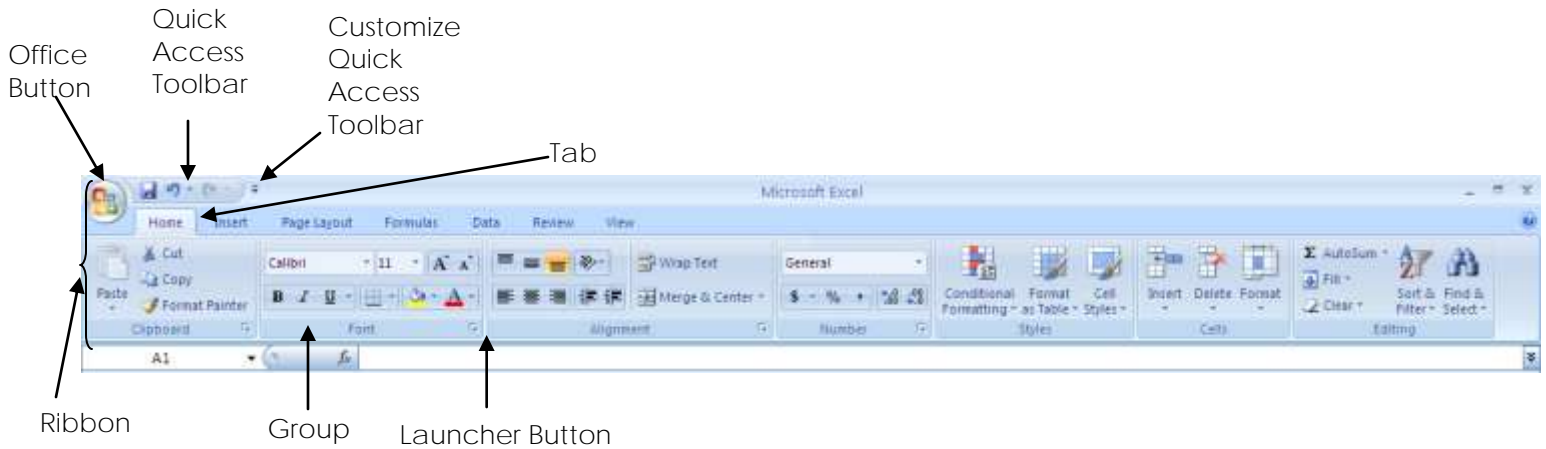


All about the Microsoft Excel Screen



Office Button houses commands for managing whole document rather than document content

Quick Access Toolbar contains frequently used commands and can be modified using the **Customize Quick Access Toolbar** drop-down menu

Ribbon is new for Microsoft Word 2007, and replaces the Menu Bar in previous versions

Tabs house common commands, which are further categorized into **Groups**. Some groups have a **Launcher Button**, which will open a dialogue box with related but less -common commands.

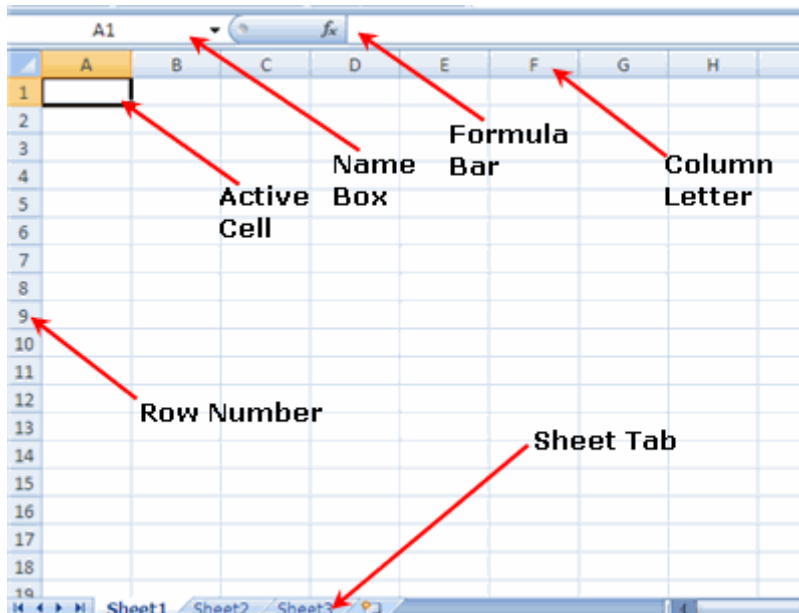
Some buttons in the groups have arrows:



Clicking the button's arrow displays a list of options



Clicking the button itself carries out the command using the current settings



Name Box indicates which cell is currently selected. **Formula Bar** displays the data you type or edit. **Active Cell** highlights the cell that is currently selected. **Columns** are lettered. **Rows** are numbered. **Sheet tabs** allow you to toggle between worksheets within a spreadsheet file.