



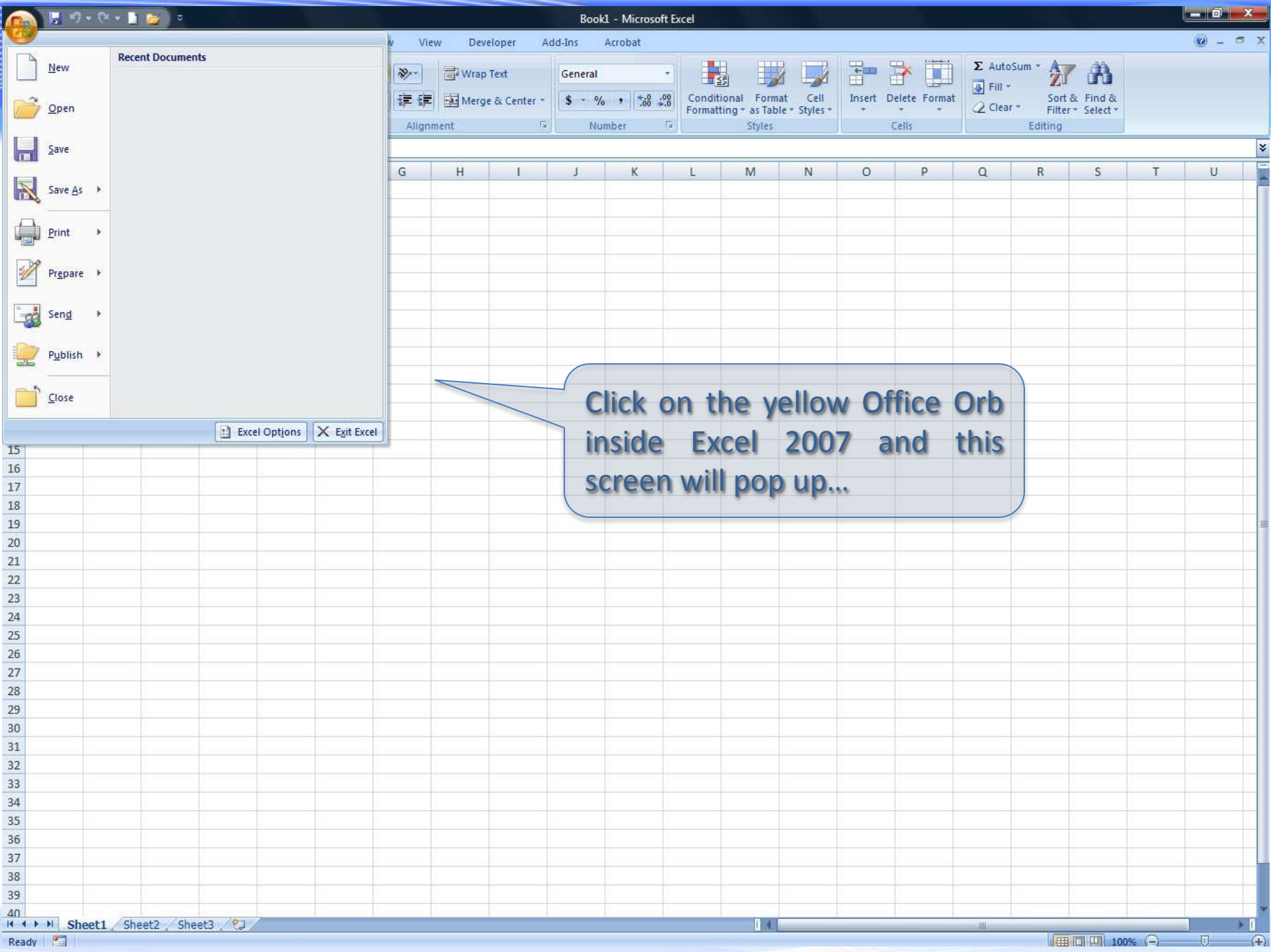
Updating Excel 2007

Getting the bugs out...

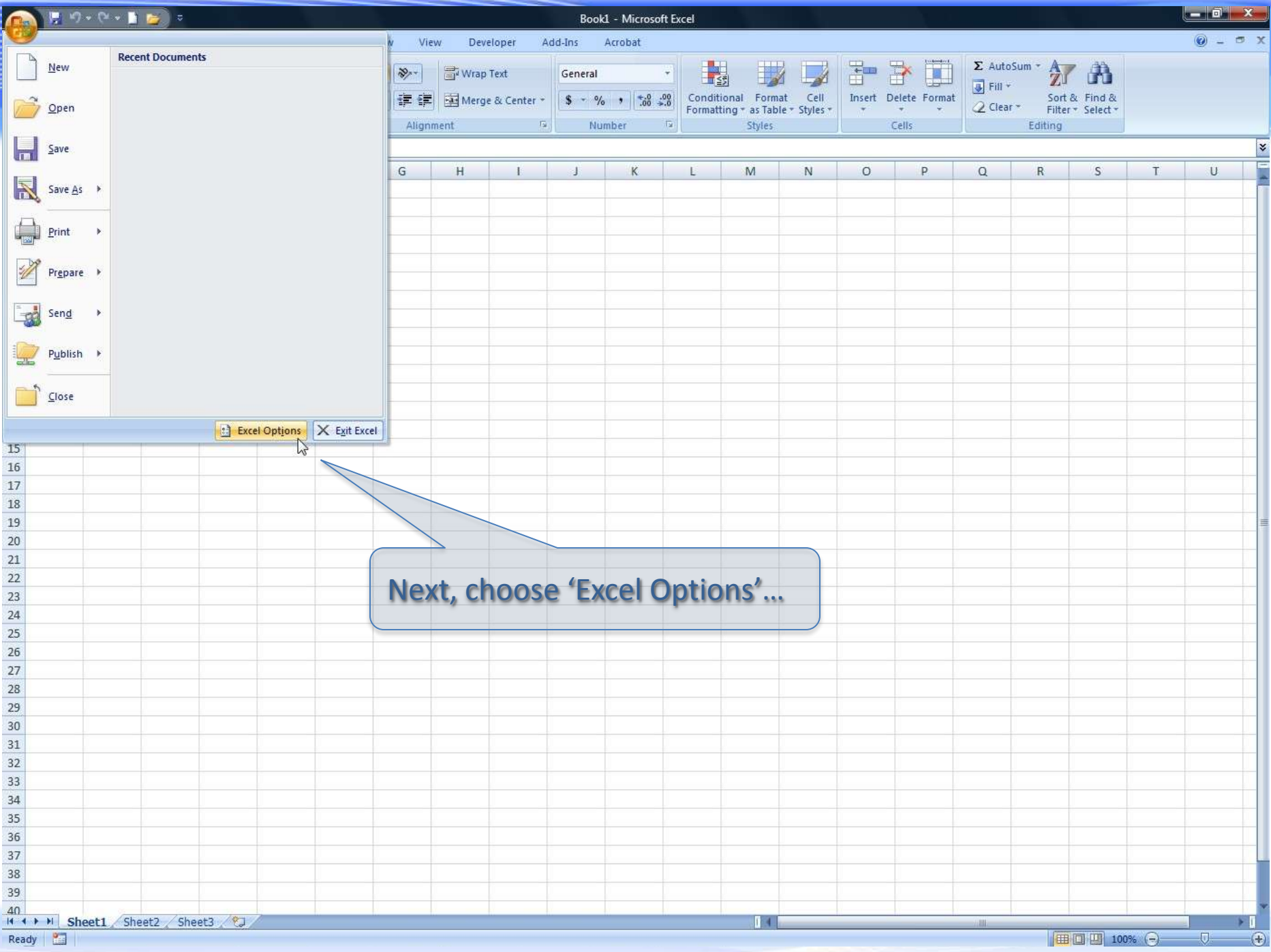


Excel 2007 updates

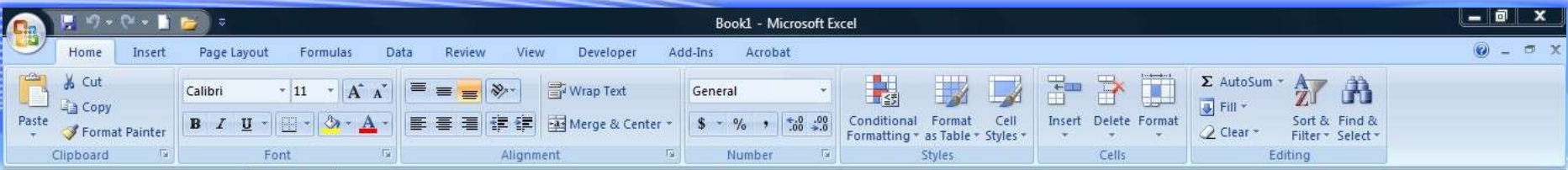
- Excel 2007 has had numerous updates since its first release
- Up to the first service pack, Excel 2007 has had some major bugs that hindered running MIX
- The bottom-line: **update to service pack 2!**
- Let's start by checking your current version...



Click on the yellow Office Orb inside Excel 2007 and this screen will pop up...



Next, choose 'Excel Options'...



Excel Options

Change the most popular options in Excel.

Popular

Top options for working with Excel

- Show Mini Toolbar on selection
- Enable Live Preview
- Show Developer tab in the Ribbon

Color scheme: Blue

ScreenTip style: Show feature descriptions in ScreenTips

Create lists for use in sorts and fill sequences: [Edit Custom Lists...](#)

When creating new workbooks

Use this font: Body Font

Font size: 11

Default view for new sheets: Normal View

Include this many sheets: 3

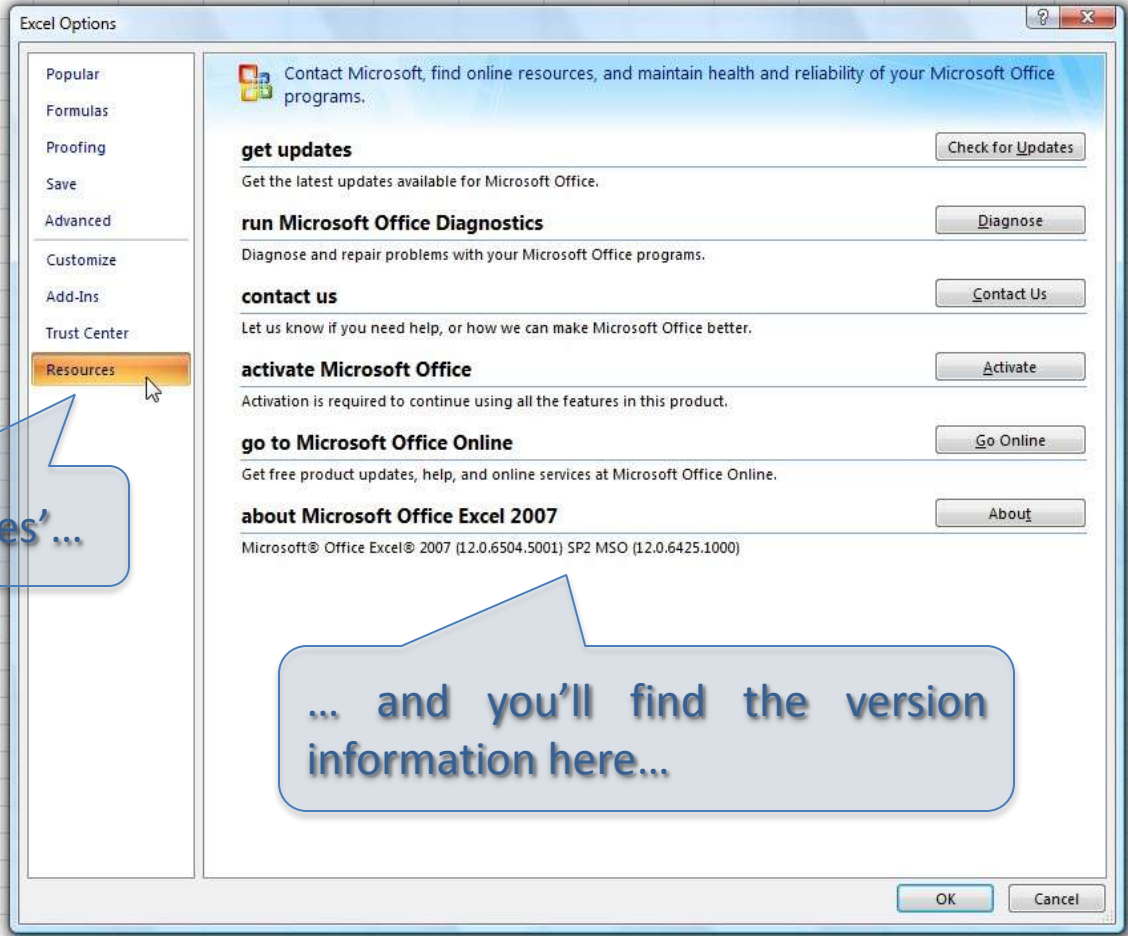
Personalize your copy of Microsoft Office

User name: Leon Bax

Choose the languages you want to use with Microsoft Office: [Language Settings...](#)

OK Cancel

A screen like this will appear...



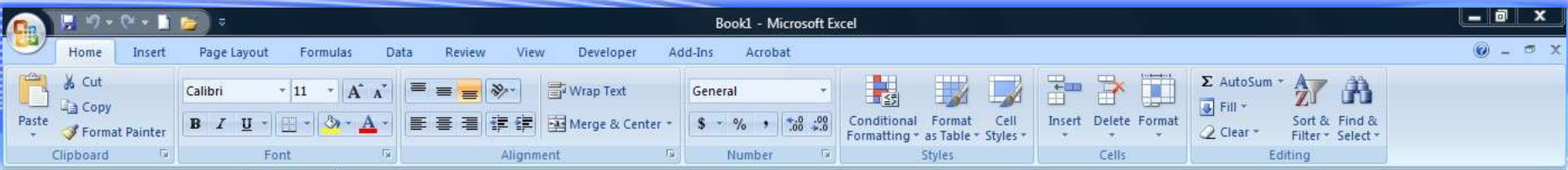
Choose 'Resources' ...

... and you'll find the version information here...



Updating Excel 2007

- If you don't have service pack 2 (SP2) or later, you will have to update your Excel (or rather your Microsoft Office package)
- Updating is free
- Simply use the Microsoft Update service...



Excel Options

Popular
Formulas
Proofing
Save
Advanced
Customize
Add-Ins
Trust Center
Resources

Contact Microsoft, find online resources, and maintain health and reliability of your Microsoft Office programs.

get updates

Get the latest updates available for Microsoft Office.

run Microsoft Office Diagnostics

Diagnose and repair problems with your Microsoft Office programs.

contact us

Let us know if you need help, or how we can make Microsoft Office better.

activate Microsoft Office

Activation is required to continue using all the features in this product.

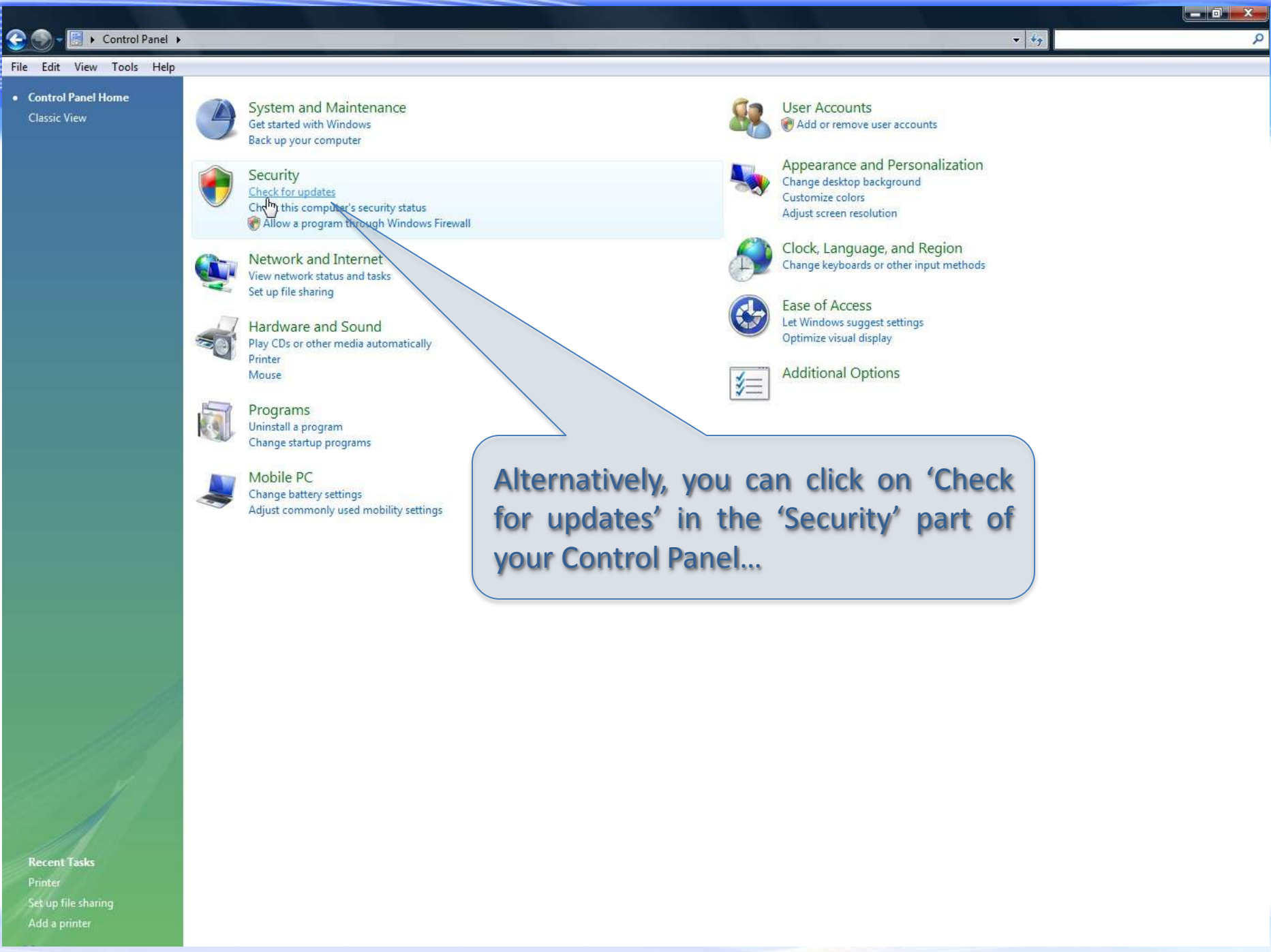
go to Microsoft Office Online

Get free product updates, help, and online services at Microsoft Office Online.

about Microsoft Office Excel 2007

Microsoft® Office Excel® 2007 (12.0.6504.5001) SP2 MSO (12.0.6425.1000)

One way to update is via the resources page; at the top right there is a button that allows you to check for updates...



System and Maintenance
Get started with Windows
Back up your computer

Security
[Check for updates](#)
Check this computer's security status
Allow a program through Windows Firewall

Network and Internet
View network status and tasks
Set up file sharing

Hardware and Sound
Play CDs or other media automatically
Printer
Mouse

Programs
Uninstall a program
Change startup programs

Mobile PC
Change battery settings
Adjust commonly used mobility settings

User Accounts
Add or remove user accounts

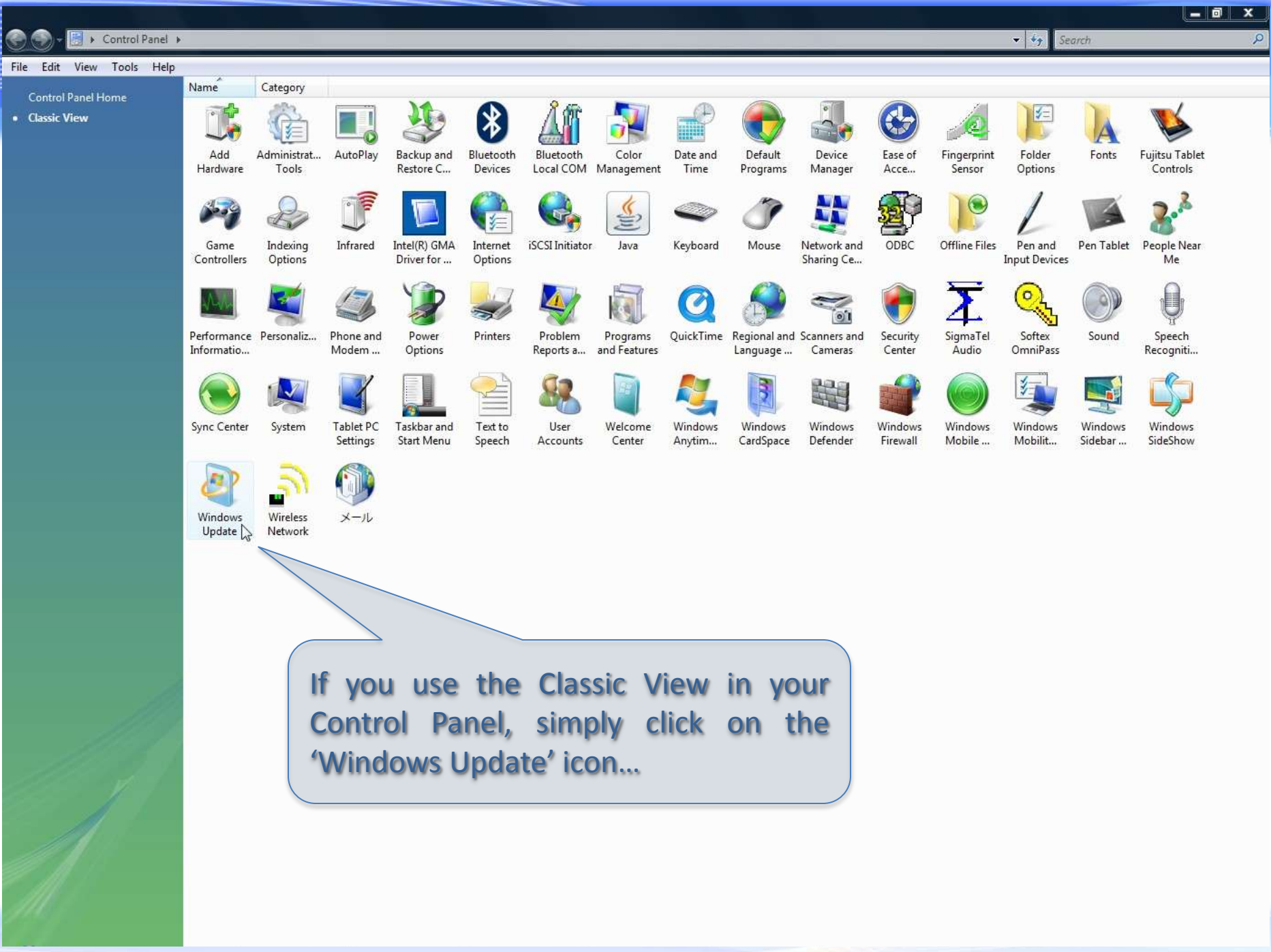
Appearance and Personalization
Change desktop background
Customize colors
Adjust screen resolution

Clock, Language, and Region
Change keyboards or other input methods

Ease of Access
Let Windows suggest settings
Optimize visual display

Additional Options

Alternatively, you can click on 'Check for updates' in the 'Security' part of your Control Panel...

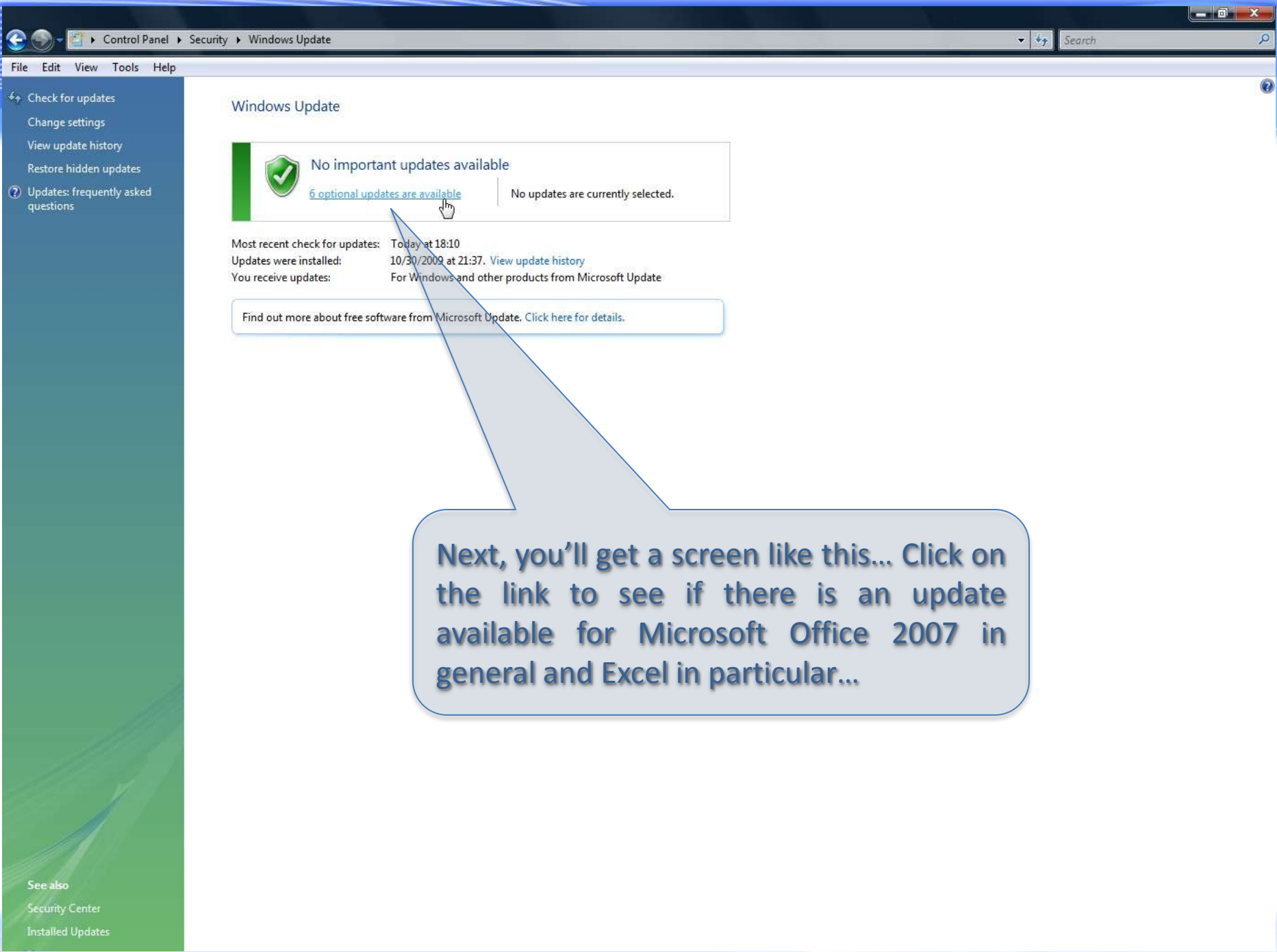


Control Panel Home

- Classic View

Name	Category
Add Hardware	Administrat... Tools
AutoPlay	Backup and Restore C...
Bluetooth Devices	Bluetooth Local COM
Bluetooth Local COM	Color Management
Color Management	Date and Time
Date and Time	Default Programs
Default Programs	Device Manager
Device Manager	Ease of Acce...
Ease of Acce...	Fingerprint Sensor
Fingerprint Sensor	Folder Options
Folder Options	Fonts
Fonts	Fujitsu Tablet Controls
Fujitsu Tablet Controls	Game Controllers
Game Controllers	Indexing Options
Indexing Options	Infrared
Infrared	Intel(R) GMA Driver for ...
Intel(R) GMA Driver for ...	Internet Options
Internet Options	iSCSI Initiator
iSCSI Initiator	Java
Java	Keyboard
Keyboard	Mouse
Mouse	Network and Sharing Ce...
Network and Sharing Ce...	ODBC
ODBC	Offline Files
Offline Files	Pen and Input Devices
Pen and Input Devices	Pen Tablet
Pen Tablet	People Near Me
People Near Me	Performance Informatio...
Performance Informatio...	Personaliz...
Personaliz...	Phone and Modem ...
Phone and Modem ...	Power Options
Power Options	Printers
Printers	Problem Reports a...
Problem Reports a...	Programs and Features
Programs and Features	QuickTime
QuickTime	Regional and Language ...
Regional and Language ...	Scanners and Cameras
Scanners and Cameras	Security Center
Security Center	SigmaTel Audio
SigmaTel Audio	Softex OmniPass
Softex OmniPass	Sound
Sound	Speech Recogniti...
Speech Recogniti...	Sync Center
Sync Center	System
System	Tablet PC Settings
Tablet PC Settings	Taskbar and Start Menu
Taskbar and Start Menu	Text to Speech
Text to Speech	User Accounts
User Accounts	Welcome Center
Welcome Center	Windows Anytim...
Windows Anytim...	Windows CardSpace
Windows CardSpace	Windows Defender
Windows Defender	Windows Firewall
Windows Firewall	Windows Mobile ...
Windows Mobile ...	Windows Mobilit...
Windows Mobilit...	Windows Sidebar ...
Windows Sidebar ...	Windows SideShow
Windows SideShow	Windows Update
Windows Update	Wireless Network
Wireless Network	メール

If you use the Classic View in your Control Panel, simply click on the 'Windows Update' icon...



Windows Update

 No important updates available
[6 optional updates are available](#) | No updates are currently selected.

Most recent check for updates: Today at 18:10
Updates were installed: 10/30/2009 at 21:37. [View update history](#)
You receive updates: For Windows and other products from Microsoft Update

[Find out more about free software from Microsoft Update. Click here for details.](#)

Next, you'll get a screen like this... Click on the link to see if there is an update available for Microsoft Office 2007 in general and Excel in particular...

See also
[Security Center](#)
[Installed Updates](#)



That's all there is to it...

Good luck with your meta-analysis!