Part 1

Getting to Know Excel 2007

With Microsoft's popular Excel 2007 spreadsheet program, you can enter, manipulate, and analyze data in ways that would be impossible, cumbersome, or error prone for you to do manually. This part gives you the basics you need to get up and running quickly in Excel.

In this part . . .

- ✔ **Familiarizing Yourself with the Excel 2007 Window**
- ✔ **Navigating with the Mouse and Keyboard**
- ✔ **Introducing the Ribbon, Quick Access Toolbar, and Office Menu**
- ✔ **Formatting with Themes and Previewing Your Formatting Live**