

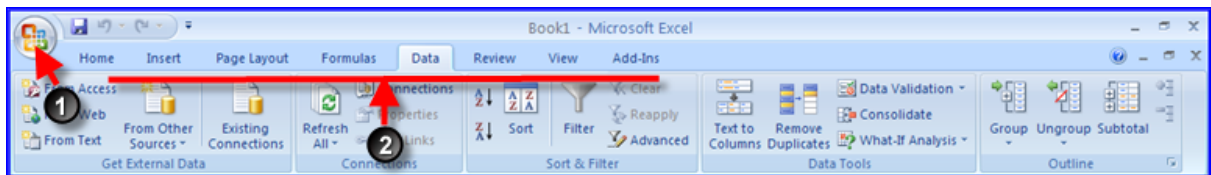
# Microsoft Excel - Ribbon

## Ribbon

The Ribbon has replaced menus and toolbars as well as most of the task panes from earlier versions of Excel.

The Ribbon is located at the top of the workbook, the Ribbon is comprised of tabs that are organised by tasks or objects. The controls on each tab are organised into groups, or subtasks.

The controls, or command buttons in each group execute a command or display a menu of commands or a drop down gallery

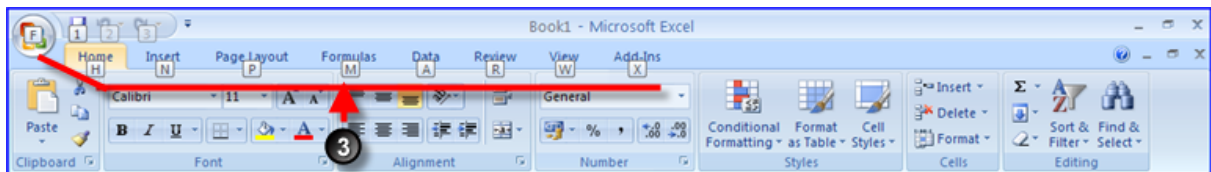


Key Tip  
Standard Tabs

## KeyTips

Another new feature for 2007 is KeyTips, not everyone likes to use the mouse to activate commands like menu options.

By holding down the “alt” key, the corresponding shortcut key will be displayed next the tabs, for example “|alt & A” will switch you the data tab.



KeyTips – displayed when “alt” key is pressed

## Tabs

There are three different types of Tabs :-

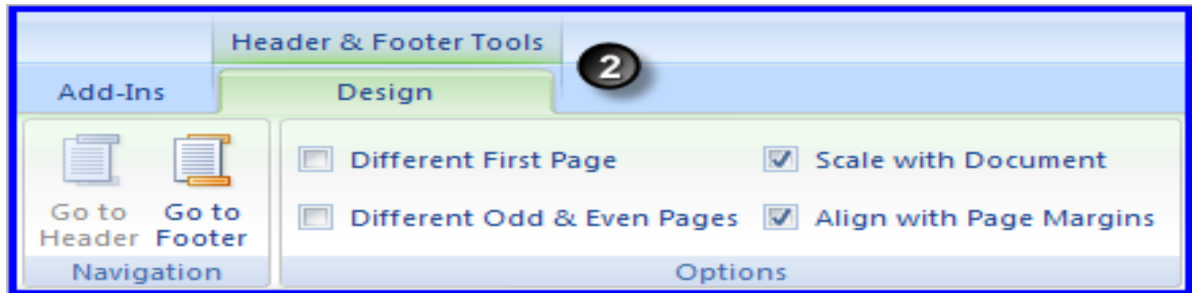
Standard Tabs – Home, Insert, Page, Layout, Formulas, Data, Review, View and Add-Ins

Contextual Tabs – Such as, Insert→Header & Footer→Design.

A Contextual tab only appears when required.

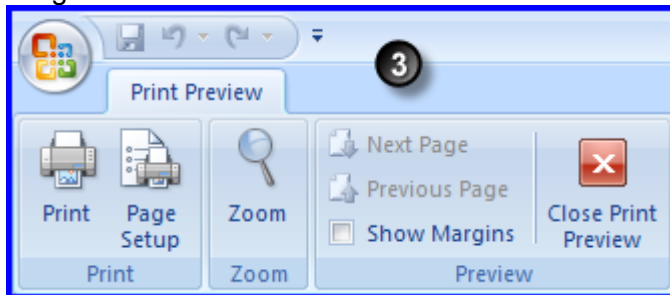
Program Tab – Such as Print Preview, this replaces the standard set of tabs when you switch to certain views or modes.

Contextual Tabs.



Contextual Tab Insert→Header & Footer→Design.

Program Tabs.



Program Tab Print Preview.

## The Quick Access Toolbar

Found on the default Quick Access Toolbar there are the more common icons, these include,

Save, Undo and Redo icons.

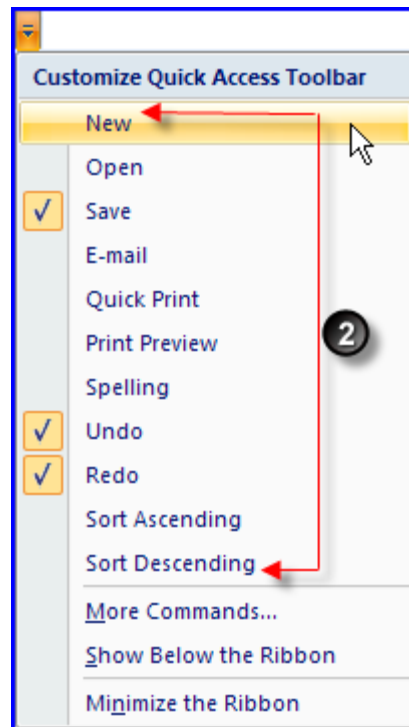


It is also possible to add additional common used icons.

Click on the  
Customise Quick  
Access toolbar Arrow

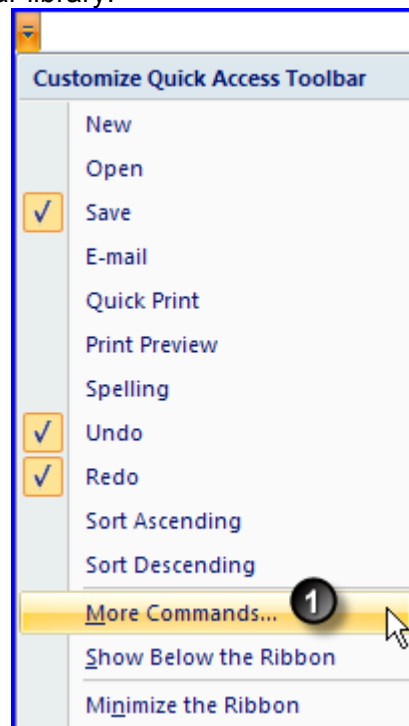


Select the Required icon form the List

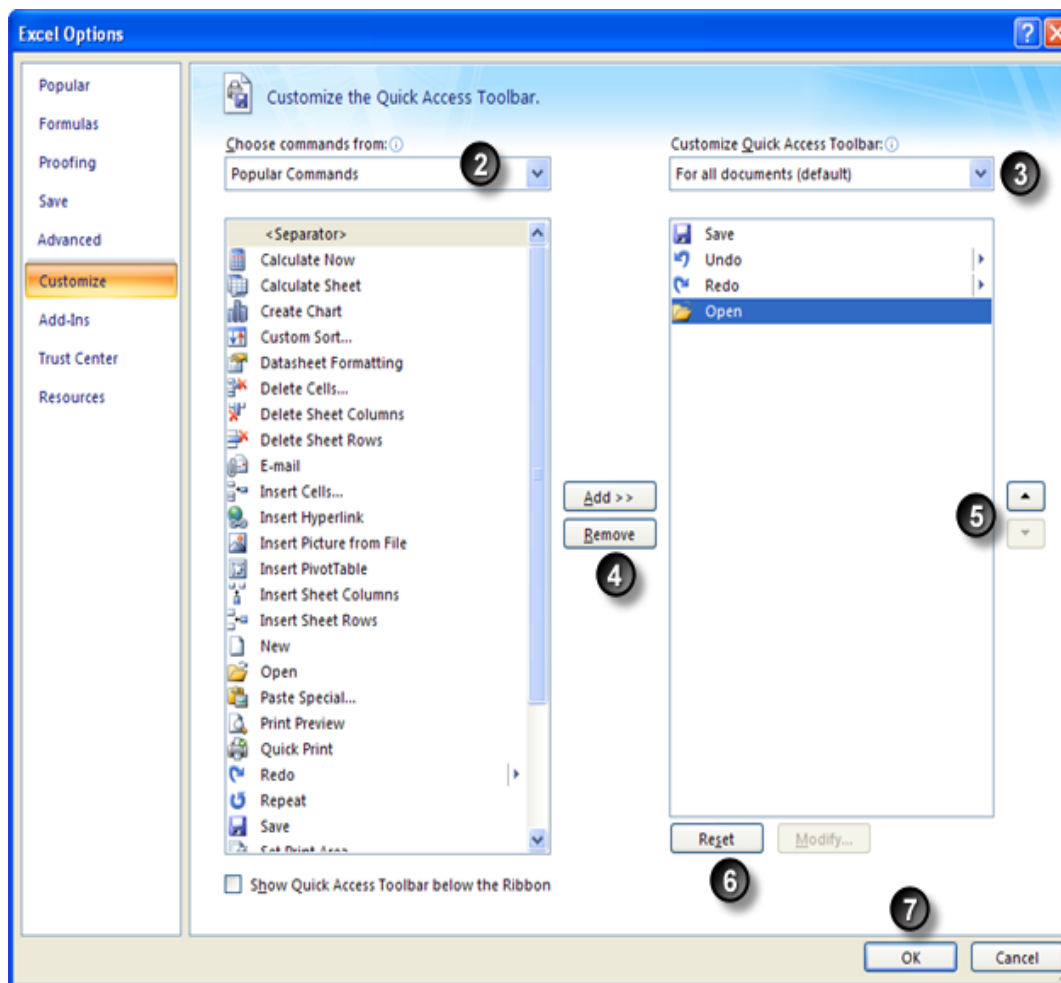


If the required icons are not displayed in the drop –down list, it is possible to add additional icons from the toolbar library.

Select the more commands option.

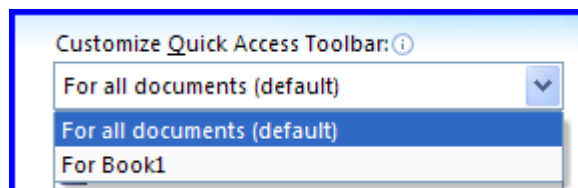


The Excel Options Screen will be displayed



From the Choose commands from list, select the one of the toolbar categories listed, if you are not sure which toolbar category the desired icon relates to select either “most common” or the “all comands” category.

The Customize Quick Access Toolbar option allows you to specify if the selected icon will be available in all workbooks “default” or just in the current workbook in this case “Book1”.



Either selects the icons from the left customise list or removes icons from the Quick Access Toolbar.

Move Up / Move Down : arranges the order of the icons on the Quick Access Toolbar.

This option will allow you to reset the Quick Access Toolbar to the default settings.

Click on the ok button, to commit the changes.

