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the next chapter will lead you through the most basic business applications of all: excel basics. you'll learn the basics of excel, such as how to start a new spreadsheet and how to save it for later. you'll also learn how to navigate around excel's workspace, and see how it stacks up against other office suites. to preview a spreadsheet, select the file | open command. (it may be in a different location on your system, depending on where you installed excel. figure 1-21 shows the file menu in office 2007, and the open menu in office 2010. regardless of which office version you're using, the open command is in the same place in the file menu.) you can preview a spreadsheet as a normal document, like a word or powerpoint file. or, if you want a more complete preview, you can also display the contents of a spreadsheet as a table of contents (toc) or table of contents (toc). the preview option is like the preview in word and powerpoint, except that it shows the entire spreadsheet instead of just a tiny preview in the middle of the screen. when you preview a spreadsheet, excel highlights the cells that are currently selected in the spreadsheet. but you can also open a spreadsheet in read-only mode, which makes selected cells appear dimmed. this is a good way to look at a spreadsheet without editing any of the data. to save a spreadsheet as a pdf document, click the save as pdf file button, then select save as pdf from the file menu. excel then asks where you want to save the new pdf file, and what you want to name it (see figure 1-23). save the file as a pdf file, select the pdf file type, and choose a location. to return to an excel workbook, click the file name in the save as pdf dialog box, then click ok.





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in figure1-13, note that the create option is selected. if you'd like to create a blank worksheet, instead, choose blank and then choose the save as type. if you select a type other than blank, be sure that you have a file to save to, or the save will fail. after choosing save as, you have four options that depend on your version of excel. if you're using excel 2003, you have the following choices: create an automacro-enabled worksheet create a standard worksheet create a vba-enabled worksheet fortunately, you don't have to make these decisions yourself. excel's design is flexible, so you can tailor it to your needs. for example, you can configure your worksheet to use a single column for both names and addresses, or you can split the mailing list into two columns—one for names and one for addresses. the best part is that in addition to improving the readability of your worksheet, splitting it into two columns makes it easy to rearrange it to suit your needs. if you'd like to use an existing worksheet to save as a blank worksheet, choose blank (this will create a new worksheet and close the current one). then choose blank and then choose the save as type. alternatively, you can create a new worksheet, select the data you want to keep (or drop it all, if you need a blank worksheet), and then choose save or save as. finally, you can choose whether you want to enable macros or use vba code (a scripting language) to achieve similar results. if you select the macros option, excel saves the file as a blank worksheet plus a .xlsb (macro-enabled) file. if you select the vba option, excel saves the file as a blank worksheet plus a . the third option, the vba-enabled worksheet, creates a blank worksheet plus a .xlsb file and an .xll file. the .xll file contains the code for the macros. 5ec8ef588b

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