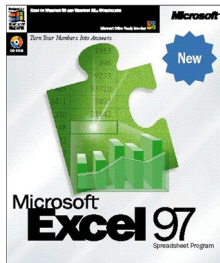


Microsoft® Excel 97 Feature List

Published: October 1996

For the latest information, please see www.microsoft.com/office/



1

Turn your numbers into answers **What's New in Microsoft Excel 97**

Table of Contents

Introduction

Overview of New Features in Microsoft Excel 97

Core Functionality More Discoverable and Easier to Use

Take Advantage of Increased Connectivity

Create Better Solutions

1

Introduction

With over 30 million users, Microsoft Excel has grown to be the world's most popular spreadsheet. Over time, our user base has become much more diverse. Customers now range from novice users managing simple lists, to accountants working on large budgets, to developers writing customized line-of-business applications. At the same time, computer users of all levels are increasingly working together and exchanging information over local networks, intranets, and the World Wide Web. Microsoft Excel 97 streamlines and simplifies core spreadsheet tools to make them more accessible to a wider range of users, and implements new technologies that allow users to take advantage of the increasingly connected computing environment.

Overview of New Features in Microsoft Excel 97

Core Functionality More Discoverable and Easier to Use

Microsoft Excel 97 brings core spreadsheet functionality to the surface to make it more accessible to all users. Basic operations, formula creation, printing and formatting, and charting have all been simplified to remove the barriers between the user and power of the spreadsheet.

Basic Operations

	Feature	Description
New	Spreadsheet Help with the Office Assistant	Helps users discover and learn functionality to get their job done faster by interactively providing tips, guidance and suggestions for using the full power of their spreadsheet. It also provides answers to questions asked in a user's own words rather than requiring them to know and understand spreadsheet terminology.
New	IntelliMouse™ Integration	Provides a more intuitive way to find information on a large spreadsheet by allowing users to "zoom out" of their worksheet for a bird's eye view of their data. Users can also pan across a worksheet and scroll up and down using the IntelliMouse wheel instead of less intuitive scroll bars.
New	Multiple Level Undo	Gives users the freedom to work and experiment by allowing them to undo or redo multiple actions.
New	Collapse / Expand Dialogs	Allows users to more easily select data ranges when working within a dialog box (e.g. selecting a print range while using the print command). With one click, users collapse the dialog box to a single line, making it easier to select and highlight the data they need. Once the data is selected, the user clicks to restore the full dialog box and complete the operation.

2

Formula Creation

	Feature	Description
New	Formula AutoCorrect	Makes it easier for all users to write equations by automatically correcting 15 of the most common formula-building errors, including double operators, double parentheses, and transposed cell references.
New	Natural Language Formulas	Allow users to write equations using everyday terminology. Users can now write formulas using their own column and row headings rather than cell references (e.g. "Price*Quantity" rather than "A1*A2"), making it easier to create and understand calculations.
New	Range Finder	Uses colored coordinated frames to instantly indicate the cells that are referenced in a given formula. By simply grabbing and moving the frames, users can easily adjust the makeup of the formula or a chart.
Improved	Formula Palette	Combines the Function Wizard (to help users build formulas using Microsoft Excel's built-in or user defined functions) and the Formula bar (to help users edit their formulas) into one useful and discoverable tool that rests right on the Formula bar.

3

Printing and Formatting

	Feature	Description
New	Visual Printing	Allows users to visually determine the precise layout of information on each printed page:
	<ul style="list-style-type: none"> • Page Break Preview Mode 	A fully editable view of the spreadsheet that superimposes page numbers and page breaks over the sheet to show users exactly what information will print on each page.
	<ul style="list-style-type: none"> • Draggable Page Breaks 	Allows users to easily repaginate their spreadsheet or redefine print area by dragging page breaks and print area borders.
New	Conditional Formatting	Automatically highlight data outliers or other key information by applying rules that change the formatting of cells and ranges based on the values they contain.
New	Custom Cells	Users can “go beyond the grid” of the typical spreadsheet to make their data look the way they want
	<ul style="list-style-type: none"> • Rotate Text 	Display text at any angle, saving horizontal space for long column headings.
	<ul style="list-style-type: none"> • Indent Text 	Indent text within cells instead of inserting narrow columns or using the spacebar to simulate indentation.
	<ul style="list-style-type: none"> • Merge Cells 	Users can more easily create attractive forms and tables by combining several cells into one large cell to hold a single value.
	<ul style="list-style-type: none"> • AutoSize Text 	Automatically shrink the font size of data to fit inside a cell. Eliminates the need to manually resize a column or font size to accommodate long entries within a cell.

4

Charting

	Feature	Description
<i>Improved</i>	Chart Wizard	Streamlines the creation and modification of a chart by housing all the charting options in one place, making it easier for users to create the chart they want the first time.
<i>Improved</i>	Chart Menu	Allows the user to return to the Chart Wizard dialogs after creating a chart to change chart options. Users no longer have to work with different dialogs displaying the same information.
<i>Improved</i>	Charting Toolbar	Simplifies chart editing by consolidating all chart editing tools in one place. Now users no longer need to search multiple places to find the commands they need.
<i>New</i>	Chart Tips	Special tips that identify chart elements and data series values when the user hovers the mouse over a chart. Now users no longer have to guess what element they are selecting or what the values are behind a data series.
<i>New</i>	Single Click Selection	Simplifies chart modification by providing a more intuitive way to activate the chart, item, or object users want to change. Rather than fumbling with the mouse and clicking multiple times to select the item they want to change, users simply click once on that item to activate the chart and modify it.
<i>New</i>	Additional Chart Types	Represent data with maximum insight and impact. Additional 3-D and 2-D chart types like Cylinder , Pyramid , and Cone charts provide more options for better visual representation of data. In addition, Bubble charts , Pie of Pie and Bar of Pie allow users to add another dimension to their data to help them find insights to data instantly.
<i>New</i>	Time-scale axes	Now dates in chart data ranges retain the same properties as dates displayed in a spreadsheet for intelligent handling of time indexed data. Dates are always displayed in the proper order and users can group their data into days, months or years without changing the underlying data.
<i>New</i>	Chart Data Tables	Allow users to easily display data in tabular as well as graphical form by appending a table directly on the chart.
<i>Improved</i>	Picture, Texture, and Gradient fills in chart	Users can now take advantage of the Microsoft OfficeArt drawing layer to create more visually effective charts. Users can format the fill of chart walls, floors, and the faces of 2-D and 3-D charts with pictures, textures, and gradient fills.

PivotTables

	Feature	Description
<i>New</i>	Structured Selection	Makes it easier for users to select related information within a PivotTable® for formatting or analysis. Because the selection retains the underlying links between items or fields, users now have visual cues to help them identify relationships between groups of data.
<i>Improved</i>	Persistent Formatting	Retains custom formatting through each pivot and data refresh in PivotTable dynamic views, making it easier to identify key data points even as the display of the data changes.
<i>New</i>	Calculated Fields and Items	Extend PivotTable functionality to support ad-hoc analysis and modeling. Users can now create new data fields and items without modifying source data by building formulas using existing PivotTable fields or items. For example, users might want to add a new field that displays forecast data built on existing data within the PivotTable report.
<i>New</i>	Server based Paged Fields	Improve PivotTable memory efficiency in a client-server environment by storing page fields on the server along with external data to be imported as needed.
<i>Improved</i>	PivotTable dates displayed as numbers	Now PivotTables handle dates correctly. Users can now format 1/10 as Jan 10, and can sort dates numerically rather than alphabetically.
<i>Improved</i>	Page Field Layout	Saves spreadsheet real estate by allowing them to arrange PivotTable page fields across columns and in multiple rows.
<i>Improved</i>	Options Dialog	Provides users with more control over PivotTable elements such as format, display, data source, and external data links when using the PivotTable wizard.
<i>New</i>	AutoSort	Now, the same customizable sorting capabilities found in Microsoft Excel worksheets have been incorporated into PivotTables. Users can sort by two or more criteria in the same command. For example, users can sort by sales within regions in their PivotTable.
<i>New</i>	AutoShow	Allows users to see only the most relevant information. For example, users can choose to see only the top 3 selling products in a particular region.

6

Take Advantage of Increased Connectivity

Microsoft Excel 97 includes powerful new technologies that allow users to get the most out of the increasingly connected computing environment. Users can collaborate electronically on spreadsheets, and retrieve and publish information online using familiar tools and processes. Microsoft Excel 97 removes the barrier between the individual desktop and the communication and information resources of the connected environment.

Workgroup Functionality

	Feature	Description
<i>Improved</i>	Shared Workbooks	With shared workbooks, multiple users can simultaneously access the same document without receiving the "file already in use" message. Users are no longer restricted to simple data entry in a shared file, but can change formatting, edit formulas, even add and delete cells.
<i>New</i>	Track Changes	Makes it simple for multiple users to see what has changed in a shared workbook by automatically highlighting, color-coding, and identifying changes made by other users. Cell tips on each highlighted cell tell exactly what has changed, when, and by whom.
<i>New</i>	Accept or Reject Changes	Makes reviewing changes easy by automatically finding changes and displaying a dialog showing all changes made to the cell, allowing the editor to choose exactly which version of the cell they wish to retain.
<i>New</i>	Merge Workbooks	Allows users to easily consolidate changes made to multiple copies of a workbook back into a single copy. This enables sharing even when users are not connected over a network.
<i>New</i>	Timed Update	Allows the creator of a shared workbook to instruct Microsoft Excel to automatically consolidate all changes at a regular interval. Users simply indicate how often they'd like to receive updates and Microsoft Excel will either automatically save the workbook or update with others' changes.
<i>New</i>	Personal Views	Allows each user working on a shared workbook to see their own personal settings, such as print, filter, and view settings, without affecting other users' settings.
<i>Improved</i>	Comments	Enhanced cell notes allow users in a shared workbook to add their remarks along with their name to another users' comment for an ongoing dialogue inside the spreadsheet.
<i>New</i>	Integration with Microsoft Outlook™	Makes it easy for users to create tasks, track spreadsheet progress, and use templates as forms directly from within Microsoft Excel 97.

7

Web Navigation and Searching

	Feature	Description
<i>New</i>	Hyperlinks	Users can now embed hyperlinks in all Microsoft Excel 97 documents to easily connect to important information no matter where it resides.
<i>New</i>	Web Toolbar	Provides web browser-like navigation interface for easy navigation of hyperlinked documents. Now users can focus on getting information without searching for the tools.
<i>New</i>	Active Web Search	Makes it easy for users to find Microsoft Excel or HTML documents residing on corporate network or Intranet. Now users can search for documents within Microsoft Excel without requiring a separate search engine. Search results are returned in an HTML page with links to each of the documents.
<i>New</i>	Open from URL	Provides more flexibility when sharing information over an Intranet. Users can simply open Microsoft Excel or HTML files from HTTP and FTP servers using the File Open command in Microsoft Excel 97.

8

Online Publishing

	Feature	Description
<i>Improved</i>	Save as HTML	Allows users to automatically convert their Microsoft Excel spreadsheets into HTML for easy posting to an Intranet or Internet. Now charts are saved as GIF files for even better conversion.
<i>New</i>	Save to URL	Makes it easy to post Microsoft Excel workbooks onto HTTP and FTP Intranet servers. Now anyone can view and access spreadsheet data posted to a corporate Intranet or on the World Wide Web.
<i>Improved</i>	Microsoft Excel Viewer	Allows users to publish Microsoft Excel files for viewing by those who may not have Microsoft Excel. By simply attaching the Microsoft Excel Viewer, even non-excel users can hyperlink, view, copy, zoom, AutoFilter, and print Microsoft Excel spreadsheet files.
<i>New</i>	Web Form Wizard	Steps users through the process of connecting a Microsoft Excel form to a Web server so that administrators on different software platforms can access the information.
<i>New</i>	Microsoft Excel 97 HTML tags	New HTML extensions that enable PivotTables, AutoFilter, formulas, and spreadsheet formatting in HTML tables. When viewed by incompatible browsers, these tags degrade to normal HTML tables, allowing users to view the underlying data. Opened inside Microsoft Excel 97, these tags are interpreted for added, active functionality.

9

Online Data Retrieval

	Feature	Description
<i>New</i>	URLs in Formulas	Make it easy to link to important data on a spreadsheet residing on a Web server. This provides the fastest, easiest way for users to get the most current data on their worksheet no matter where the data resides.
<i>New</i>	Open HTML	Microsoft Excel 97 opens HTML documents as easily as .XLS files. Formatting and hyperlinks are retained and users can dynamically analyze the data, not just browse it as static information.
<i>New</i>	Web Queries	Allow users to import rich, dynamic, tabular data such as stock quotes, currency exchange, weather information, etc. from the Internet into a spreadsheet they've set up to receive it. The data can be fed directly into formulas or charts and can be refreshed to keep it up to date.
<i>New</i>	Sharable Queries	Allows users to share and execute queries designed by a system administrator without requiring each user to create a connection from their machine. For example, an IS manager can create the same pricing query for use by multiple sales representatives across the country.
<i>New</i>	Parameterized Queries	Enable system administrators to create a single query for multiple users. Each of these users can then input their own parameters to filter the data set for just the information they need.
<i>New</i>	Report Templates	Make it easy to distribute query reports by reducing the size of the files. When the template is saved, the external data is removed, keeping file size to a minimum. When a user creates a file from the template, the data is automatically retrieved from an external data source and pulled into the user's spreadsheet.
<i>New</i>	Asynchronous Queries	Queries now run on a separate thread, allowing users to work on the spreadsheet while Microsoft Excel accesses the data they need in the background.
<i>New</i>	AutoAdjust on Refresh	Automatically preserves formats and formulas when importing external data into the spreadsheet, saving users time and effort spent reformatting data.
<i>Improved</i>	Query Wizard	Steps users through the intricate process of connecting to a database, creating a query, and returning data to the spreadsheet.

10

Create Better Solutions

Microsoft Excel 97 is an even more robust platform for creating custom solutions. Greater capacity, new tools and a better development environment give professional developers tremendous power to create custom solutions for the enterprise.

	Feature	Description
<i>Improved</i>	Increased Capacity	Of particular importance to solution designers and frequent users of database queries. Cell capacity increases from 255 to 32,767 characters; number of rows increases from 16,384 to 65,535 rows; and the number of chart points per series increases from 4,000 to 32,000 points.
<i>New</i>	Data Validation	Allows users to define simple rules and dialogs for cell entries without writing any code. Makes it easy to ensure that proper data is entered into spreadsheet forms.
<i>New</i>	Visual Basic® development Environment (VBE)	VBE is consistent with Visual Basic 5.0 environment, with improved code editor, hierarchical object browser, multi-pane debugger, a property sheet, project explorer, and a statement builder.
<i>New</i>	Microsoft Forms	Gives Microsoft Excel programmers access to code behind the forms with rich event handling and support for ActiveX™ controls.
<i>Improved</i>	Sixty-two new Events	Provide Microsoft Excel programmers with more flexibility and control in responding to user actions.
<i>New</i>	ActiveX Controls	Can be embedded directly into a Microsoft Excel spreadsheet whether solutions reside on the Internet or in a workbook. These controls make it easy to put objects such as directory browsers and richer image displays on top of a worksheet or in an Office Form.
<i>Improved</i>	Programmatic Control of PivotTables	Exposes more properties and methods in the PivotTable object model including bulletproofing, memory & cache management, formatting, and external queries for richer reporting solutions.
<i>Improved</i>	Mapping Object Model	Makes it easier for developers to incorporate geographic mapping functionality, beyond data refresh, into custom solutions.

#####

11

© 1996 Microsoft Corporation. All rights reserved.

This document is for informational purposes only. **MICROSOFT MAKES NO WARRANTIES, EXPRESS OR IMPLIED, IN THIS DOCUMENT.**

Microsoft, ActiveX, IntelliMouse, the Office Compatible logo, Outlook, PivotTable, and Visual Basic are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Part no. xxxxx