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How to use Microsoft Excel 2007 Updated by Rachael Steller (Summer 2008) 3 Ribbon Fig. 2: The ribbon and associated tabs The Ribbon Office Button (New "File" button) Tabs The Ribbon, a panel that houses the command buttons and icons, organizes commands as a set of Tabs, each grouping relevant commands (see Fig. 2 below).

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1. Click the MS Office Button
2. Click Open
3. In the Open Dialog Box select the file you wish to open from your My Documents folder " or navigate to a different location on your computer to open the file from there.
4. Either Double Click the file to open it or click the file once and then click Open.

Saving a Worksheet 1.
Click the MS Office Button 2.

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Microsoft Office. d) In the list that appears, click . Microsoft Office Excel 2007. If you have an Operating System other than Vista, you will have a similar but slightly different method of starting Excel 2007. e) The upper left area of the worksheet should look as shown in . Figure 1-1. The dark box around Cell A1 means it is the active cell.

Simply Learning Excel 2007

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