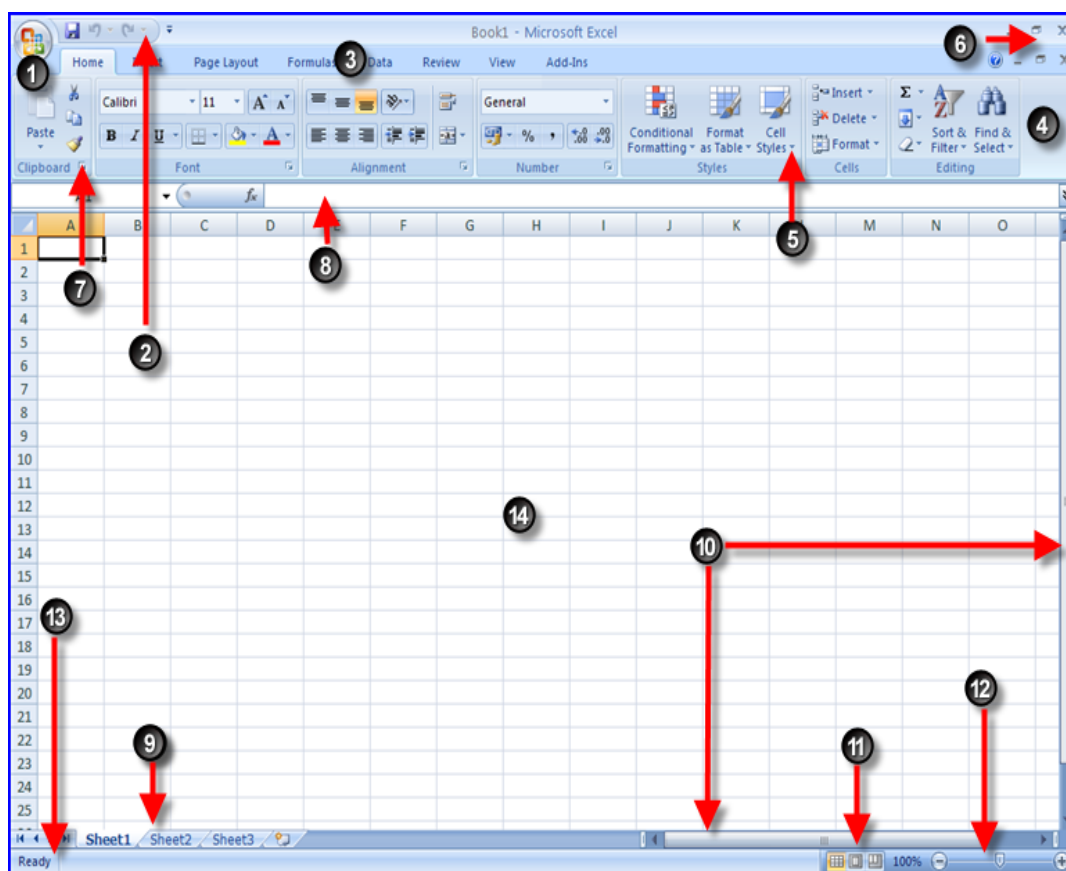


Microsoft Excel - The Excel Window



The Excel Window



- | | |
|-------------------------------|---|
| 1. Office Button | Access the office commands. |
| 2. Quick Access Toolbar | Excel customizable toolbar. |
| 3. Tabs | Access Excel tools and commands. |
| 4. The Ribbon | Commands and tools grouped by category onto different tabs. |
| 5. Lists and Galleries | Click the down arrow to access lists and galleries. |
| 6. Excel Window Size Controls | Resize the application window. |
| 7. Dialog Box Launcher | Click to access dialog boxes |

8. Formula Bar

9. Sheet Tabs

10. Vertical and Horizontal Scroll Bar

11. View Buttons

12. Zoom Controls

13. Status Bar

14. Workbook Window

or task panes.

View or modify formulas entered into cells.

Select different sheets.

Allows user to scroll vertically or horizontally around the spreadsheet.

Switch between the views.

Use the zoom in or out using the slide, or buttons.

Displays information about the workbook.

Enter data, formula and labels.