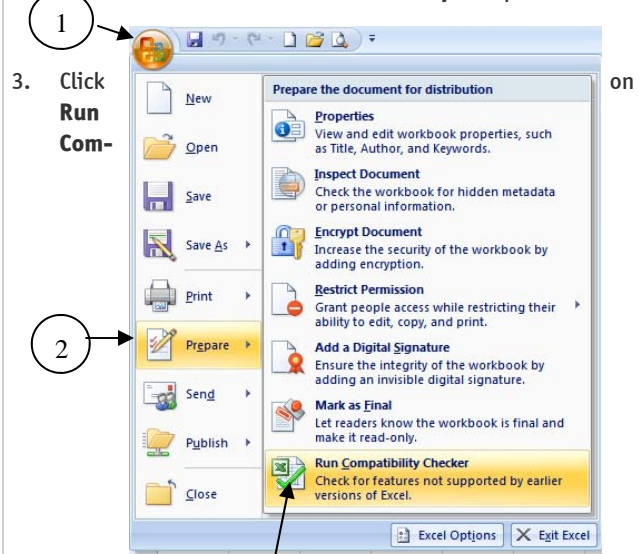
When you are ready to save revisions to a document that was



created in an earlier Excel version, the **Save As** dialog box will default to save the document in that previous version...

The **Compatibility Checker** will run automatically when you click on the **Save** button. You can also initiate the **Compatibility Checker** manually by executing the following steps:

1. Click on the **Microsoft Office Button**
2. Position the cursor on the **Prepare** option



compatibility

Checker:

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