

In this part . . .

One look at the Excel 2007 screen with its new Microsoft Office Button, Quick Access toolbar, and Ribbon, and you realize how much stuff is going on here. Well, not to worry: In Chapter 1, I break down the parts of the Excel 2007 Ribbon user interface and make some sense out of the rash of tabs and command buttons that you're going to be facing day after day after day.

Of course, it's not enough to just sit back and have someone like me explain what's what on the screen. To get any good out of Excel, you've got to start learning how to use all these bells and whistles (or buttons and boxes, in this case). That's where Chapter 2 comes in, giving you the lowdown on how to use some of the screen's more prominent buttons and boxes to get your spreadsheet data entered. From this humble beginning, it's a quick trip to total screen mastery.