



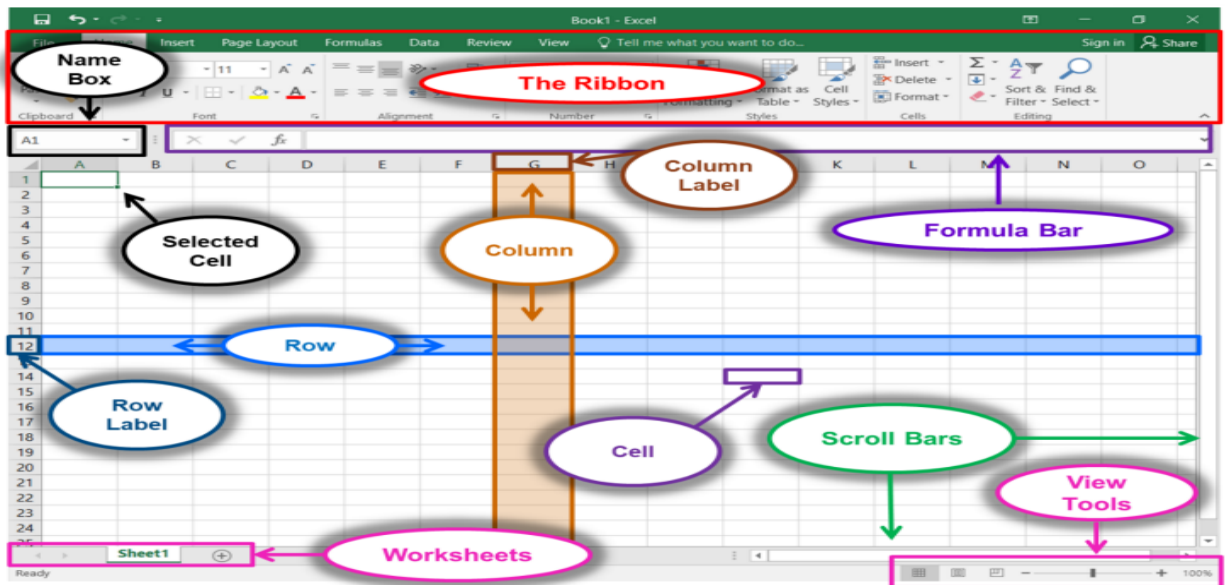
**Al-Mustaqbal University College**  
**Optics Techniques Department**

**Lecture 2**

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## ➤ The Excel Screen

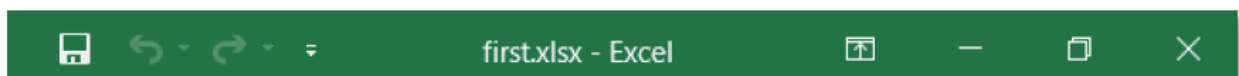
The screen in Excel looks different than those used in other types of applications.



- **Name Box:** Displays the currently selected cell.
- **Formula Bar:** Displays the number, text, or formula that is in the currently selected cell, and allows you to edit it. It behaves just like a **text box**.
- **Selected Cell:** The selected cell has a dark border around it.
- **Column:** Columns run vertically (top to bottom).
- **Column Label:** Identifies each column with a letter. Clicking on a column label selects the entire column.
- **Row:** Rows run horizontally (left to right).
- **Row Label:** Identifies each row with a number. Clicking on a row label selects the entire row.
- **Cell:** The intersection of a row and column.

- **Worksheets:** The worksheets contained in the workbook are displayed at the bottom-left of the screen. Click on a worksheet to view it.
- **Scroll Bars:** Used to view other parts of a worksheet when the entire worksheet cannot fit on the screen.
- **View Tools:** See Status Bar next

## ➤ Title Bar

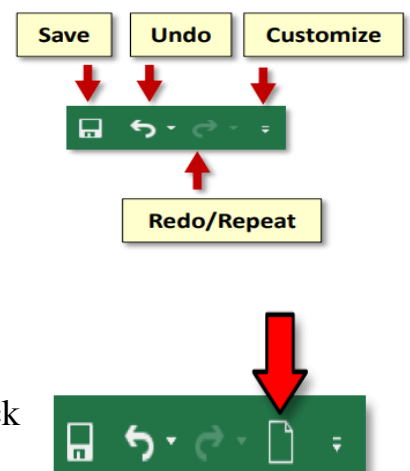


- Note the Title Bar section which has window controls at the **right** end has three buttons (**Minimize, Restore, and Close**).
- Note that a blank workbook opens with a default **file name of Book1**.

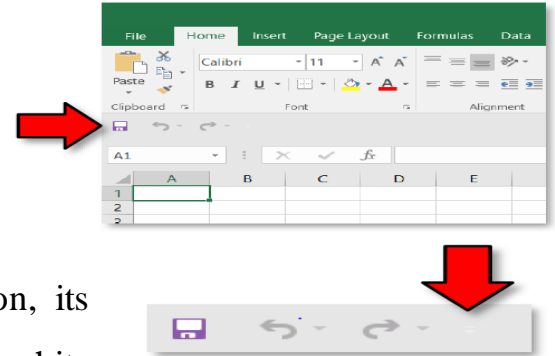
## ➤ Quick Access Toolbar

It is located to the **left** on the Title Bar. It contains frequently used commands and can be customized using the drop-down menu.

1. **Point** to each small icon to view its ScreenTip.
2. **Be aware** that the **Undo** and **Repeat** buttons commands are not located anywhere else in the application except for on the Quick Access Toolbar.
3. **Click** the **Customize Quick Access Toolbar** button, check **New** on the menu. **Notice** how a **new button** has appeared.



4. **Click** the button again and select Show Below the Ribbon. This repositions the toolbar to be below the ribbon.



5. **Note** that when the toolbar is below the ribbon, its customize button is **very difficult to see**, due to its white color.

6. **Move** the Quick Access Toolbar back above the ribbon by **clicking** the **customize** button and **selecting Show Above the Ribbon**.

## ➤ **Ribbon**

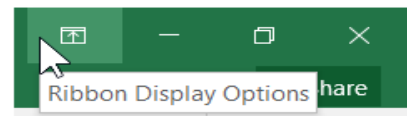
The ribbon contains all of the tools that you use to interact with your Microsoft Excel file. It is located at the **top of the window**. All of the programs in the Microsoft Office suite have one.

The ribbon has a number of tabs, each of which contains buttons, which are organized into groups.

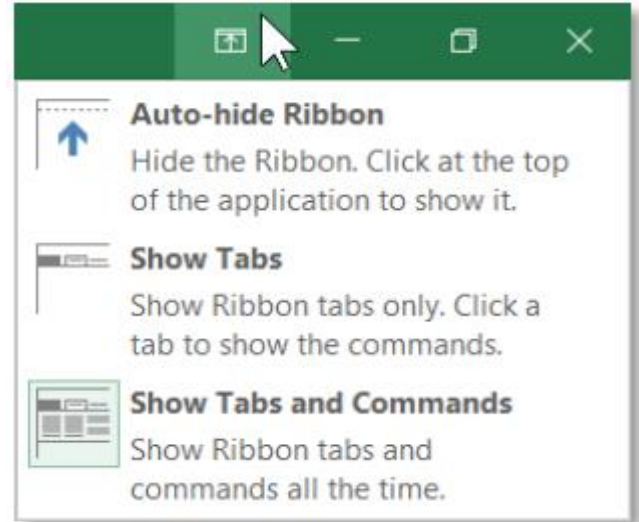
## ➤ **Ribbon Display Options button**

This button provides options that will hide the ribbon from view. **The main benefit to this is that it allows your spreadsheet to take up more of the screen.**

1. **Locate** the **Ribbon Display Options** button (to the left of the window control buttons).



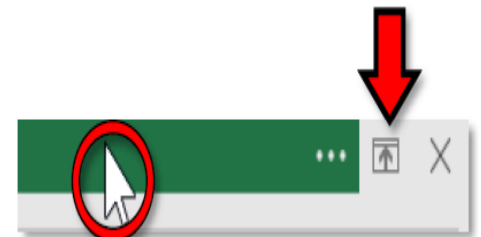
2. **Click** on it. Three options appear.



➤ **Click Auto-hide Ribbon:** It hides the Quick Access Toolbar, title bar, and Window Controls.

○ To get the ribbon to **show** after Auto-hiding it:

✚ Clicking the three dots: the full ribbon can be seen and used. However, once the body of the spreadsheet is clicked it will hide again.



➤ **Click Show Tabs.** Note this option has brought back our Quick Access Toolbar, title bar, Window Controls, and part of the ribbon; only the Tabs are visible. The buttons are not.

➤ **. To get the entire ribbon to stay in view:**

✚ a. Click Ribbon Display Options

✚ b. Click Show Tabs and Commands. This option keeps entire ribbon visible at all times.

## ➤ Saving the File

1. Click the **File** tab.
2. Click the **Save As** button. (We use *Save As* instead of *Save* the **first** time we save a file or whenever we want to save an existing file under a different name or change where we save the file.)
3. Click **Browse**.
4. Notice that a smaller window appears in front of our work. This small window is called a **dialog box**. Because the computer needs to know more than just “OK, save,” the dialog box is where we tell it *how* we want to save our work.

