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Harvey. Excel 2007 is chock full of  
keyboard shortcuts, or hot keys,  
you can use to manipulate the data  
in your Excel spreadsheets. And,  
Office 2007, of which Excel 2007 is  
a part, introduced the command  
Ribbon, which offers tabs and  
submenus to access Excel ' s  
commands in a more intuitive way.  
So you have at least two ways to  
access common file, editing, and  
view commands, and you can get  
to formula functions with a variety  
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*PowerPoint - dummies*  
Microsoft Office 2007 boasts a new navigation tool – the command ribbon that runs through Word, PowerPoint, Excel, and Access. Use the tabs on the ribbon in each program to work with and within files in every component. The following tables show the commands grouped under each ribbon tab for each of the four programs:  
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