

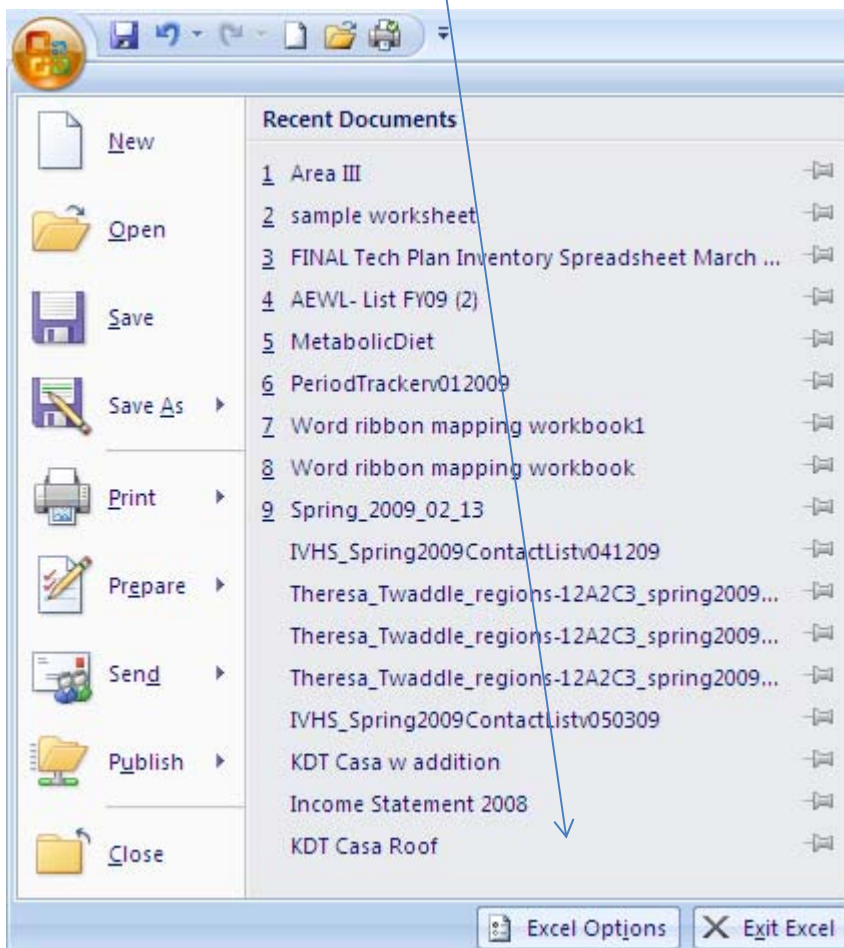
MS Excel - Options

Excel Options allows you to set your defaults for word-processing documents.

To access the **Excel Options**, click on the **Microsoft Office Button**, and then click the **Excel Options** button.

MICROSOFT EXCEL 2007 BASICS TIP SHEET

Presented by: Theresa Twaddle, Business Teacher
Illini West High School District #307
Carthage, IL – July 2009

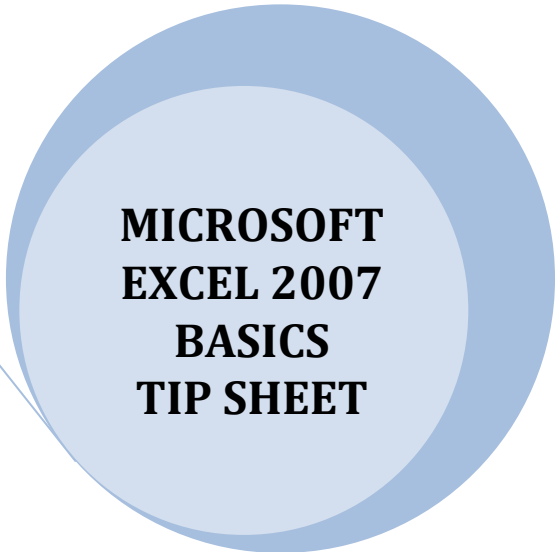


Hint:

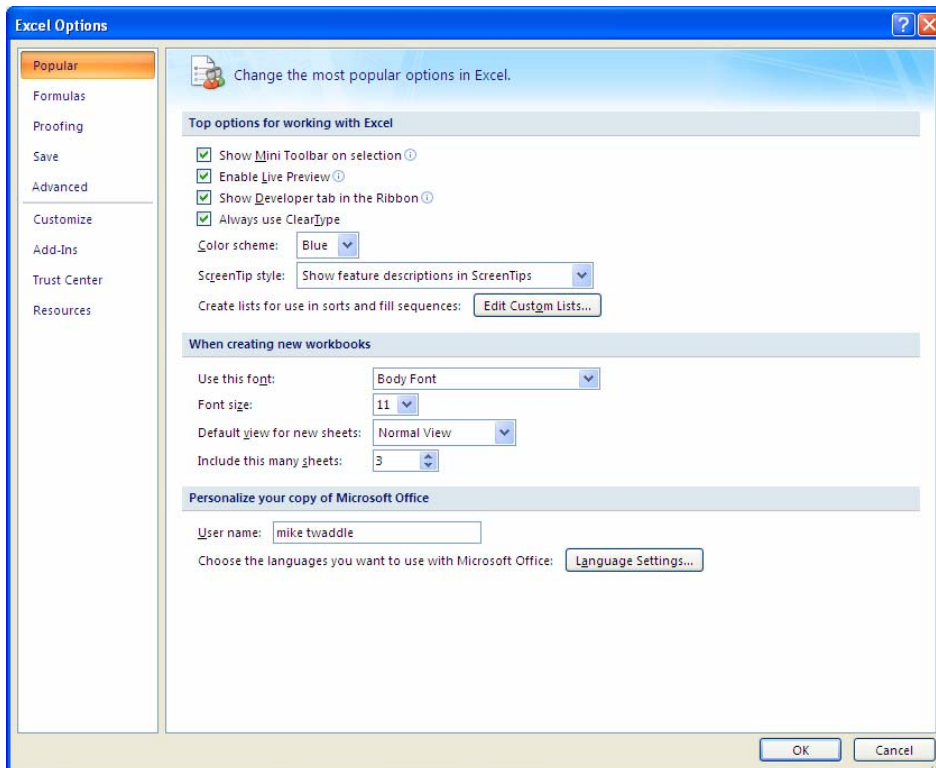
Think of the **Microsoft Office Button** like the File Menu in Office 2003.

MS Excel Options - Popular

The **Popular** option allows you to set Mini Toolbar, Live Preview, Developer Tab, Clear/Type, Full Screen Email Attachment Reading View, Color Scheme, ScreenTip, Personalizing your copy, and setting Language.

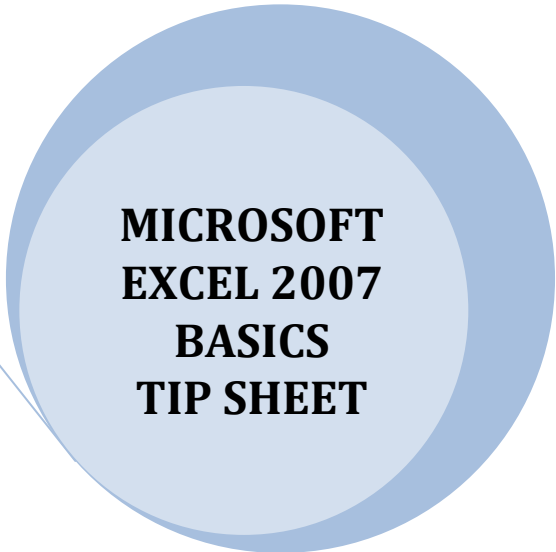


Presented by: Theresa Twaddle, Business Teacher
Illini West High School District #307
Carthage, IL – July 2009

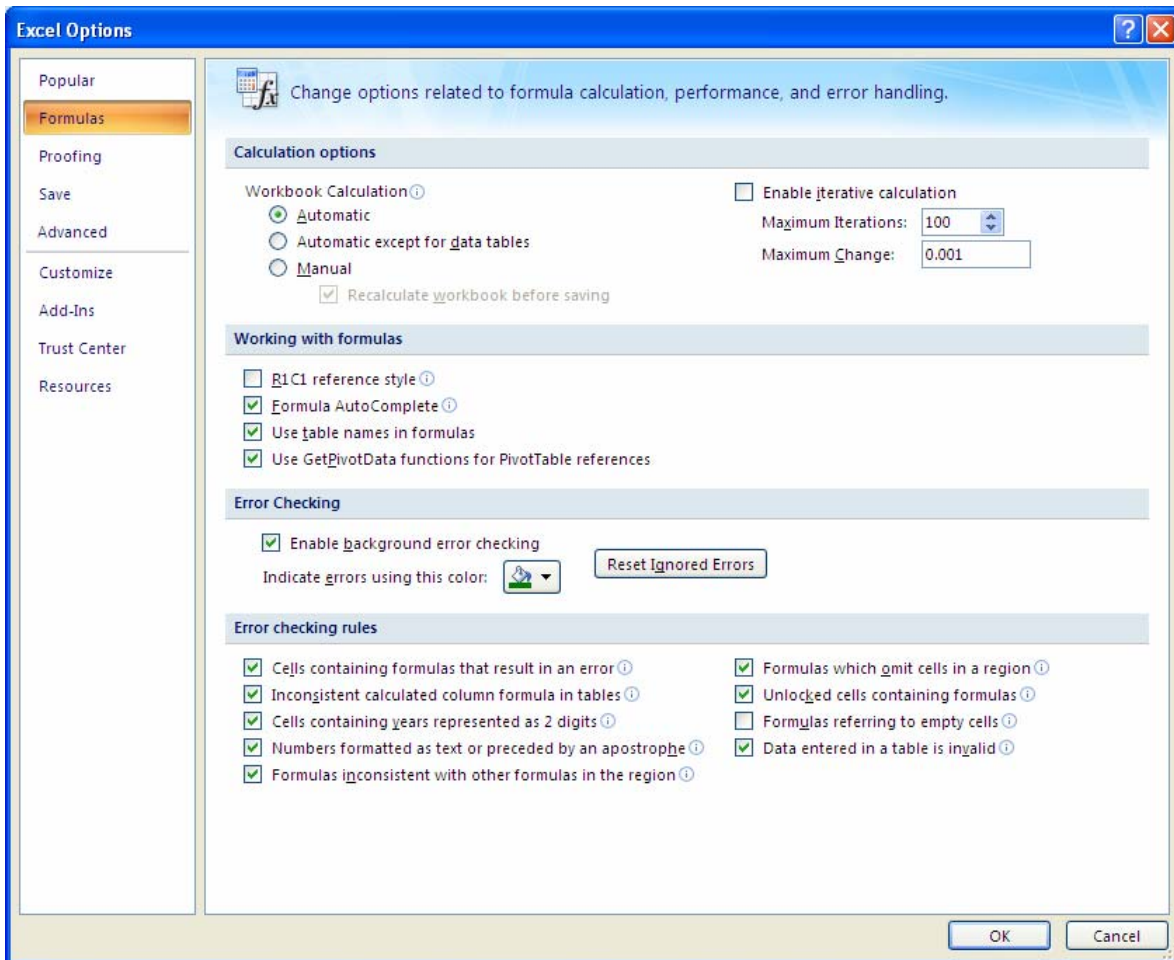


MS Excel Options - Display

The **Display** option allows you to set the Calculating Options, Working with Formulas, Error Checking, and Error Checking Rules.



Presented by: Theresa Twaddle, Business Teacher
Illini West High School District #307
Carthage, IL – July 2009

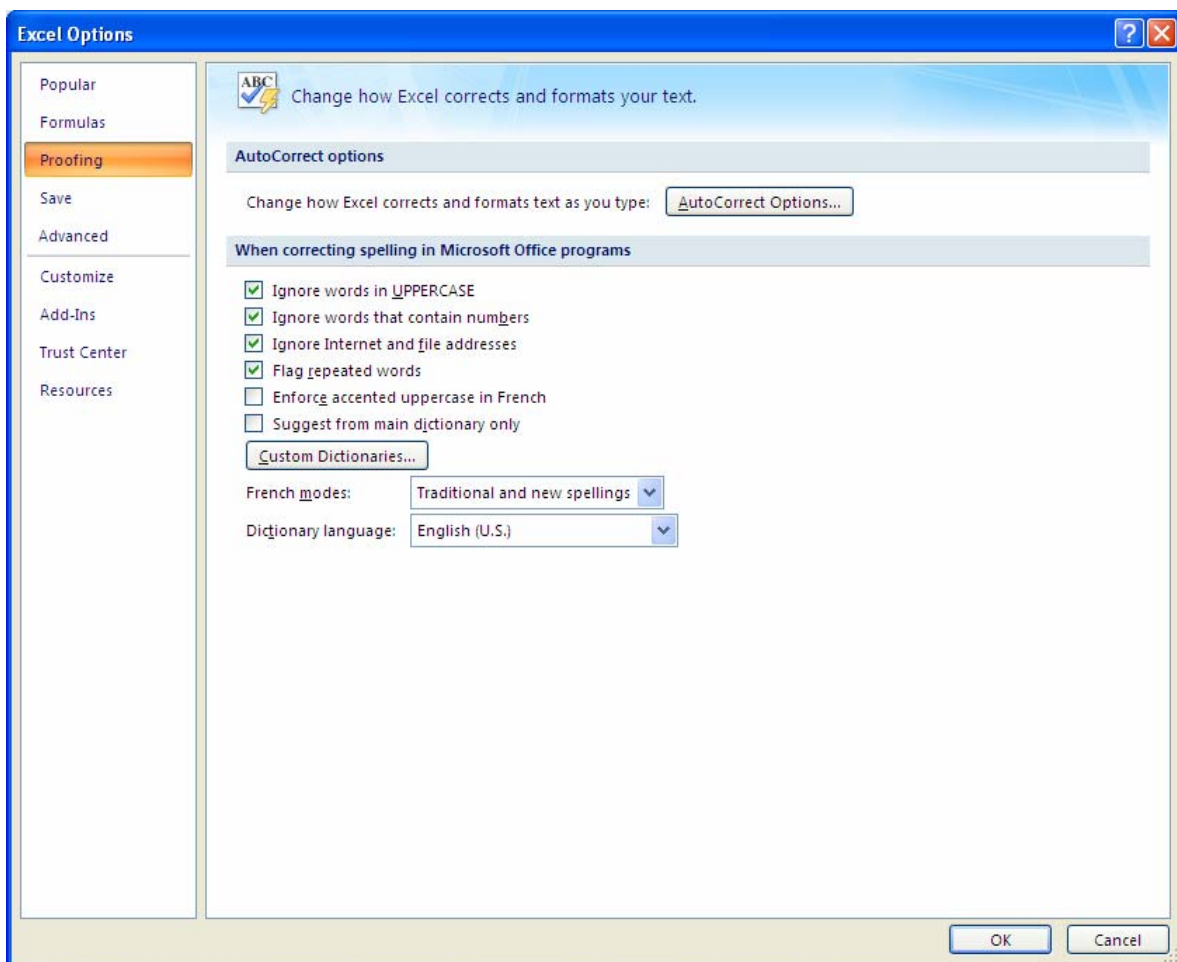


MS Excel Options - Proofing

The **Proofing** option allows you to set the AutoCorrect Options, Spelling/Grammar, and Dictionary.

MICROSOFT EXCEL 2007 BASICS TIP SHEET

Presented by: Theresa Twaddle, Business Teacher
Illini West High School District #307
Carthage, IL – July 2009

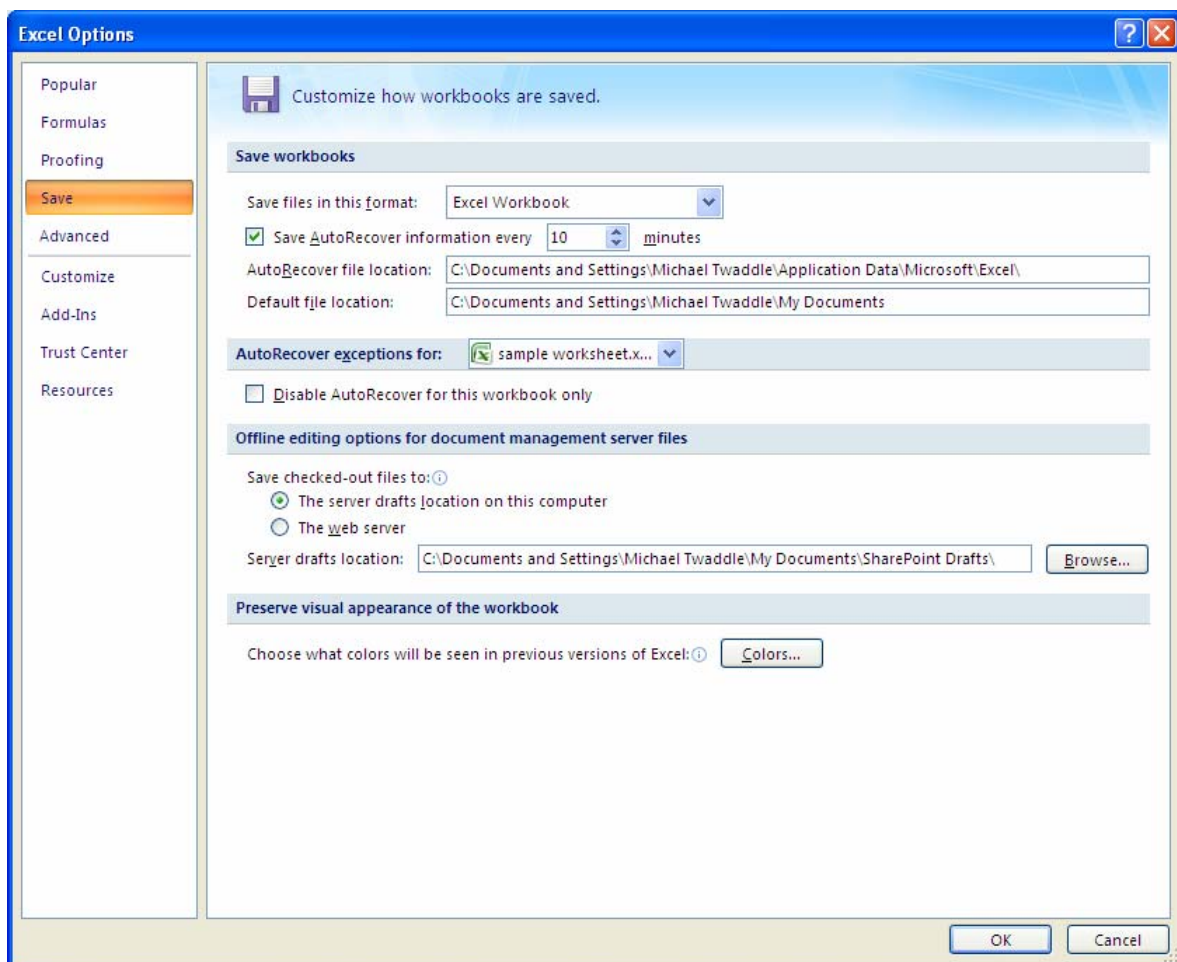


MS Excel Options - Save

The **Save** option allows you to set the Save document types, AutoRecover File locations, Offline Editing, and Preserve Fidelity of the document.

MICROSOFT EXCEL 2007 BASICS TIP SHEET

Presented by: Theresa Twaddle, Business Teacher
Illini West High School District #307
Carthage, IL – July 2009

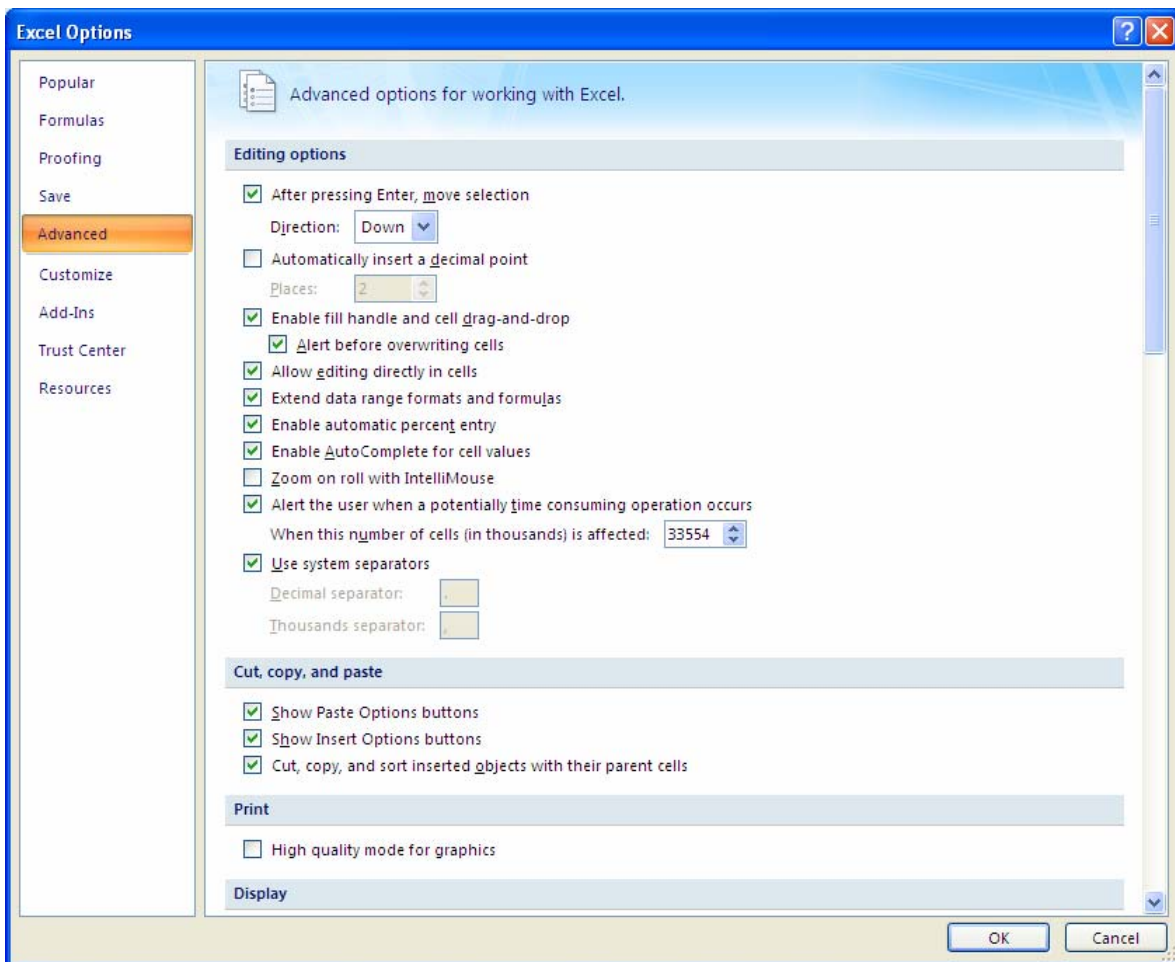


MS Excel Options - Advanced

The **Advanced** option allows you to set the Editing Options, Cut, Copy, and Paste, Show Document Content, Display, Print, Save, Fidelity, General, and Compatibility of the document.

MICROSOFT EXCEL 2007 BASICS TIP SHEET

Presented by: Theresa Twaddle, Business Teacher
Illini West High School District #307
Carthage, IL – July 2009



MS Excel Options - Customize

The **Customize** option allows you to set the tools for the Quick Access Toolbar.

MICROSOFT EXCEL 2007 BASICS TIP SHEET

Presented by: Theresa Twaddle, Business Teacher
Illini West High School District #307
Carthage, IL – July 2009

