


Lesson 1-1: Start Excel and check your program version

If you are using Windows XP the procedure is almost the same as described here. You should be able to figure out the differences!



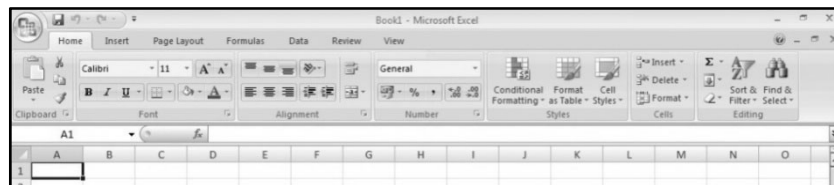
- 1 Click the *Windows Start Button*  at the bottom left of your screen.
- 2 Click the *All Programs* item at the bottom of the pop-up menu.
- 3 Scroll down the list and click on the Microsoft Office item.
- 4 Pin *Microsoft Office Excel 2007* to the start menu.

You'll be using Excel a lot so it makes sense to pin it to the start menu. This will make it appear at the top of the list in future so you'll be able to start Excel with just two clicks.


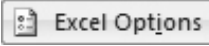
To pin to the start menu point to Microsoft Office Excel 2007 in the list, right-click your mouse and then choose *Pin to Start Menu* from the shortcut menu.

- 5 Left-click Microsoft Office Excel 2007 to start the application.

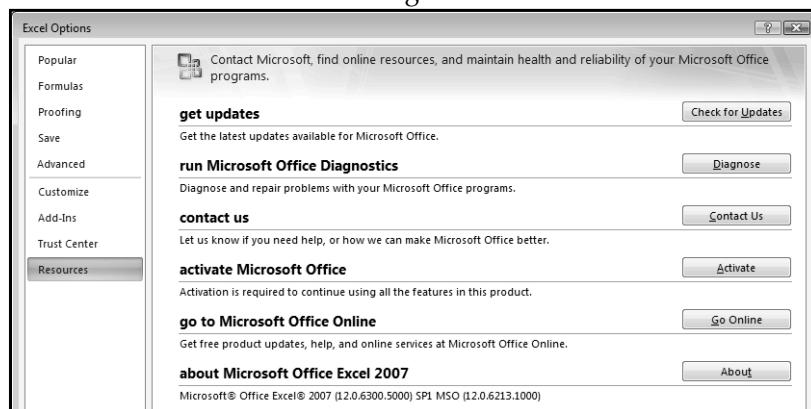
Excel starts and is displayed on the screen:



- 6 Check the program version.

Click the *Microsoft Office button*  at the top left of the screen and then click the *Excel Options* button  at the bottom right of the dialog.

Click *Resources* from the left hand sidebar and you'll see the version number at the bottom of the dialog:



important

Service Packs

When Excel 2007 was first released it had many bugs (as do all computer programs of any size).

Microsoft is very pro-active at fixing bugs that are found and always release these fixes free of charge as a service pack.

Service packs normally only fix bugs found in the original program, but Microsoft sometimes take things a little further by including new, or at least enhanced, features with their service packs.

I had many emails from readers of my book: *Learn Access VBA 2003 with the Smart Method* suggesting that some of the examples didn't work for them. In almost every case the problem was that they were using an out-of-date version of the application or the operating system. After applying the relevant service packs the problems vanished.

For this reason it is important that you make sure your software is up to date.

In this example the Excel version is:

about Microsoft Office Excel 2007

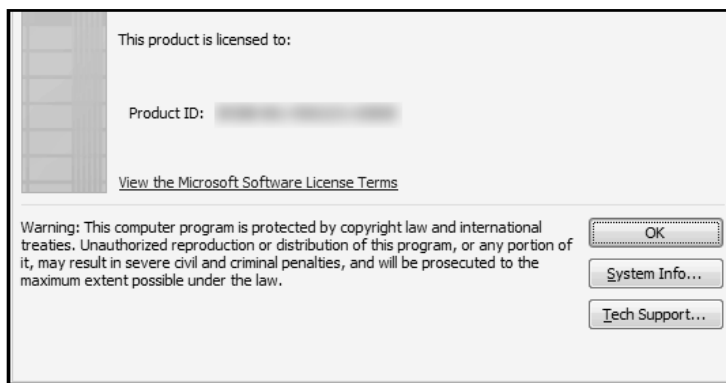
Microsoft® Office Excel® 2007 (12.0.6300.5000) SP1 MSO (12.0.6213.1000)

The important part is the *SP1* denoting that you have *service pack one* installed. If this says SP2, SP3 or an even larger number this is also fine. It simply means that Microsoft have fixed even more bugs in their product since this book was published.

If you do not see any reference to SPn, you have an early, un-patched version of Excel 2007 and you should update it (the update is free) via the Internet.

7 Check the Operating System version.

Click the *About Button* next to *about Microsoft Excel 2007*. A dialog is displayed with information about your copy of Excel.



Click the *System Info...* button. The Operating System (OS) Name and Version will then be visible at the top right of the dialog:

Vista

| Item | Value |
|---------|------------------------------------|
| OS Name | Microsoft® Windows Vista™ Ultimate |
| Version | 6.0.6001 Service Pack 1 Build 6001 |

Windows XP

| Item | Value |
|---------|------------------------------------|
| OS Name | Microsoft Windows XP Professional |
| Version | 5.1.2600 Service Pack 2 Build 2600 |

Once again, it doesn't matter if you have Vista running a later service pack than SP1 (or Windows XP running a later service pack than SP2).

If you're running Vista or Windows XP, any edition will suffice (it doesn't have to be the Ultimate or Professional edition).

8 Click the close button  on the top right corner of each dialog to return to the Excel screen.

note

What if I'm unable to upgrade my operating system or I'm using a different operating system?

Sometimes your corporate policy will not allow you to upgrade your operating system or application service pack.

In this case you can still use this book but be aware that it is possible that some of the features described may not work as expected (or may not work at all).