

The Excel Screen



Exercise: Parts of the Excel Screen

What videos 301101 and 301102

Draw on the image above to indicate each of the areas mentioned below:

- | | | |
|------------------------------------|---------------------------|---------------------------|
| 1 - Menu Options | 8 - Excel Minimize button | 15 - File Minimize button |
| 2 - Close Excel button | 9 - File name | 16 - Home Ribbon |
| 3 - Formula bar | 10 - Scroll bars | 17 - Column header |
| 4 - Sheet tabs | 11 - Name Box | 18 - Row header |
| 5 - Autosum button | 12 - Chart button | 19 - Status Bar |
| 6 - Title Bar | 13 - Task Pane (XP) | 20 - Select all button |
| 7 - Sheet tab / Scroll bar divider | 14 - The Office button | |

Exercise: Turn toolbars off using View menu

- Using the View menu and the Show/Hide section, turn the Formula bar, gridlines and headings off and then on.

Exercise: Showing buttons in the Quick Access toolbar

- Click the drop down button at the far left of the Quick Access toolbar and ensure that you reveal the New, Open, Save, Undo, Redo, and Print Preview options
- It should look something like the diagram below:



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RM Cervero

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the 'RM Cervero' text.

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