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What is New in Excel 2007?:

With the Microsoft Office Excel 2007 Home Tab on the Microsoft Office Fluent user interface, you can immediately view the most important cell-editing, formatting, and navigation tools. Excel now supports up to 1 million rows and 16 thousand columns per worksheet, a substantial increase. Functionality is now faster and easier to see like sorting by color. Header rows can be turned off or on. A calculated column uses a single formula that adjusts for each row. No need to use the fill or copy commands. Themes and styles are simple to sample as is the new look for charts. 16 million colors are now available. Page layout view has been added. Spreadsheets can be saved as a PDF with 2007. Many more templates are available for download.

Compatibility with Office 2007:

When Office Suite 2007 was released, one of the major complaints was that earlier users could not open the new documents. If you go to Microsoft.com and search for the "Office Compatibility Pack" you will find a download that will exchange files between older versions and 2007. This will apply to Word, Excel and PowerPoint.

Put Your Name in the Notification Area of WXP:

This one is just for fun to impress your friends! Access the Control Panel from the Start menu. Double click Regional and Language Options. Click the Customize button in the Standards and Formats panel of the Regional Options tab. When the Customize Regional Options dialog box appears, select the Time tab. In the AM Symbol and/or PM Symbol boxes, you can replace that text with your name or whatever word you want, as long as it is no longer than 12 characters. To complete the operation, click OK twice. You'll instantly see your name appear in the notification area right next to the time.

Make a Customized List in Excel:

Excel already knows the months and days of the week for auto-fill. How about the names of your friends, co-workers or any other fill series that you may need to be repeated? Here's how. Open Tools, Options and then Custom List. Click on New then Add. Enter any characters separated the enter key to create a list. Click OK. You now can use this custom list whenever you may need it. In version 2007, click on the office button and choose Excel Options. Click Popular then Edit Custom Lists. Follow the prompts above to achieve the same goal.

Basic Training:

The Catherine Eberly Center for Women on the campus of UT offers basic computer training at very reasonable prices. This is a non-credit series of classes that focuses on the novice user. 419-530-8570.

Next Issue: Restore Wizard

Janis Weber, owner of Ohio Computer Training, is a personal computer instructor. E-mail questions or comments to jwpctutor@gmail.com. Contact her for personal or group training at 419-885-4255. Visit www.ohcomputertraining.com for archived articles and more.