



## Excel 2007 FAQ

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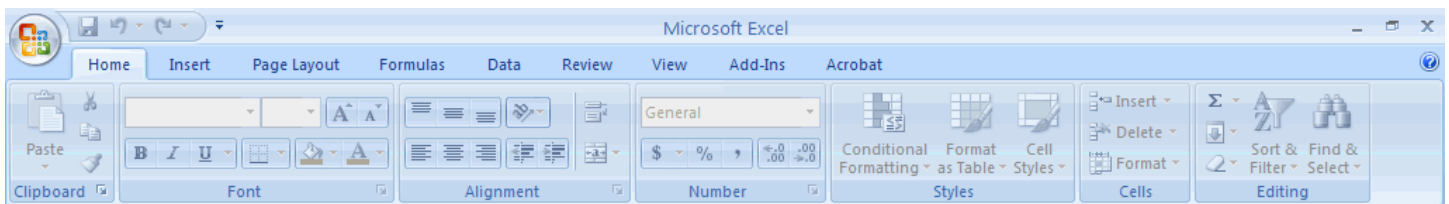
This handout addresses some of the frequently asked questions about Excel 2007.

### ***Can I open Excel 2007 documents in an older version of Office?***

Office 2007 has a new default file format. For Excel, the new file format is **.xlsx**, instead of **.xls**. To open these files in older versions of Office, you will need to install the Microsoft Office Compatibility Pack available from the Microsoft website. You can also save files in the older format by choosing Excel 97-2003 from the Save As menu. If you will be working on multiple computers, we recommend saving your work in the older (**.xls**) format.

### ***What happened to the menus and toolbars?***

The menus and toolbars have been replaced by the **Ribbon**:



The **Ribbon** groups commands with others that are similar.

**Home:** common formatting commands such as font, alignment, number, styles, cells, and editing

**Insert:** tables, illustrations, charts, links, and text

**Page Layout:** themes, page setup, scale to fit, and arrange

**Formulas:** function library, defined names, formula auditing, and calculation

**Data:** get external data, connections, sort & filter, data tools, and outline

**Review:** proofing, comments, and changes

**View:** workbook views, show/hide, zoom, windows, macros

### ***How do I open/save/print a file?***

Click on the **Office Button** at the top left hand corner of the window. Remember that the default format for Excel 2007 is **.xlsx**. If you would like to save your file in a format that is automatically compatible with earlier versions of office, choose **Save As** and select Excel 97-2003.

### ***How can I learn more about Office 2007?***

Microsoft offers tutorials on its website:  
<http://office.microsoft.com/en-us/getstarted/FX101055081033.aspx>

Florida Gulf Coast University also has an excellent set of tutorials available at <http://www.fgcu.edu/support/office2007/default.asp>

