

Office Button

The Office Button is used to perform such tasks as opening and closing a workbook, printing a workbook, or saving a workbook. The purpose of this document is to explain each of the features within the Office Button.

Feature	Description
New	This feature is used to create a new blank workbook or to create a workbook using a template. When the link for this feature is clicked, a list of templates will appear. Click on each of the templates to see the template gallery item.
Open	Click this link to open a previously created workbook. The Open dialog box will display. From this dialog box, it is possible to locate the workbook that is to be opened.
Save	To save a workbook, click this button. The Save As dialog box will appear the first time the workbook is saved. After the workbook has been saved the first time, clicking this button will override the old copy without asking.
Save As	Once a workbook has been saved, click this link to rename the workbook or to save the workbook in a different format, or to save the workbook to a different folder. To see additional save options, such as saving the workbook as an Excel 2007 workbook, an Excel Macro-Enabled Workbook, an Excel Binary Workbook, an Excel 97-2003 workbook, or as a PDF or XPS document, move the mouse pointer over the Save As link. There is also an option to save workbooks in other formats.
Print	Click this link to open the Print dialog box. To see additional Print options, move the mouse pointer over the Print feature. The options are Print (opens the Print dialog box), Quick Print (sends workbook directly to the printer), or Print Preview (provides a preview of the workbook).
Prepare	To prepare a workbook for distribution to others via e-mail or other distribution options, click this button. With this feature, it is possible to restrict who can see the workbook, make changes to the workbook, add a digital signature to the workbook, or mark this version of the workbook as final.
Send	This feature is used to send a workbook through an e-mail message or as a fax. Different options for e-mail distribution are provided.
Publish	To publish the open workbook to Excel Services, to a Document Management Server, or to create a Document Workspace, click this option.
Close	Click this feature to close the currently open workbook. This is the workbook where the insertion point is located. The Office program, along with all other workbooks, will remain open.
Recent Documents	This option provides a list of the most recently opened workbooks. Clicking any of the workbook names will open the workbook.
Excel Options	This feature is used to make changes to the overall format of the Excel 2007 program.
Exit Excel	To Exit from the Excel 2007 program, click this button.