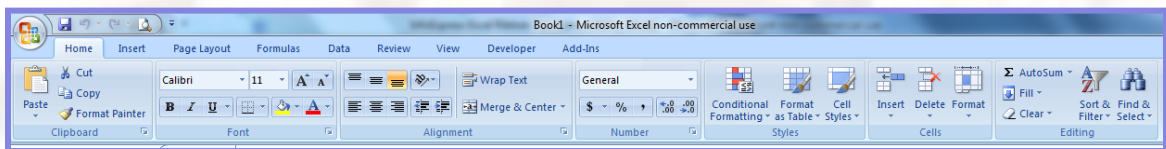




## Excel Ribbon Tip

How familiar are you with the Excel Ribbon? This Excel Tip will help you understand how it is organized so that you can easily find and execute commands.

The Excel Ribbon is your primary way to access most of Excel's commands. The purpose of the ribbon is to provide quick access to commonly used commands. It is at the top of the Microsoft Excel window as shown in the screen shot below.



The Ribbon has four parts: Quick Access menu, Tabs, Groups, and Commands.

The Quick Access menu is at the top of the Ribbon. The Quick Access Toolbar in Excel is a customizable toolbar that contains commonly-used Excel commands, as shown in the screen shot below. It contains a set of commands that are independent of the tab on the ribbon that is currently displayed. By default, the Save, Print, Undo, and Redo commands are in the Quick Access Toolbar.



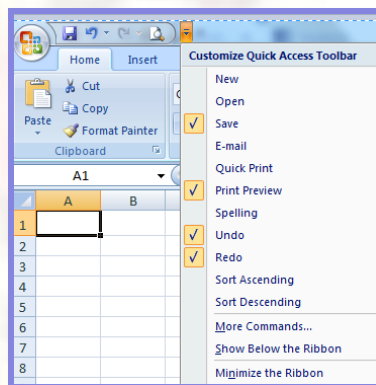
You can add new commands as needed as described on the next page. This will save you time when executing your most commonly used commands.

***Continued on the next page***

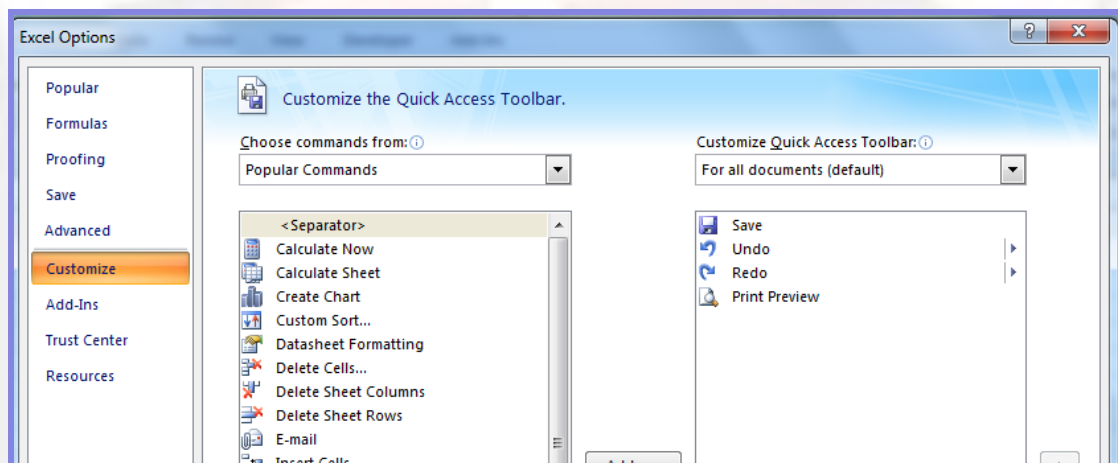


## Excel Ribbon Tip

Customizing the Quick Access toolbar is easy to do. First click on the drop-down arrow to the right of the toolbar. You can now check/uncheck any of the popular commands. Or click on More Commands to see the full list of commands.



The screen show below shows the options available for adding more commands.

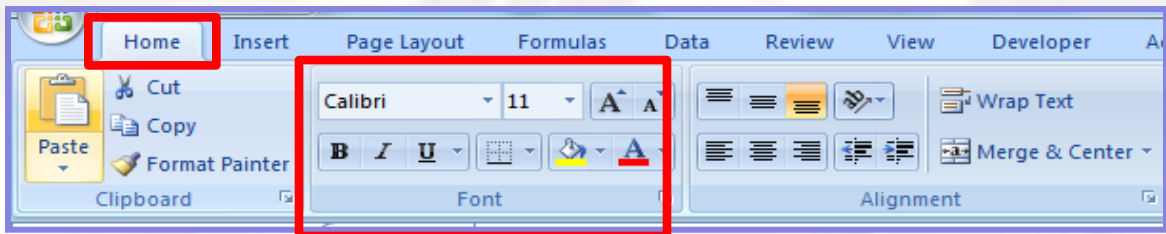


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## Excel Ribbon Tip

Tabs organize related groups of actions/commands together. In the screen shot below, notice the Home tab. It is divided into Groups including Clipboard, Font and Alignment.



Command Buttons within a Group allow you to perform actions or open menus with further related actions. Each button, or icon, on the tabs provides one-click access to a command.

Some tabs, toolbars, and menus come into view as you work. They are known as contextual because they contains commands related to what you are working on. For example, in the screen shot below, a cell in a PivotTable was clicked. That caused PivotTable Tools tabs to be displayed.

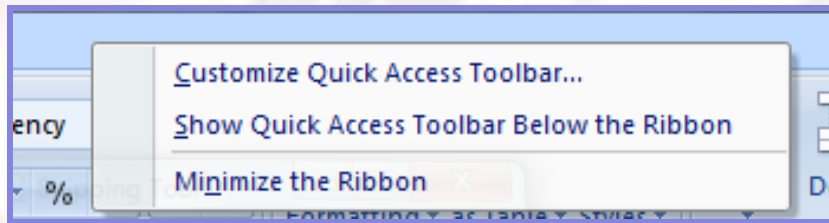
Restaurant Location	Beverages	Condiments	Grains/Cereals	Meat/Poultry	Produce	Grand Total
Ft. Lauderdale	\$28,667.61	\$5,219.66	\$1,405.22	\$4,972.42	\$2,086.63	\$42,351.54
Jacksonville	\$4,963.62	\$954.72	\$1,729.30	\$4,129.64	\$6,864.09	\$18,641.37
Miami	\$10,224.18	\$3,815.43	\$285.11	\$2,757.75	\$2,242.72	\$19,325.19
Orlando	\$2,807.20	\$774.29	\$2,844.38	\$2,234.45	\$3,604.46	\$12,264.78

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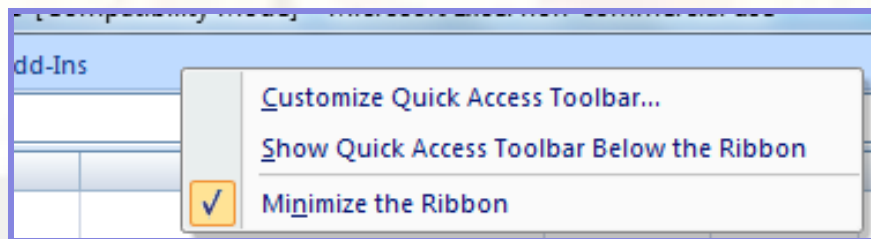


## Excel Ribbon Tip

You can minimize the Ribbon to provide more space for data. Just right-click anywhere on the Ribbon or any of its buttons, and select Minimize the Ribbon from the menu.



To display the Ribbon again, right-click any anywhere on the Ribbon or any of its buttons and uncheck



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