

Tips and Tricks in Excel ver. 2010 or Where did they hide it! Ribbons in Excel

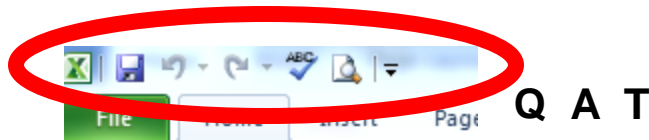


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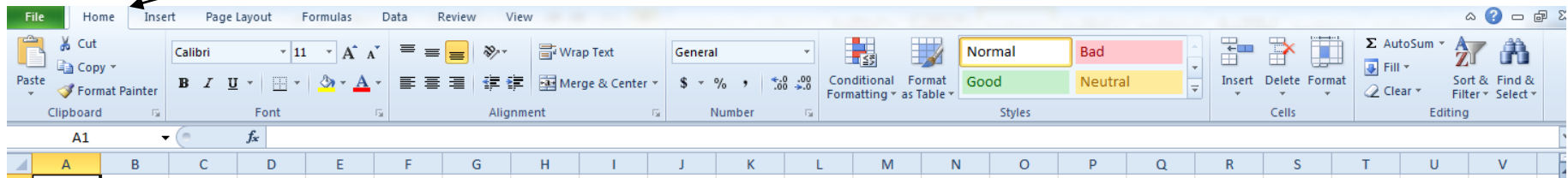
Class Notes:

Quick Action Toolbar

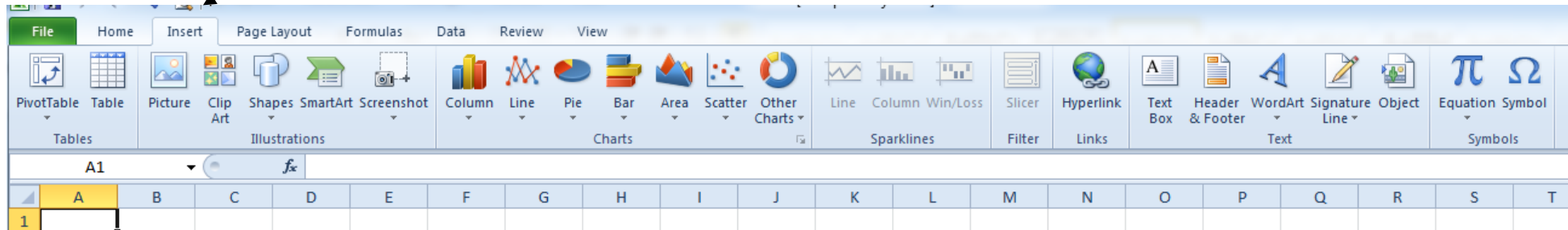


Ribbons screen shots

Home Ribbon



Insert Ribbon



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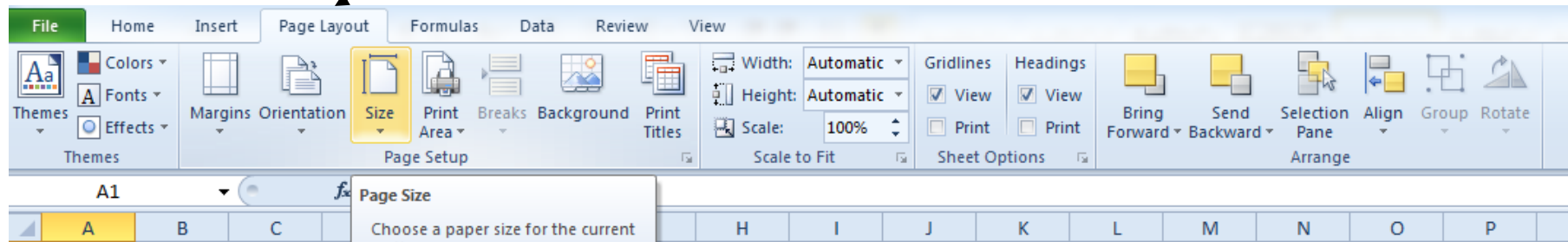


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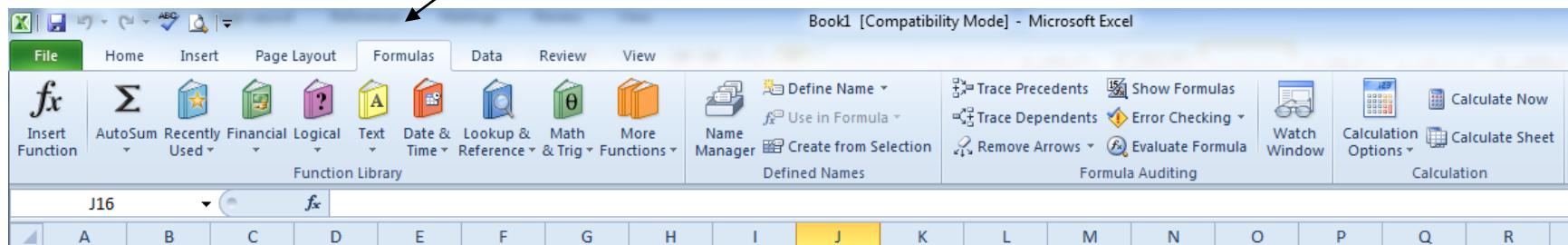
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Class Notes:

Page Layout Ribbon



Formulas Ribbon



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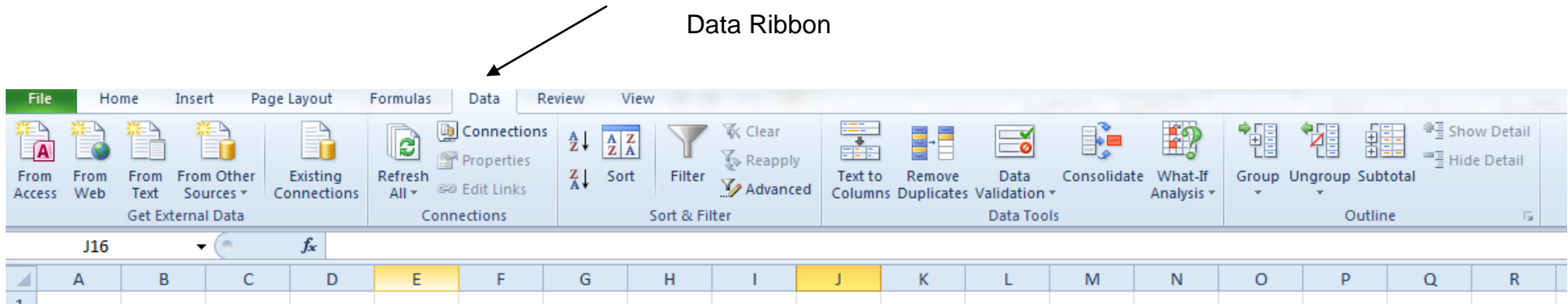


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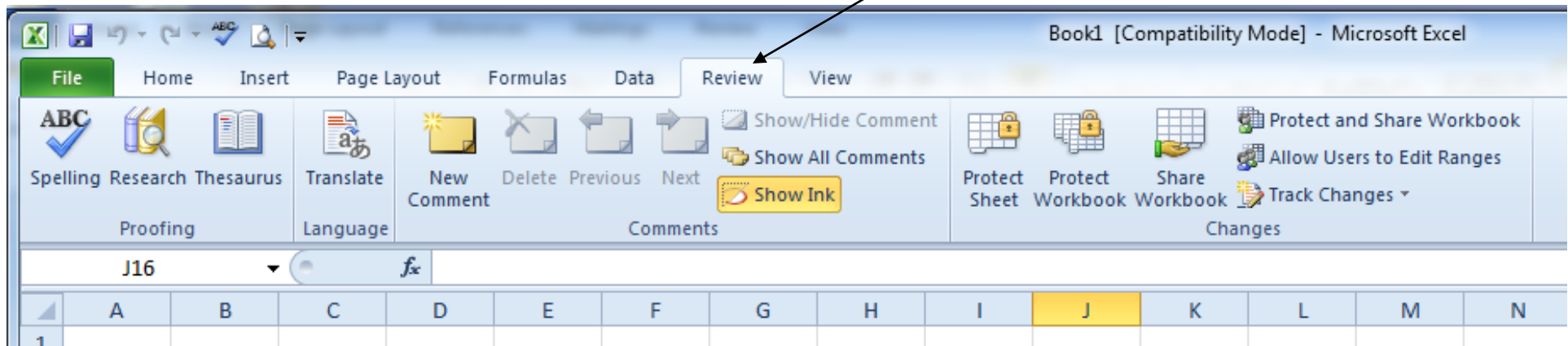
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Class Notes:

Data Ribbon



Review Ribbon



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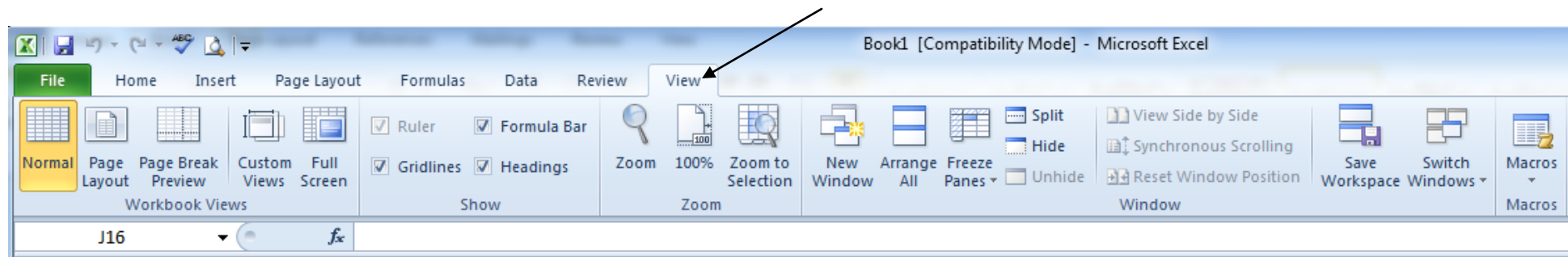


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Class Notes:

View Ribbon



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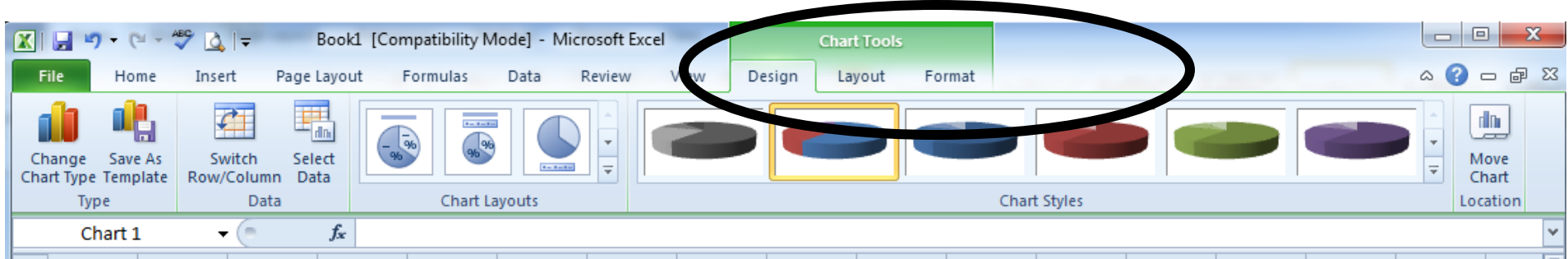


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Class Notes:

Only when you have a chart / object selected



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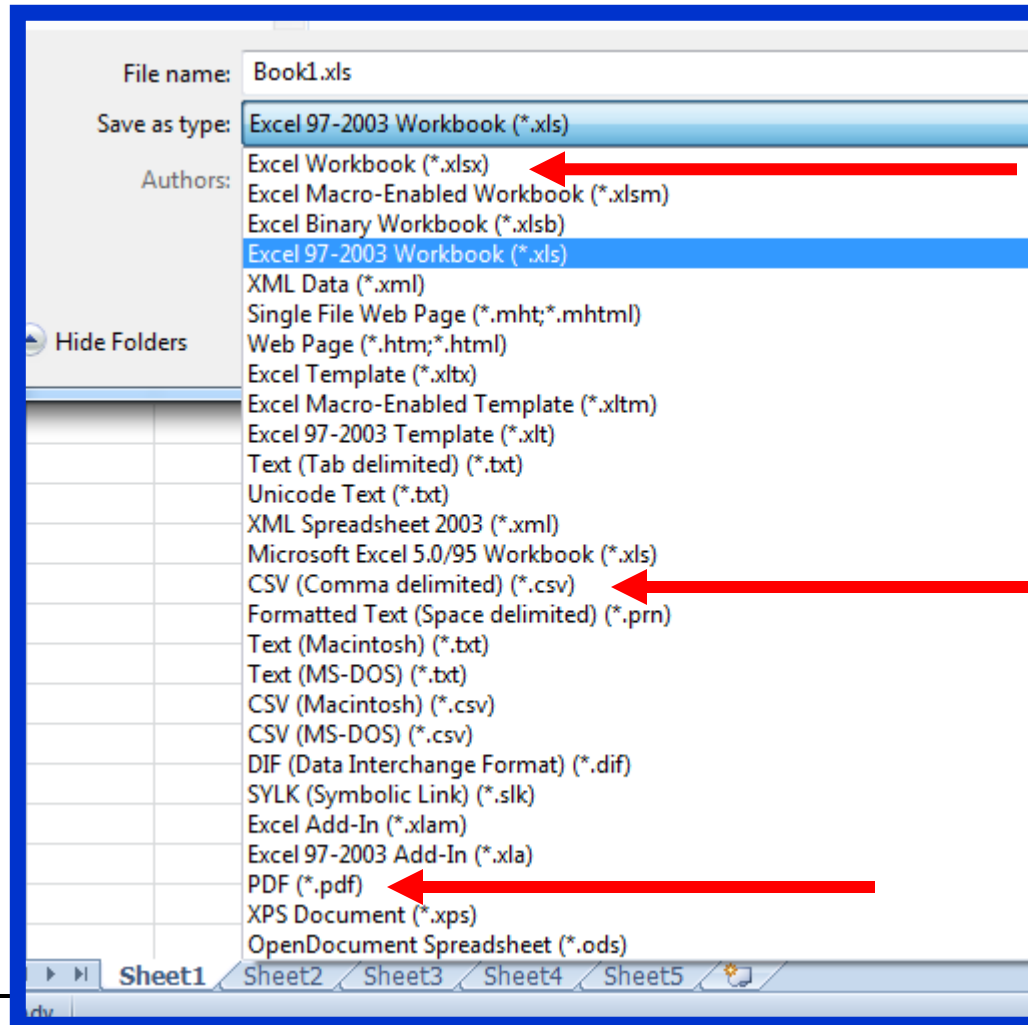


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Class Notes:

Save As types of files



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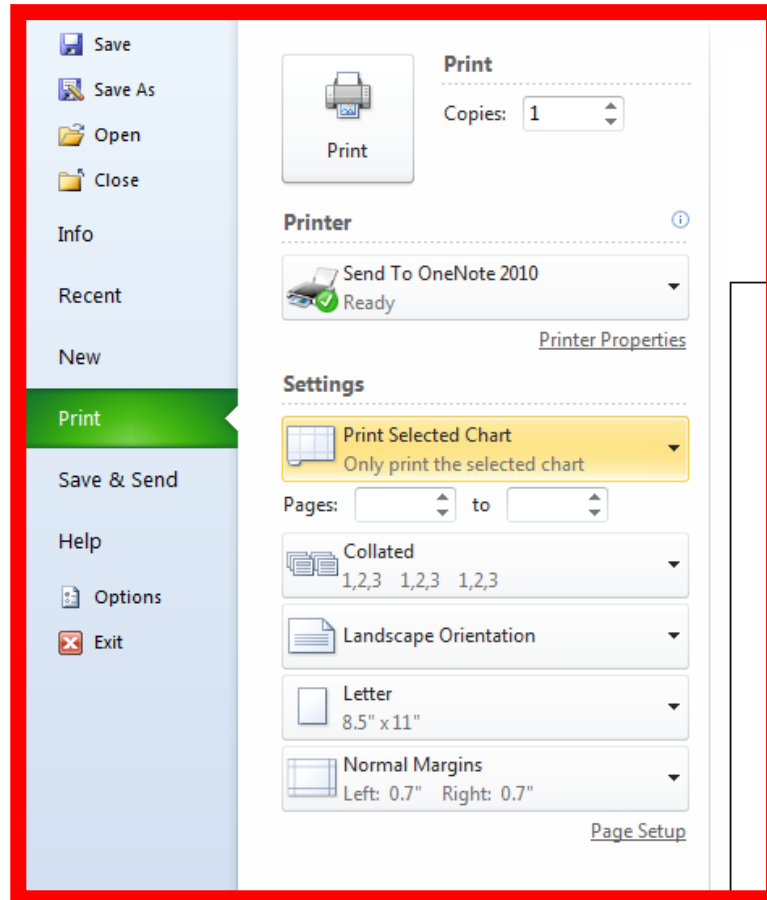


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Class Notes:

Print the file



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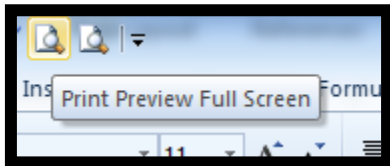


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Class Notes:

From the QAT option
PRINT Preview Full Screen



The screenshot shows the Excel Print Preview ribbon with the 'Page Setup' button circled in black. Below it, the 'Page Setup' dialog box is open, with the 'Sheet' tab selected. The 'Scaling' section is circled in black, showing 'Adjust to: 100 % normal size' selected. The 'Print' section is also circled in black, showing 'Gridlines' selected. The 'Page order' section shows 'Down, then over' selected.

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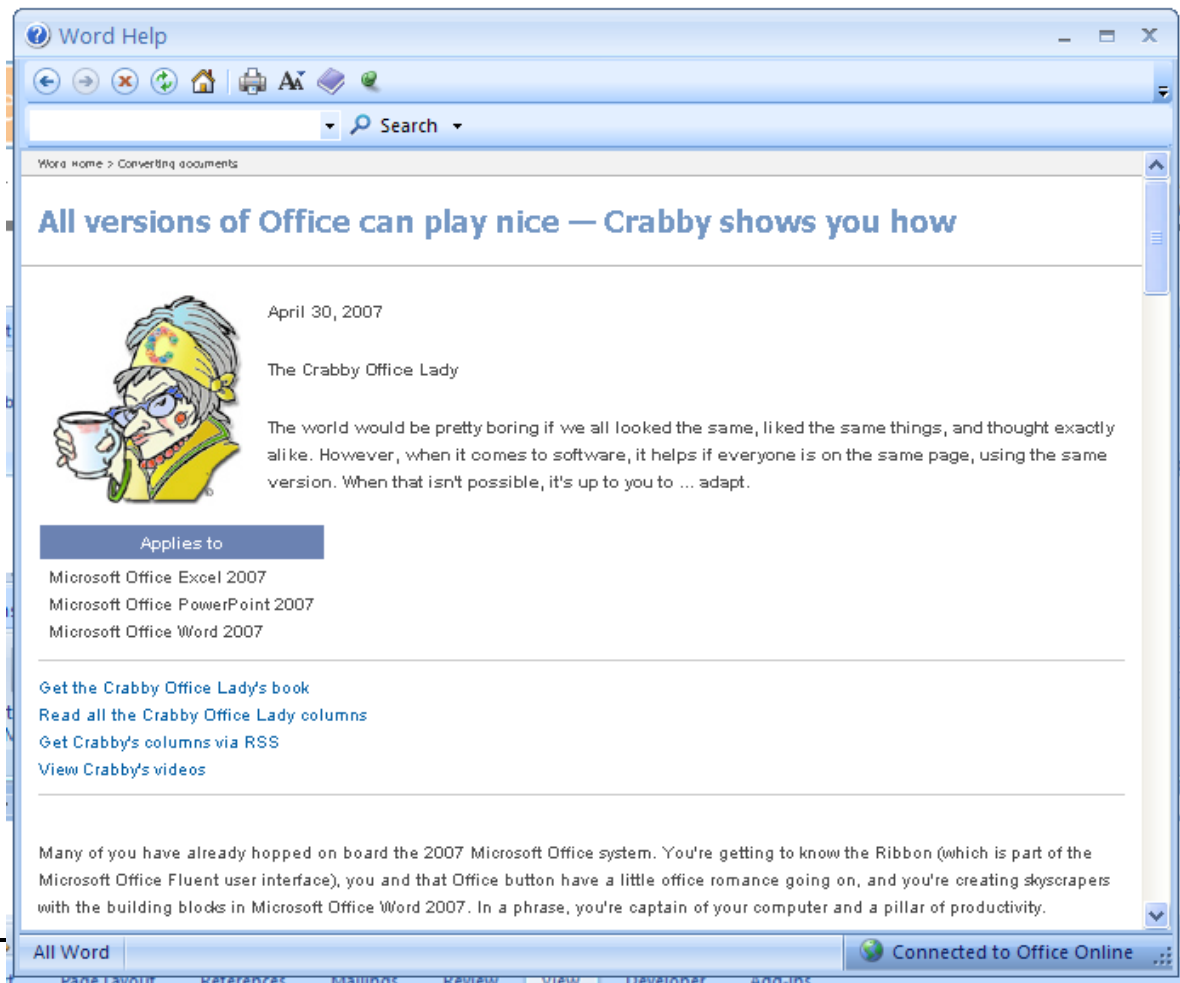


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Class Notes:

<http://office.microsoft.com/en-us/help/FX101679371033.aspx>



Word Help

Search

Word Home > Converting documents

All versions of Office can play nice — Crabby shows you how

April 30, 2007

The Crabby Office Lady

The world would be pretty boring if we all looked the same, liked the same things, and thought exactly alike. However, when it comes to software, it helps if everyone is on the same page, using the same version. When that isn't possible, it's up to you to ... adapt.

Applies to

- Microsoft Office Excel 2007
- Microsoft Office PowerPoint 2007
- Microsoft Office Word 2007

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Many of you have already hopped on board the 2007 Microsoft Office system. You're getting to know the Ribbon (which is part of the Microsoft Office Fluent user interface), you and that Office button have a little office romance going on, and you're creating skyscrapers with the building blocks in Microsoft Office Word 2007. In a phrase, you're captain of your computer and a pillar of productivity.

All Word

Connected to Office Online

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