



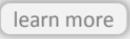
Use Excel 2007 Ribbon  
without screaming crazy

FREE learning guide  
from [chandoo.org](http://chandoo.org)

# About this guide

- ▶ **This learning guide is from [chandoo.org](http://chandoo.org)**
- ▶ **The author, [Chandoo](#), is a normal dude with tons of passion to make YOU an excel guru.**
- ▶ **The material is copy righted. So don't reproduce without permission.**
- ▶ **Like this material? send a link to <http://chandoo.org/wp/ribbon/> to your friends and colleagues.**
- ▶ **Have some questions? Write to me on twitter at [@r1c1](#)**

# How to use this guide?

- ▶ Each page has one ribbon
- ▶ Look at it
- ▶ Learn the popular commands
- ▶ Click on  links to *learn more*
- ▶ Go play with excel
- ▶ Smile, take a sip of coffee
- ▶ Move to next page

# Home Ribbon

## Quick access toolbar

Press CTRL+<button number> to do the operation.

You can add any ribbon button to this.

[learn more](#)

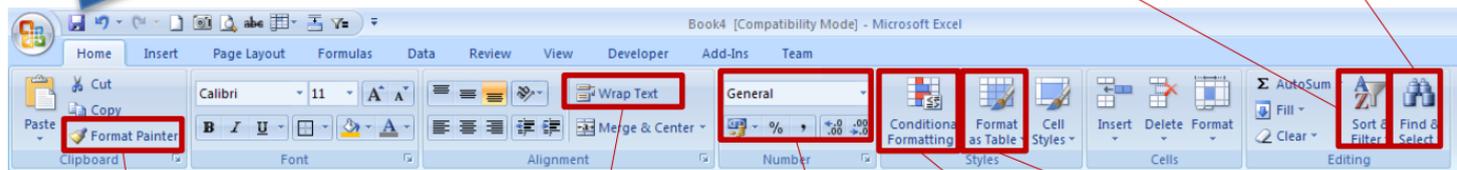
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## Sort and Filter

Sort the data, sort based on rules, Apply data filters, advanced filtering options, clear filters

## Find and Select

Find cells with conditional formats, comments, go to special cells, find and replace cell contents.



## Format Painter

Select this and paste cell formatting from one cell to another. Works with ranges too.

[learn more](#)

## Wrap Text

Wrap lengthy cell content to new lines using this.

## Cell Formatting

Change cell formatting. Apply currency, date, %, thousand's separator etc.

## Conditional Formatting

Apply conditional formatting, in-cell charts, tons of cool effects to your tables

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## Format Tables

Adjust your table formatting, add zebra lines, change colors and more.

[learn more](#)

[click on these boxes to learn more](#)

# Insert Ribbon

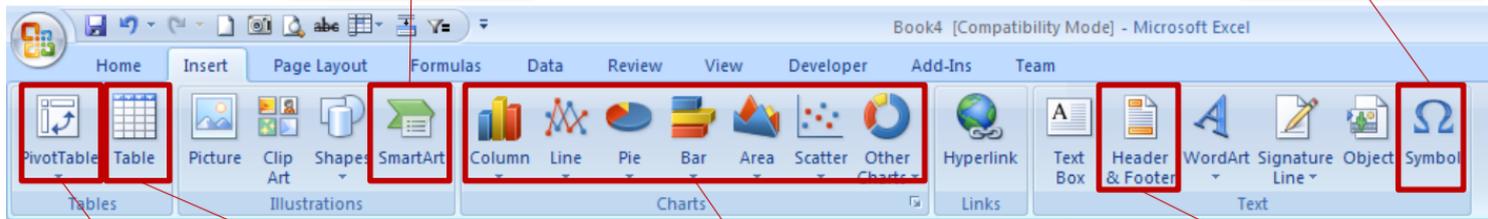
## Insert Org. Chart

Insert organization charts using excel 2007 smart art feature

[learn more](#)

## Insert Symbols

Insert symbols using this. You can insert currency symbols, check marks and more.



## Pivot Tables

Using this you can create pivot tables from your excel sheet data. Very good for analysis

[learn more](#)

## Data Tables

Use this to convert a range of tabular data to excel tables. New feature in Excel 2007 to make table handling very simple

[learn more](#)

## Insert Charts

Use this area to make your favorite chart. Select the data and click the button to make the chart. Use the little down arrows ▼ to select a particular type of chart.

[learn more](#)

## Headers and Footers

Apply headers and footers so that they appear when you print the worksheet

# Page Layout

## Hide Grid Lines

From Viewing on screen and from printing.

[learn more](#)

## Headings

Use this to hide the headings from viewing and printing.

## Align charts & shapes

Use this to align charts and shapes in the workbook. Alignment is a very important design principle

[learn more](#)



## Workbook Themes

Excel 2007 has some great themes. Just use this to change or select a new theme

## Page Setup

Set page margins, print orientation, size, area of the print, page breaks and more. You can configure most of these from print preview as well. I recommend using print preview as it is more interactive.

## Scale Options

Use this to Adjust the width and height when printed.  
TIP: Set width to 1 page to shrink print area to 1 page wide.

# Formulas

learn more

## Formula Audit

Trace dependants and precedents of a formula cell. Click to see arrows showing which cells are linked from the formula.

learn more

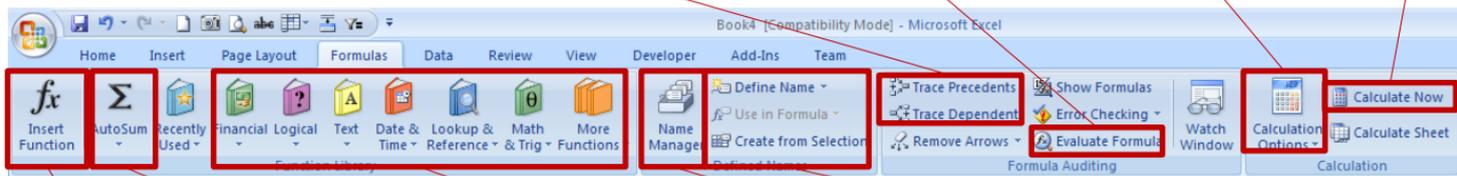
## Debug Formulas

Evaluate a formula by pressing this. It steps through each sub-formula so that you can track down the error.

## Edit Calculation Options

Change calculation settings for the workbook. Useful if you have circular references.

Same as hitting F9



## Insert a Formula

Click this to insert a formula in a cell. You don't need this, as you can just press = and start typing the formula

learn more

## Auto Sum

Insert auto sum and more using this. Select the last row in a table and hit this to insert totals

## Formulas by Type

Use this to learn formulas. Place your mouse over a particular formula for a sec to see detailed description.

learn more

## Names Manager

Use this to manage the names in the workbook. You can change the name parameters and more

## Define a Name

Quickly define a name, use it in formula and create it from selection using these buttons.

# Data Ribbon

learn more

## Remove Duplicates

Select a bunch of values, hit this and bingo, the duplicates are gone.

learn more

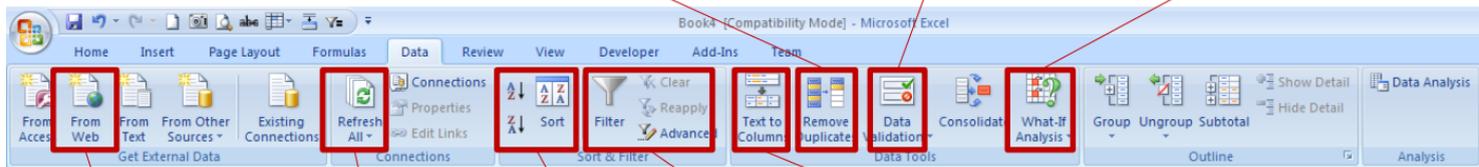
## Data Validation

Use this to specify data validation criteria for a cell.

learn more

## Goal Seek and Scenarios

Find the values that will satisfy a given output. Define and manage scenarios



## Get Data from Web

Click on this to create a new web-query and fetch live data from web

learn more

## Refresh Connections

Use this to refresh all connections in workbook.

## Sorting Options

Use this to quickly change sorting options.

## Data Filters

Use this to filter settings, clear filter settings for the selected worksheet.

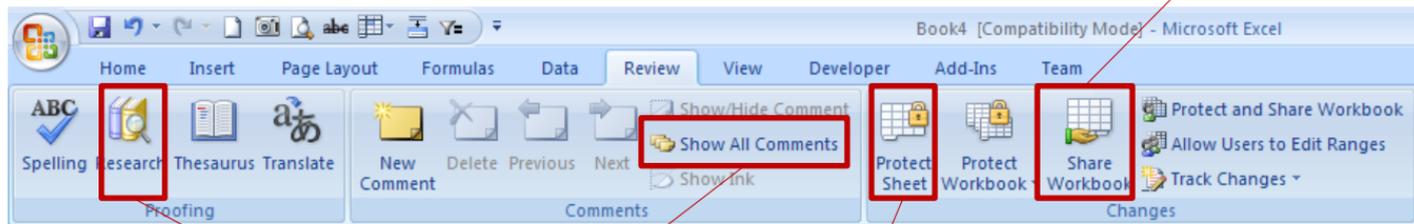
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## Text to Columns

Use this to convert a bunch of text to several columns and rows.

# Review Ribbon

**Share workbook**  
Share the workbook with colleagues for collaboration



**Research**  
Insert stock quotes and company information etc. with one click.

[learn more](#)

**Show All Comments**  
Very useful to show / hide all comments.

**Protect Sheet**  
Protect sheet so that any harmful changes can be prevented.

# View Ribbon

## View side-by-side

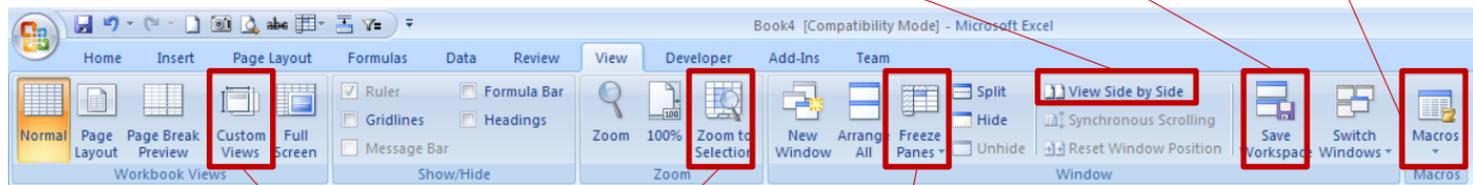
Use this to compare 2 workbooks. Enable / disable synchronous scrolling to move 2 workbooks together.

## Save Workspace

Saves all the windows so that you can re-open all in one go.

## Macros

Displays the list of macros in the workbook. You can run anyone from here.



## Custom Views

Custom views help you to save filter, sorting, view settings so that you can jump between views

[learn more](#)

## Zoom to Selection

Automatically adjusts the zoom so that selected portion takes up entire screen

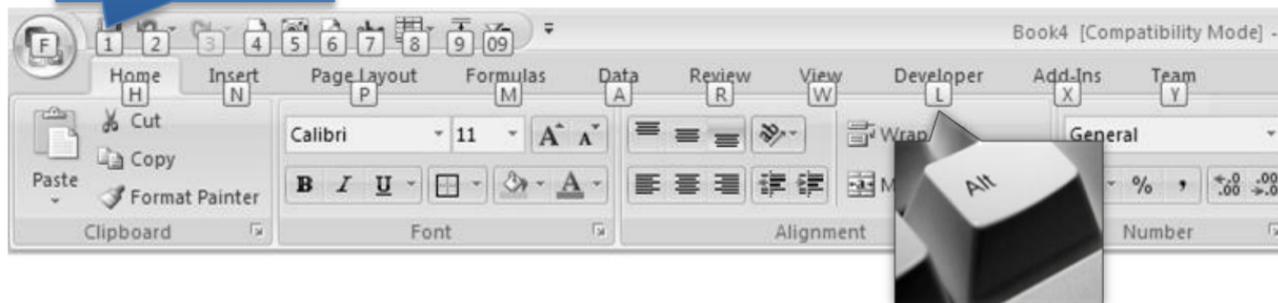
## Freeze Panes

Create splits, freeze panes, unfreeze using this. Very useful to freeze the header rows and columns

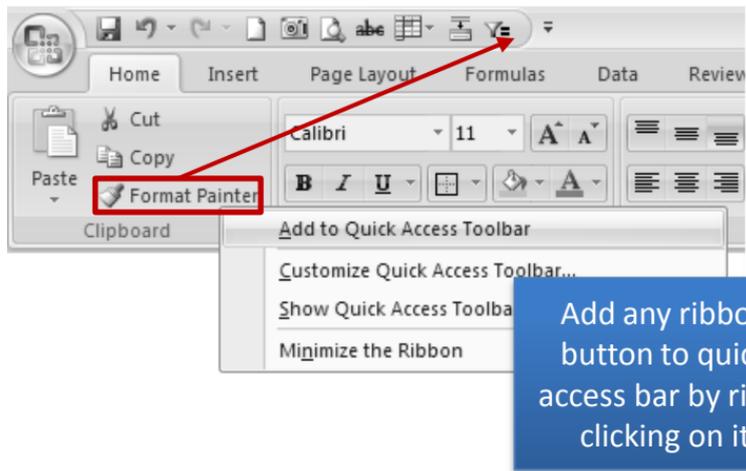
# Ribbon Tips

Press and Hold  
ALT key  
to see keyboard  
shortcuts

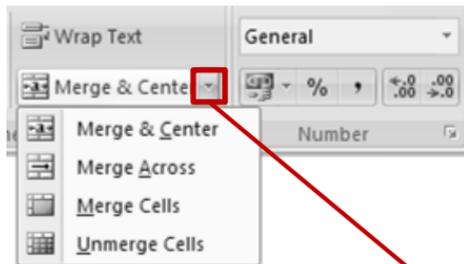
[learn more](#)



# Ribbon Tips



# Ribbon Tips



Click on these  
arrows ▼ to see  
more options

## 4 more ways to Learn Excel & Charting

1. Visit [chandoo.org](http://chandoo.org) read few excel and charting tips
2. Signup for [FREE E-mail newsletter](#) and get updates
3. Learn 50 everyday [excel formulas](#) online
4. [Follow me on Twitter](#) and Get bite sized excel tips

A large, vibrant red ribbon is tied into a bow in the center of the image. A red tag is attached to the left side of the bow. The background is plain white.

Thank you for learning

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