

Keyboard Shortcuts

When Excel gurus hear that Microsoft changed the menu system, they are often most concerned about all of the shortcut keys that they previously learned.

In Excel 97 – Excel 2003, most menu items had a single letter underlined. If you wanted to select Edit – Fill – Justify from the menu, you simply had to hold down the Alt key while typing the underlined letter from each menu selection. Thus, Alt+E+I+J would allow you to quickly select the Justify command.

There are a few menu commands that I have memorized and I can type those shortcuts in my sleep.

In 80% of the cases, Excel 2007 will support your knowledge of legacy shortcut keys.

All Ctrl Key Shortcuts Continue to Work

Any Ctrl key shortcuts will continue to work. Some of the popular Ctrl shortcuts:

- Ctrl+B for Bold
- Ctrl+I for Italics
- Ctrl+U for Underline
- Ctrl+A to select All
- Ctrl+C to Copy
- Ctrl+X to Cut
- Ctrl+V to Paste
- Ctrl+Z to Undo

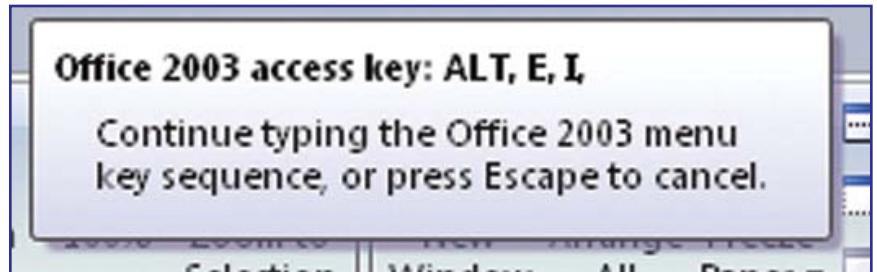
Most Alt Shortcuts for Edit, View, Insert, Format, Tools, and Data Will Work

When you press Alt+E, Alt+V, Alt+I, Alt+O, Alt+T, or Alt+D, Excel 2007 enters a special Office 2003 compatibility mode. A box appears in the top center of the screen showing the Office 2003 access keys that you have entered so far. When you enter enough keys to invoke a menu command in Excel 2003, the command will be invoked in Excel 2007.

In Figure 3.1, two-thirds of the keystrokes for Edit-Fill-Justify have been selected. When you strike the J, Excel will invoke the Justify command.

Figure 3.1

When you use the old Alt key sequences, this tip shows the keys you have pressed so far. It would have been helpful if they would have shown Edit – Fill.



Caution! While this feature is good in theory, it does not work fast enough in the beta. There is a slight delay when you press Alt+E. I find that I usually have typed the I+J before the Office 2003 access key window appears. So, to use the Alt keyboard shortcuts that you've memorized from Office 97-2003, you have to type them a bit slower than normal.

Tip: Alt+F (File), Alt+W (Window), and Alt+H (Help) behave differently. Read about these keys below.

Using the Office 2007 Keyboard Shortcuts

If you are a fan of using the keyboard, you might have noticed one problem in Excel 2003. There were often menu items that did not have a keyboard shortcut. In Excel 2007, every menu item can be selected from the keyboard.

To access the new keyboard shortcuts, press and release the Alt key on the keyboard.

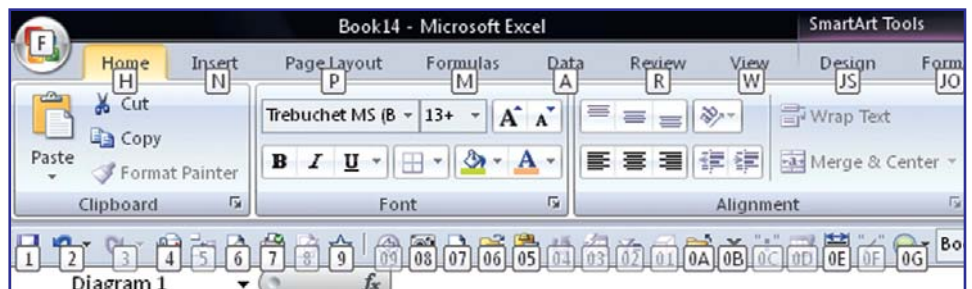
Excel displays a single-character keyboard shortcut for each tab of the ribbon.

If any contextual ribbon tabs are visible, they will have a two-character shortcut key.

All of the icons on the QAT are assigned a numeric keyboard shortcut. The first nine items are assigned the keys 1 through 9. Icons after that are assigned a two-character shortcut starting with a zero.

Figure 3.2

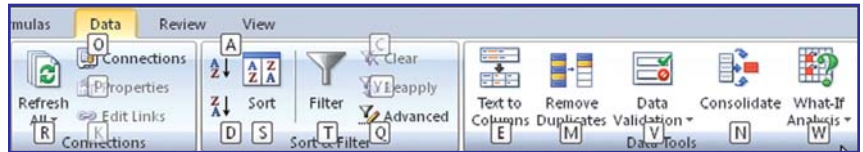
Press and release Alt to see the new shortcut keys.



When you press F, H, N, P, M, A, R, or W, Excel displays the appropriate tab of the ribbon. The original shortcut key tips are replaced with new keytips that allow you to select any of the items in the ribbon. Figure 3.3 shows the key tips for the Data ribbon.

Figure 3.3

Press a shortcut key for the Data ribbon and you will see the Data shortcut keys.

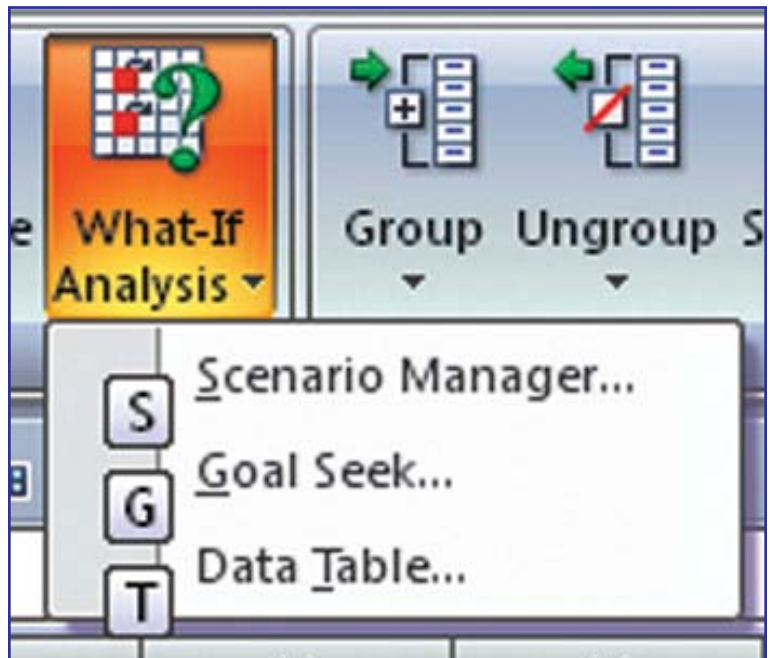


Some of the key tips make sense: A for Sort Ascending; D for Sort Descending; W for What If; V for Validation. Other shortcuts just seem to use the left over letters.

If you type W to select What If Analysis, its dropdown provides you with three new shortcut keys from which to select items.

Figure 3.4

As you type additional shortcut keys, new shortcut keys appear until you finally actually select a command.



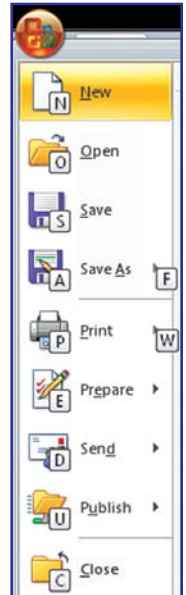
While the keyboard shortcuts for the QAT will constantly change, depending on how your QAT is customized, you should find that the keyboard shortcuts for the ribbon will remain constant. You can memorize that Alt+A+A will sort in ascending order. Alt+A+W+G will open the Goal Seek dialog.

Accessing the Old File and Window Menus

In Excel 2003, Alt+F would open the File menu. Alt+W opened the Window menu. In Excel 2007, these keystroke combinations do not show the Office 2003 keyboard shortcut window. Instead, Alt+F opens the Office Icon menu and Alt+W opens the View ribbon.

Many of the keyboard shortcuts in the Office Icon menu match the same shortcuts as in the File menu.

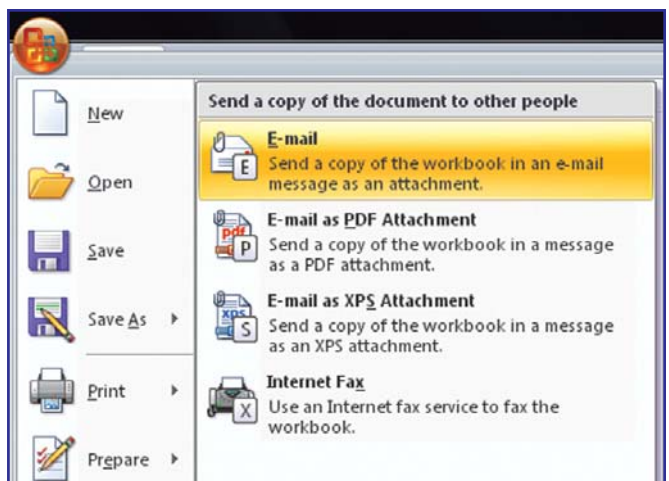
Figure 3.5
Alt+F opens the Office Icon menu.



Thus, Alt+F+S was File – Save in Excel 2003, and this combination still executes a Save in Excel 2007.

Alt+F+D+A in Excel 2003 was File – Send to – Mail Recipient as Attachment. In Excel 2007, Alt+F+D still gets you to the Send menu, but now E is used to send a file as an e-mail attachment and A is used to send a file as an XPS attachment (Microsoft’s new open source file format meant to compete with Adobe PDF).

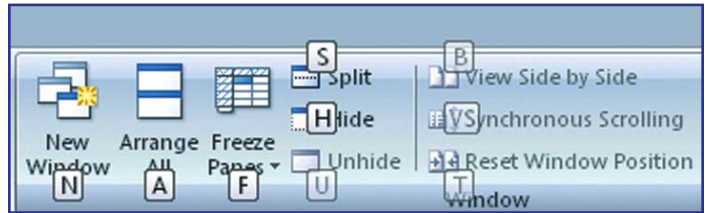
Figure 3.6
Some of the old keystrokes don't quite work. If you had memorized Alt+F+D+A, it is now Alt+F+D+E.



Pressing Alt+W in Excel 2003 opened the Window menu. The commands on the old Window menu were New Window, Arrange, Compare Side by Side, Hide, Unhide, Split, and Freeze Panes.

Pressing Alt+W in Excel 2007 opens the View ribbon. All of the keyboard shortcuts (N, A, B, H, U, S, and F) perform identical actions in Excel 2007.

Figure 3.7
All of the Alt+W shortcuts from Excel 2003 still work.



Note: In Excel 2003, Alt+W+2 would switch to the next open workbook. To do this in Excel 2007, use Ctrl+Tab.

Accessing Commands on the Excel 2003 Help Menu

Microsoft has simply abandoned the Alt+H command to access commands on the Excel 2003 Help menu.

The Office 2007 paradigm is that Alt+H takes you to the Home menu.

This is not a horrible loss, since there were not many commands on the Excel 2003 Help menu that you would have accessed using Alt+H. Alt+H+H would open Help, but the F1 key did, too, and continues to be a faster way to access Help.

Bonus Tip: Using the Keyboard to Enter Formulas

This trick is not new, but it is a faster way to enter formulas. In fact, the trick originated with Lotus 1-2-3 back in the 1980s. If you are a fan of using the keyboard, you should learn this method for entering formulas.

Say that you need to enter a formula in B8 as shown in Figure 3.8.

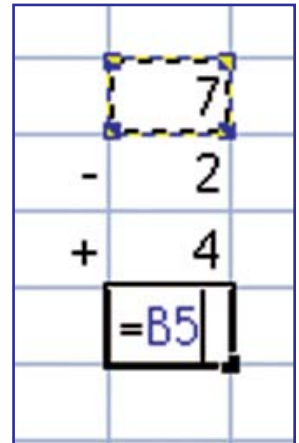
Figure 3.8
The fastest way to enter this formula is the arrow key method.

	A	B	C	D
1	Davis had 7 donuts. He gave 2 to Zeke			
2	and bought 4 more at the store. How			
3	many donuts does Davis have?			
4				
5		7		
6		- 2		
7		+ 4		
8				
9				

1. Start in cell B8. Type either an equals sign or a plus sign. If you regularly use the numeric keypad, it is easier to type a plus sign.
2. Press the up arrow three times. Excel shows a flashing cursor around cell B5. The provisional formula in B8 shows =B5.

Figure 3.9

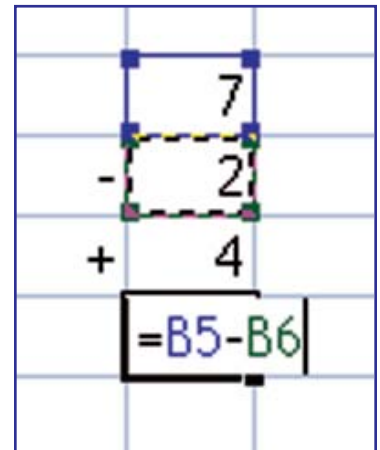
B8 is still the active cell (thick border), but you are pointing to B5 (dashed border).



3. Type a minus sign to continue the formula. The flashing box disappears. The focus returns to cell B8. If you want to point to cell B6, type the up arrow two times. The provisional formula now shows =B5-B6.

Figure 3.10

When you type a math sign, the focus returns to the original cell. It required two up arrow presses to arrive at B6.



4. Type a plus sign.
5. Type the up arrow to move to B7.
6. Type the Enter key to accept the formula.

Figure 3.11

The final formula

	A	B	C	D	E
1	Davis had 7 donuts. He gave 2 to Zeke				
2	and bought 4 more at the store. How				
3	many donuts does Davis have?				
4					
5		7			
6		-	2		
7		+	4		
8			9		

If you try it, you will find that typing =↑↑↑-↑↑+↑<Enter> is far faster than using the mouse to enter the formula.



Taming the QAT & Finding the Mini Bar

Although you now understand why Microsoft eliminated the menu and toolbars in favor of a ribbon, there is still one fundamental problem. In a toolbar system, there were certain icons that were always available at the top of your screen.

In Excel 97-2003, you always had quick access to icons for bold, italics, cut, paste, align right, decrease decimal, sort ascending, print preview, the chart wizard, and more.

With Excel 2007, these icons are spread across seven ribbon tabs, so the odds are that you will not always have access to the various icons that you might need. Microsoft addresses this problem with the Mini Toolbar and the QAT (Quick Access Toolbar).

- The Mini Toolbar is a floating toolbar that fades into view whenever you select text in Excel. This toolbar offers 17 formatting icons. Surprisingly, however, it is fairly rare in Excel to select text. Selecting an entire cell does not count – you actually have to select characters within the cell.
- The Quick Access Toolbar (QAT) is a toolbar that is always visible near the ribbon. While the QAT initially contains four icons (Save, Print Preview, Undo, and Redo), you can customize the QAT to hold all of your favorite icons. One set of customizations can apply to all workbooks opened on the computer, while a second set of icons can be defined to open for each specific workbook.

Finding the Mini Toolbar

If you have used Outlook 2003, you might be familiar with toolbars that fade in. When you receive a new Outlook message, a notifier box starts to appear in the lower right corner of the screen. This notifier shows the subject line, the first words in the message, and icons to immediately delete or open the e-mail. If you are busy working on a document and ignore the notifier, it slowly fades away. However, if you move the mouse towards the notifier, it solidifies so that you have time to hit the Delete button in order to eliminate the mail if it is junk.

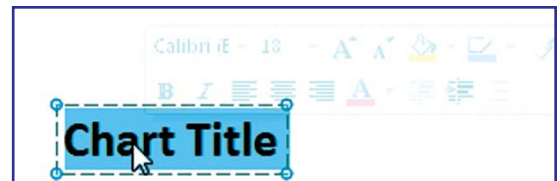
The Mini Toolbar uses similar technology. I think it will appear much more frequently in Word and PowerPoint than it will appear in Excel. It is possible to use Excel 40 hours a week and never see the Mini Toolbar appear.

Note: During the beta period, Microsoft has variously called this feature a “Mini Bar”, “Mini Toolbar” and a “Floaty”. While I prefer visiting the “Mini Bar”, it looks like “Mini Toolbar” will win out in the final version. When I write books for QUE, the editorial guidelines there state that the “T” in toolbar is never capitalized. While I generally agree with this, to me, “Mini Toolbar” is just a bad replacement for “Mini Bar”, and so I will capitalize the T. After all, you wouldn’t drive a “Mini cooper” automobile, would you?

The Mini Toolbar is elusive in Excel for two reasons. First, it is relatively hard to select characters within a cell in Excel. It is easier in Excel charts or SmartArt graphics to select characters, but it is relatively rare to select just a few characters inside of a cell. Second, on many computers, the Mini Toolbar initially appears in a completely invisible state! If you don't move the mouse pointer towards the completely invisible Mini Toolbar, it will never appear.

In Figure 4.1, the Mini Toolbar is just starting to appear after double clicking a chart title to select the characters in the title. The toolbar is so light that it is difficult to guess if it will even show up as this book goes through the printing press. The Mini Toolbar starts just above the "r" in Chart.

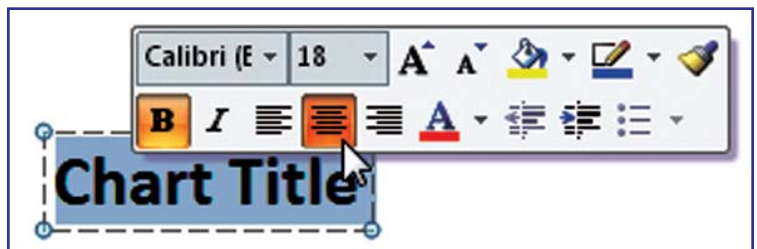
Figure 4.1
Select some text and a nearly invisible Mini Toolbar starts to appear.



If you then hold the mouse still, the Mini Toolbar will remain in its nearly invisible state. If you move the mouse left or down, the Mini Toolbar will become completely invisible.

However, if you move the mouse right or up by a few pixels, the Mini Toolbar fades completely into view.

Figure 4.2
Move towards the Mini Toolbar and it solidifies.



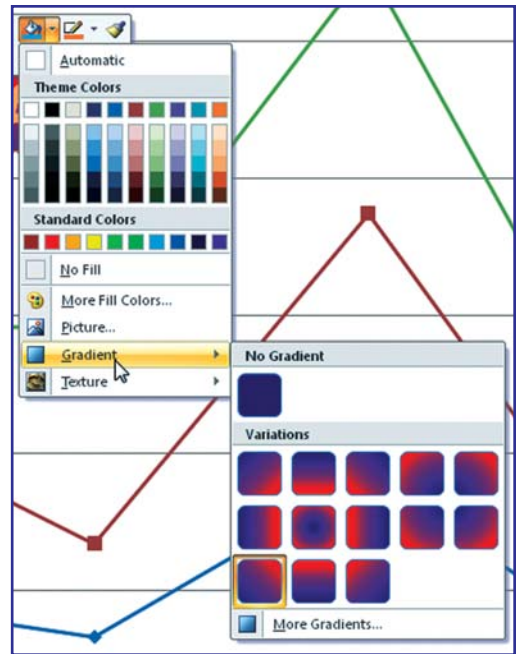
The theory behind the Mini Toolbar is that a leading reason for selecting text is that you might be planning on formatting the text. The Mini Toolbar puts sixteen popular formatting commands at your mousetip. You can do a fair amount of formatting without ever having to visit the ribbon or the QAT. In Figure 4.3, the font face, font size, fill color, line color, italics, and font color have all been changed using the QAT.

Figure 4.3
While I am not suggesting this is a good looking title, all of the changes from Figure 4.2 to Figure 4.3 were initiated using the Mini Toolbar.



Although the Mini Toolbar only contains 16 icons, a few of those icons lead to dropdown menus with significant variations. In Figure 4.3, the gradient was added using the options under the paint bucket icon, as shown in Figure 4.4.

Figure 4.4
Some icons on the Mini Toolbar lead to menus with hundreds of options.



Mini Toolbar Tips and Notes

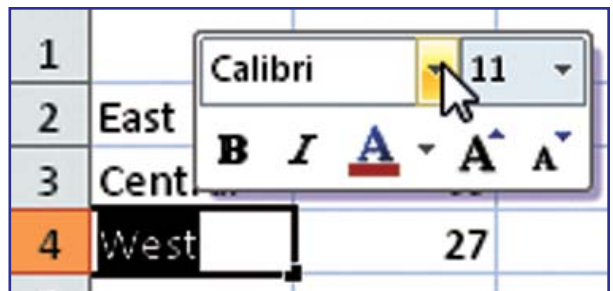
There are a couple of tips and notes for using the Mini Toolbar. The next sections discuss these tips.

Versions of the Mini Toolbar

The figures shown previously in this chapter represent the Mini Toolbar when you are formatting a chart title. If you cause the Mini Toolbar to appear when you are editing text within a cell, there are some buttons that do not apply.

Quadruple-click any non-blank cell and move the mousepointer up and to the right. An abbreviated version of the Mini Toolbar with seven icons will appear. It doesn't make sense to change the indentation of just a few characters in a cell, so Excel produces this version of the Mini Toolbar, shown in Figure 4.5.

Figure 4.5
If you select characters within a cell, an abbreviated Mini Toolbar appears.



Right-Click Any Cell to Access the Mini Toolbar

If you right-click any cell, the full Mini Toolbar appears above the cell. This is by far an easier way to invoke the toolbar than by selecting characters within the cell.

Customizing the Mini Toolbar

In Excel 2007, you cannot customize the Mini Toolbar. While it would be cool if Microsoft would let you add buttons to the toolbar, they have not enabled that functionality for this release.

I can predict that the Mini Toolbar found in this book and the Mini Toolbar in your version of Excel will be slightly different. Since the first beta came out, customers have been lobbying Microsoft to add other buttons to the Mini Toolbar. Buttons have come and gone in each release of the beta. Some last minute lobbying will undoubtedly cause a button to be added after this book goes to press.

I think that the fervor with which people are discussing the Mini Toolbar suggests that it would be great if Microsoft would let you customize the Mini Toolbar. Maybe this will be available in Excel 14.

When Does the Mini Toolbar Completely Disappear?

As discussed previously, if you move towards the Mini Toolbar, it solidifies. If you move away from the Mini Toolbar, it disappears. You can move your mouse from southwest to northeast and cause the Mini Toolbar to fade into and out of view.

However, once your mouse strays a certain distance from the selection, the Mini Toolbar disappears and will not reappear until you reselect the text.

This distance is based on pixels. In general, though, if you move approximately 10 rows away from the selection in a spreadsheet with the default font and zoom, you will have hit the limit and the Mini Toolbar will permanently disappear.

I can see many situations where you would move away from the selection (for example, to respond to an incoming e-mail notification). Once you've moved too far away from the selection, you will either have to re-select the text or use the formatting icons in the Home ribbon.

Permanently Disabling the Mini Toolbar

The Mini Toolbar is fairly elusive in Excel and will rarely get in your way. However, if you would like to permanently disable the feature, you can do so.

From the Office Icon menu, choose Excel options. The very first setting in the Popular category is Show Mini Toolbar On Selection. Uncheck the box shown in Figure 4.6 to disable the Mini Toolbar.

Figure 4.6

Use this setting to permanently disable the Mini Toolbar.



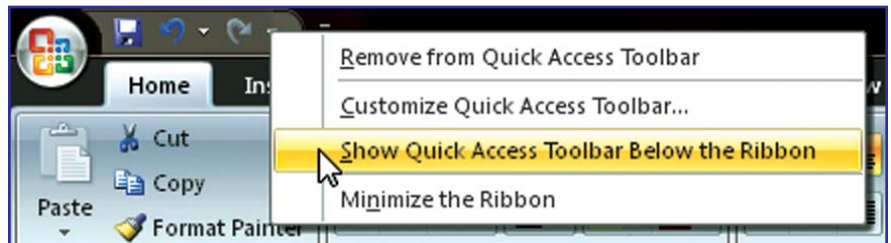
Using the QAT

The QAT is always visible in Excel. Even if you minimize the ribbon, the QAT will remain visible. This makes the QAT a great place to store icons that you use frequently. With clever customization of the QAT, you can minimize the need to access anything on the various ribbon tabs.

The QAT can either appear above or below the ribbon. While the QAT appears a little more stylistic above the ribbon, it is more functional below the ribbon. When the QAT is below the ribbon, it requires less movement of the mouse to reach the QAT. Also, when it is below the ribbon, you have more space to add buttons to the QAT before the QAT starts squeezing the area used for the file name of the currently active workbook.

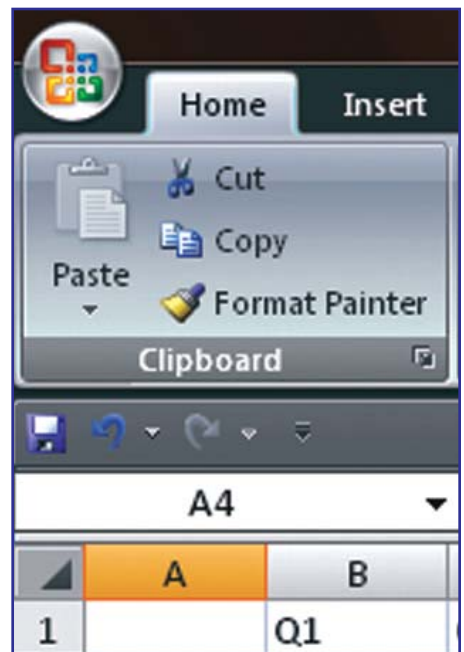
To change the location of the QAT, right-click on the QAT and choose Show Quick Access Toolbar Below the Ribbon, as shown in Figure 4.7.

Figure 4.7
Right-click the QAT to
change the location.



When shown below the ribbon, the QAT appears just above the Formula bar in Excel.

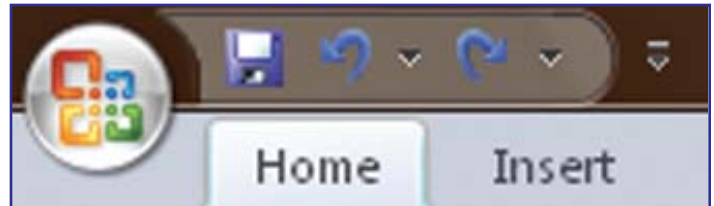
Figure 4.8
Moving the QAT below the
ribbon gives you quicker
access to the QAT.



Customizing the QAT

Initially, the QAT is a tiny toolbar with three icons. It appears to the right of the Office Icon, above the ribbon tabs, as shown in Figure 4.9.

Figure 4.9
Initially, the QAT is at the top of the window with three icons.



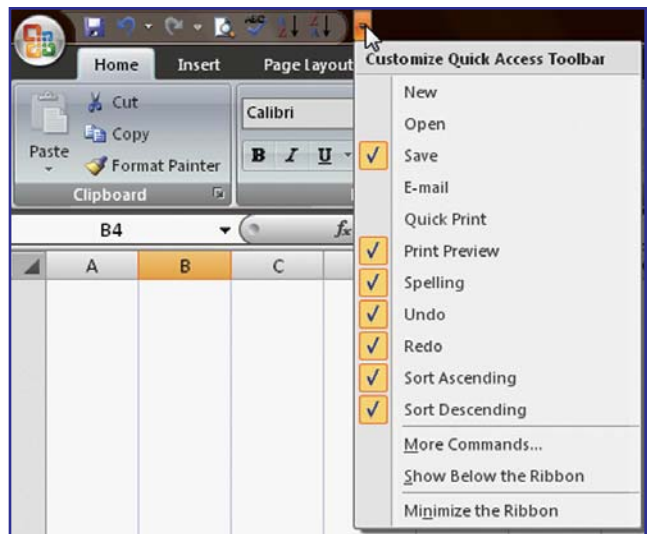
There are five ways of customizing the QAT:

- Using the dropdown at the right side of the QAT to add any of 11 popular icons.
- Right-clicking any icon on any ribbon and choosing to add to the QAT.
- Right-clicking any icon in the QAT and choosing Remove from Quick Access Toolbar.
- Right-clicking the QAT to access the Customize pane of the Excel Options dialog.
- Using the Excel Options button in the Office Icon menu to customize the QAT.

Quickly Customizing Using the Dropdown at the Right Side of the QAT

At the far right end of the QAT, a dropdown offers a list of 11 popular icons that you can easily add to the QAT. As shown in Figure 4.10, select any icons from this list to add them to the QAT.

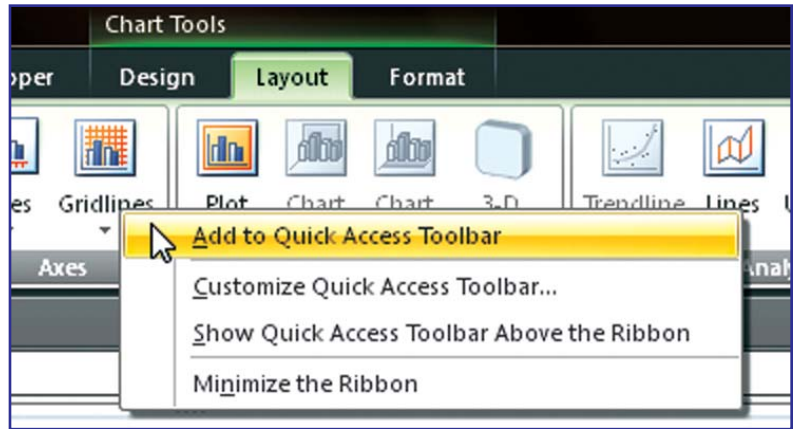
Figure 4.10
Excel remembers the order in which you add icons to the QAT and shows the icons in that sequence.



Right-Clicking Any Icon to Add to the QAT

When you find a useful icon in any ribbon, you can right-click the icon and choose Add to Quick Access Toolbar.

Figure 4.11
Right-click to add an icon to the end of the QAT.



Note: You can even do this with icons that are in the context ribbons, such as the Chart Tools ribbons. Of course, if you do this, the icons will be grayed out any time that a chart is not active.

There is a minor limitation on what can be added to the QAT. While you can add the Font Size dropdown to the QAT, you cannot add an individual selection from the Font Size dropdown to the QAT. If you were to right-click on the 36 point font size, Excel would offer to allow you to add the gallery to the Quick Access Toolbar. When you add a gallery, Excel adds a single icon to the QAT with a dropdown arrow. Open the dropdown arrow and you will see the complete set of options available in the gallery. Figure 4.12 through Figure 4.15 show gallery dropdowns for font size, font face, quick chart styles, and chart gridlines.

Figure 4.12
The font size gallery dropdown offers a simple list of font sizes.



Figure 4.13
The font face gallery shows all of the installed fonts in their own font.

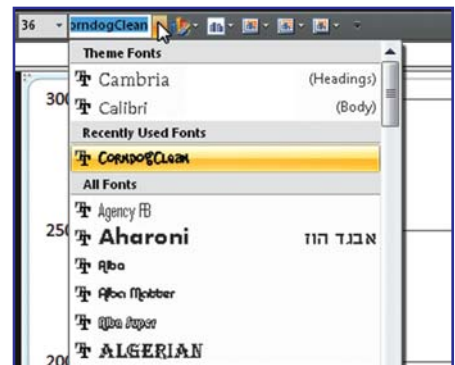


Figure 4.14

The charting quick styles icon opens to display 48 possible chart formats.

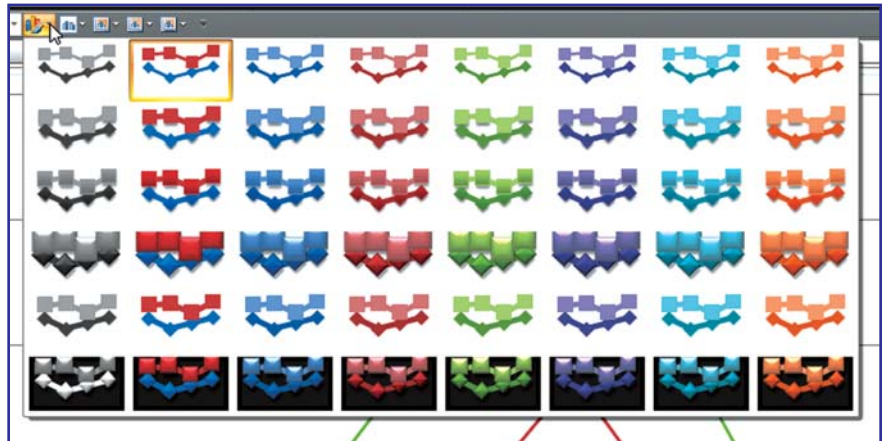
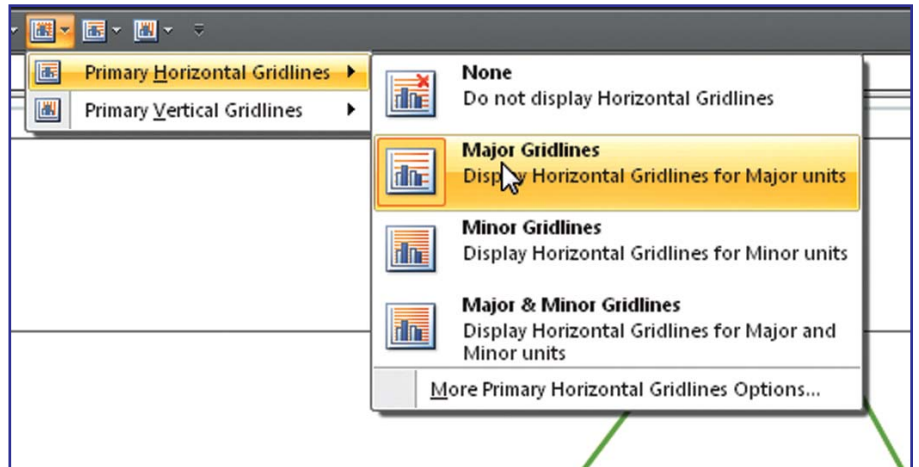


Figure 4.15

This gallery is the result of adding the large gridlines icon from the Chart Tools Layout ribbon. The two icons to the right in the QAT are the individual menus for Horizontal Gridlines and then Vertical Gridlines.

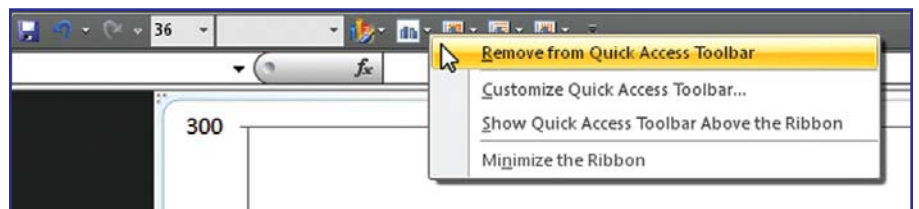


Right-Clicking Any Existing QAT Icon to Remove from the QAT

If your QAT is becoming crowded, you can remove individual icons by right-clicking them and choose Remove From Quick Access Toolbar.

Figure 4.16

Right-click an icon on the QAT to remove it from the QAT.



Using Excel Options to Customize the QAT

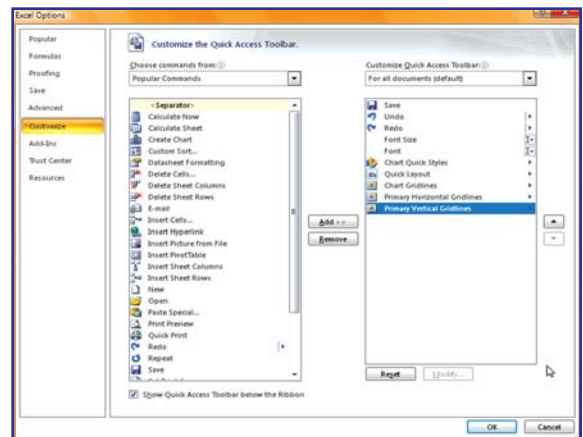
All of the previous methods show quick ways to make small customizations to the QAT. If you need to make many customizations to the QAT, you will want to use the full-featured customization tool available in Excel options.

You can reach this tool using one of three methods:

- Choose the Office Icon – Excel Options and then click on the Customize category along the left side.
- Right-click the QAT and choose Customize Quick Access Toolbar....
- Open the dropdown at the right side of the QAT and choose More Commands....

The Customize dialog box has many powerful features. Here are tips for getting the most out of the dialog.

Figure 4.17
Using the QAT
Customize tool



- Select any icon in the right list box and then use the up and down buttons on the right edge of the dialog to re-sequence the location of the icon.
- Select any icon in the left list box and then click the Add>> button to add this icon after the selected icon in the right list box.
- The left listbox offers dozens of popular icons, but there are 31 different versions of the left listbox. Use the top left dropdown to choose a different version of the left listbox (see Figure 4.18).

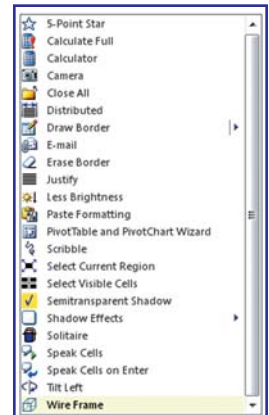
Figure 4.18
Each of these items offers
dozens of icons that can
be added to the QAT.



- Choose Commands Not in the Ribbon from the left listbox to locate your favorite commands that were not popular enough to make it to the ribbon. You will find over 200 icons in this list. As you might guess, adding these to the QAT is the only way to access most of these commands. A selection of these icons is shown in Figure 4.19.

Figure 4.19

A few of the 200+ icons available in the “Commands Not in the Ribbon” category.



- Choose Macros from the left listbox to add a custom VBA macro to the QAT. These icons are the only ones where you can use the Modify button. See “Adding Icons for VBA Macros to the QAT” below.
- The left listbox always starts with a <Separator> entry. This is not an actual command, but draws a vertical bar in the QAT to break your commands into groups.
- If you want to add commands to the QAT for the current workbook only, change the top right dropdown to display one of the currently open workbooks. This will start a new list of icons for the selected workbook.
- To restore the QAT to its original set of three icons, choose the Reset button.

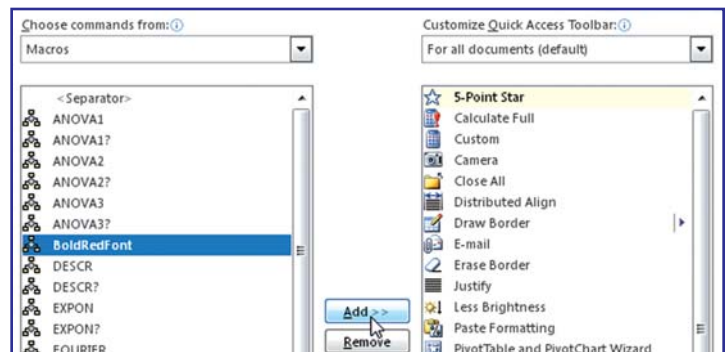
Adding Icons for VBA Macros to the QAT

When you are customizing the Quick Access Toolbar, the left dropdown offers a setting for Macros. This will display all of the macros available in open workbooks, plus macros available from installed add-ins. Each macro has an identical icon.

Choose a macro from the list and click the Add button to add it to the QAT.

Figure 4.20

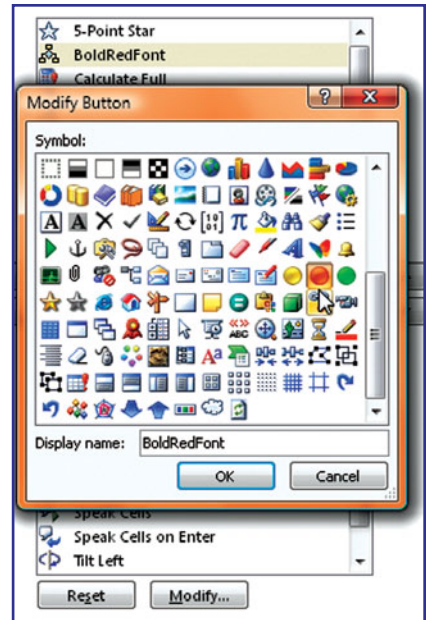
Choose a macro from the left list and add it to the QAT.



After adding the macro to the QAT, you can select the macro in the right listbox and choose Modify. The Modify Button dialog appears with 200 new icons. Try to find an icon that might work with your macro. Also, you can type a new name for the button. This name will appear as a tooltip when you hover over the icon in the QAT.

Figure 4.21

The previous version of Excel offered 4096 custom icons. Being limited to only 200 is an incredible disappointment.



Adding Too Many Icons to the QAT

If you add too many icons to the QAT, only the first row of icons is shown on the QAT. A More Controls icon appears at the right end of the QAT. (Figure 4.22). Click the More Controls icon to see a second row of QAT icons. (Figure 4.23). If you have even more icons than will fit on the second row, a scrollbar at the right edge of the second row of the QAT will allow you to scroll through the additional icons.

Figure 4.22

If you have more than one row of icons, use the More Controls icon to see the rest.

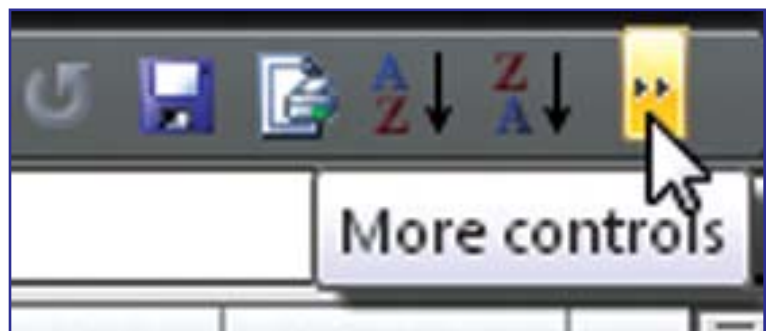


Figure 4.23

Even the second row doesn't show all of the icons that have been added.



Note: Writing a book can be deceiving. In the original outline for this book, I sort of dismissed the QAT and thought that this would be a one page chapter. Even though it is easy to customize the QAT, there are a lot of different options to help make the QAT useful for you.

Caution! The previous chapter talked about using keyboard shortcuts. While it might be possible to memorize some keyboard shortcuts, it will be hard to memorize the keyboard shortcuts associated with the QAT. The QAT icons are assigned shortcut keys on the fly every time that you hit the Alt key. If you want to reliably memorize certain QAT icons, be sure to add them to the leftmost section of the QAT, before any icons that may occasionally be grayed out.

* * *

Unlocking the Big Grid

Excel 2007 offers more rows and columns.

That is an understatement.

This table shows the magnitude of the increase, but I am not sure that numbers do it justice.

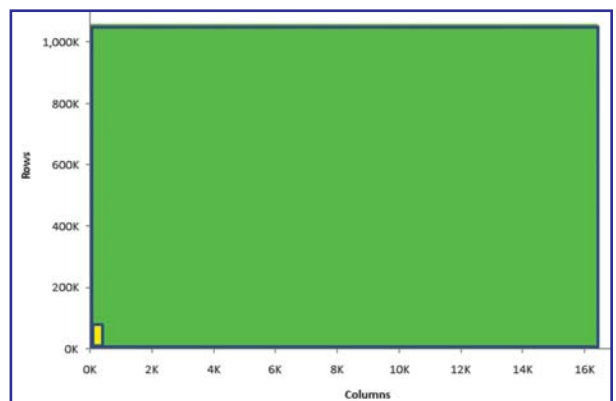
	Excel 97-2003	Excel 2007	% Change
Rows	65,536	1,084,576	1500%
Columns	256	16,384	25500%
Cells	16.7 Million	17.2 Billion	102300%

In case you wondered how Microsoft comes up with numbers such as 16,384 and 1,084,576, these are powers of 2. There are 2^{20} rows and 2^{14} columns.

In the prior version of Excel, you could not have daily dates for one year stretching across the columns. In the new version, you can show weekdays for 46 years before you run into the last column (XFD).

This chart helps you to visualize how large the new grid is. The green area is the size of one worksheet in the new Excel. The tiny yellow box in the lower left corner is the size of one worksheet in the old Excel.

Figure 5.1
The yellow is the size of the old Excel grid. The green is the size of the new Excel grid.



What Happened to the Big Grid?

I was excited to see this new, larger grid in Excel 2007. The first thing that I did was to open one of my old workbooks. After pressing End+Down arrow and End+Right arrow, I was disappointed to see that I was only at cell IV65536. Here, I am in Excel 2007, yet the grid only has the old limits!

This problem happens because the when you open an Excel 2003 workbook in Excel 2007, it is opened in Compatibility Mode. When you are in compatibility mode, you cannot access any rows beyond 65,536.

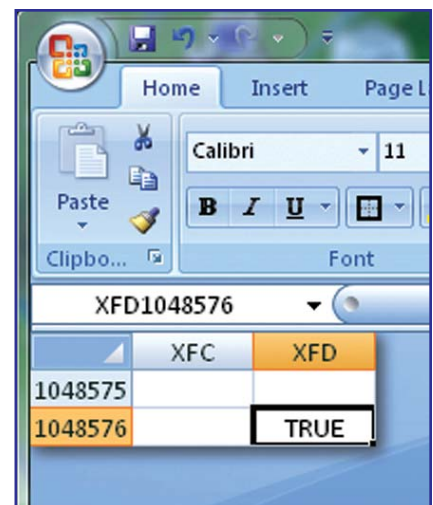
To exit compatibility mode, follow these steps:

1. From the Office icon menu, choose Convert.
2. Read the note that you are about to convert the file and click OK.
3. Read the note that the conversion was successful. In order to access more rows, you need to close and re-open the workbook. Click Yes to do this.

Caution! When you perform the above steps, Excel will erase the .xls version of the file and replace it with an Excel 2007 version of the file. If you prefer to keep both versions, use File – Save As to save an Excel 2007 version of the file.

After converting the file, you can see cell XFD1048576:

Figure 5.2
The new final cell in the big grid.

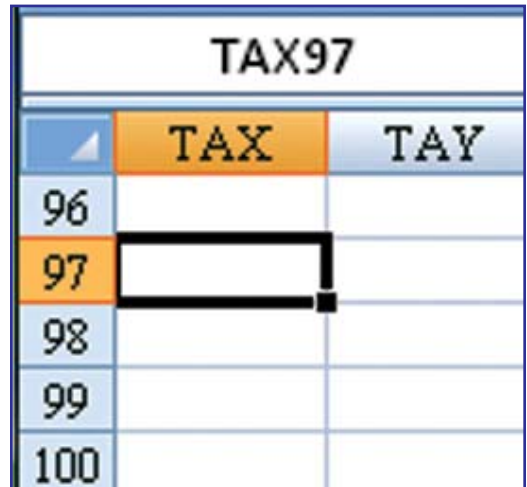


Named Ranges That Can Be a Problem

It is possible to name a range in Excel. Useful names might be “Expenses” or “TaxRate”. A range name cannot duplicate an existing Excel cell name.

There are a lot of three letter words that used to be safe range names that would now be problems. For example, “Tax97” or “ROI2007” would have been valid names in Excel 2003, but are now cell addresses in Excel 2007.

Figure 5.3
In Excel 2007, Tax97 is a
cell address.



TAX97		
	TAX	TAY
96		
97		
98		
99		
100		

If you attempt to convert an existing file that uses a name such as Tax97, Excel will alert you and convert the range name to `_Tax97`.

While all references in formulas will automatically update, you should check any VBA macros or `OFFSET` functions to see if they explicitly referenced the old range names.

Who Needs This Many Cells?

After using Excel 2007 for a year, I've never had an occasion to use 17 billion cells. However, I have run into datasets that filled `A1:S675000`. I've also run into CSV files from Quickbooks that had more than 500 columns.

So, while you may never need 17 billion cells, there are times when you will need more than 65K rows or 256 columns. Microsoft realizes that changing the grid size causes a change in the file format. The new grid size is designed to get you through the next several versions of Excel.

* * *