

New & Improved Features of Excel XP

New Feature	Description	How do I access it?
<p align="center">Cell Merging (IMPROVED)</p>	<p>With the Merge and Center button on the Formatting toolbar, users can unmerge a group of cells just as easily as they can merge a group of cells. It is possible to unmerge even if the Undo option is no longer available.</p>	<ul style="list-style-type: none"> ✓ Highlight a group of cells and click Merge and Center button. ✓ Click the Merge and Center button again to undo the merge.
<p align="center">Narrow Column Tooltip (NEW)</p>	<p>Excel now displays a tooltip that identifies the contents of a cell that contains "####" because the column is too narrow to display the number.</p>	<ul style="list-style-type: none"> ✓ Type in a large number in a narrow cell. ✓ Hover over the cell to see the value.
<p align="center">Extended AutoSum (IMPROVED)</p>	<p>The Extended AutoSum has more common functions added to the AutoSum tool. These include Average, Count, CountA, Max, and Min. It also has other enhancements such as providing a path to create any function from the AutoSum user interface (UI).</p>	<p>On the Standard toolbar, drop down the AutoSum menu.</p>
<p align="center">Function Argument Tooltips (NEW)</p>	<p>Excel displays information about function arguments as users build a new formula. The Tooltips also provide a quick path to Help. Users simply click any function or argument name within the tooltip.</p>	<p>Type a formula in a Excel cell such as =npv(A tooltip appears. If you hover over a component of the formula, you can link to more help.</p>
<p align="center">Function Wizard (IMPROVED)</p>	<p>Users can easily search for the function they need by choosing from the list of available functions. The Function Wizard also provides users with a way to access Help on any specific function.</p>	<p>Click Insert–Function or select Function button of the Standard Toolbar</p>

<p>Error Checking Smart Tag (NEW)</p>	<p>This feature alerts users via a Smart Tag of a possible error in a cell. Users can select a command to resolve the error, ignore it, or access further Error Checking options.</p>	<ul style="list-style-type: none"> ✓ Sum a column of cells, leaving out the last in the group. ✓ Hover over the cell containing the total and view error checking options.
<p>Formula Evaluator (NEW)</p>	<p>Users can easily evaluate the calculations that make up their formula. This function allows users to step through each calculation to understand how Excel is calculating the result.</p>	<ul style="list-style-type: none"> ✓ Highlight the cell you want to evaluate. ✓ Click Tools – Formula – Evaluate Formula.
<p>Sort Text as Numbers (NEW)</p>	<p>This feature prevents unexpected sorting results by detecting mixed lists of numbers and text and enabling sorting text as numbers.</p>	<p>Sort a column that has both numbers and numbers formatted as text.</p>
<p>Excel Border Drawing (NEW)</p>	<p>Using the border-drawing pencil, users can easily draw cell borders in their spreadsheet. Options include changing the line color, weight, and style or even adding a border grid to their sheet.</p>	<p>Click the drop-down menu on the Border Drawing Button select Draw Borders and then draw with a pencil.</p>
<p>Tab Colors (NEW)</p>	<p>Users can keep their workbooks organized by color-coding their worksheet tabs. They can choose from a wide variety of colors.</p>	<ul style="list-style-type: none"> ✓ Right-click the Worksheet tab. ✓ Select the color you want to add.