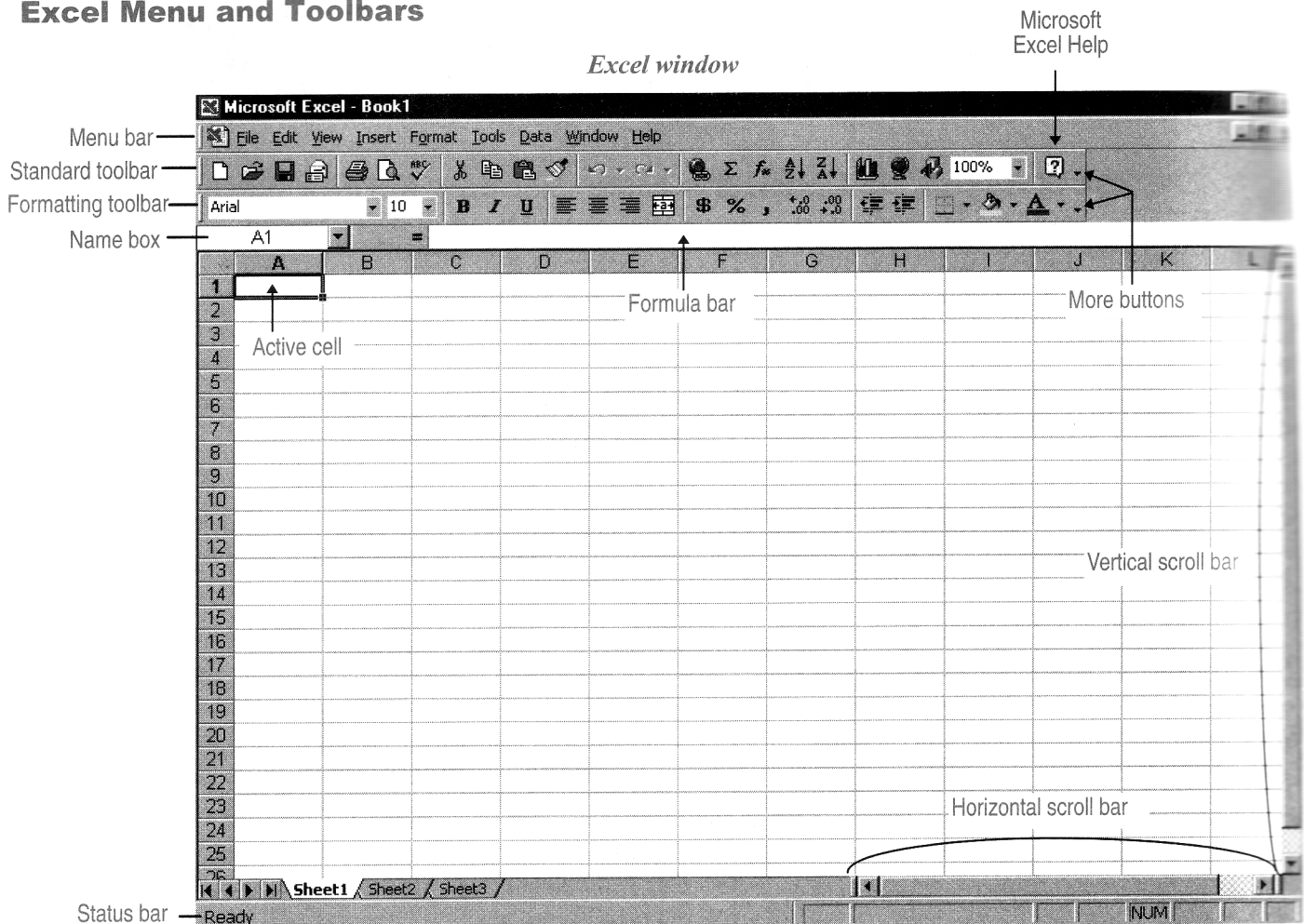


Excel Menu and Toolbars



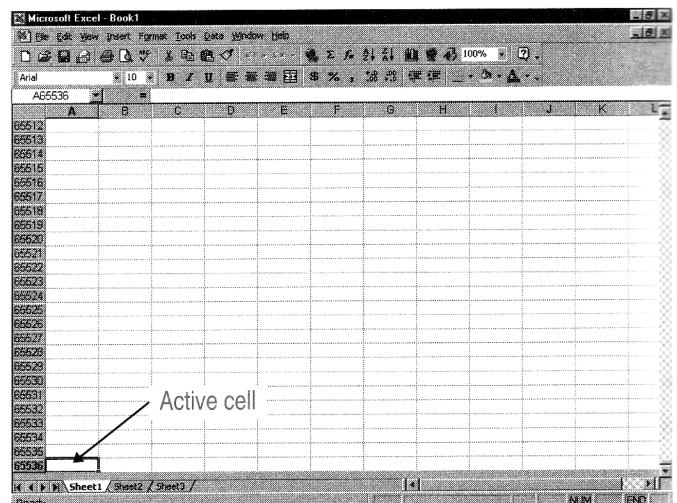
- The menu bar, Standard toolbar, Formatting toolbar, and formula bar appear at the top of the default workbook window while the status bar appears at the bottom.
- The Standard and Formatting toolbars share one row but you can use the View, Toolbars, Customize command, Options tab to change this option.
- The menu bar and toolbars (except for the formula bar) are similar to Word and are covered in Exercise 1 of the Word section of this text.

Explore the Worksheet Using the Mouse and Keyboard

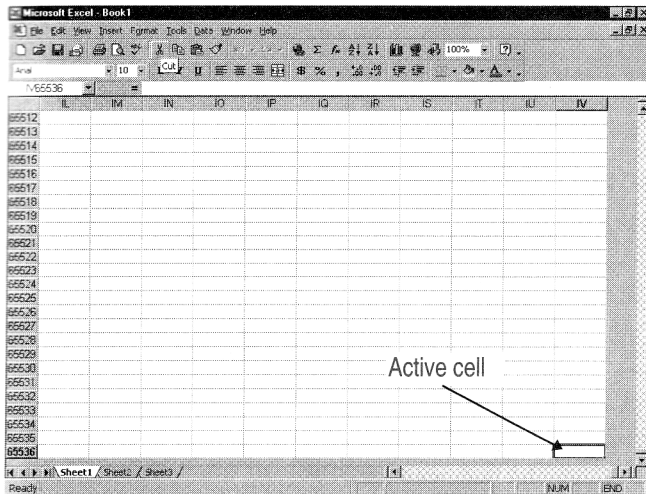
- Since the workbook window displays only a part of a worksheet, you **scroll** through the worksheet to view another location.
- Use the mouse or keyboard to scroll to different locations in a worksheet without changing the active cell.

- There are 256 columns and 65,536 rows available in a worksheet, but you won't need to fill the entire worksheet in order to use it.

Active cell in bottom left corner of worksheet



Active cell in bottom right corner of worksheet



Exit Excel

- When your worksheet is complete and you want to close the Excel application, use the Exit command from the File menu.

Procedures

Start Excel

1. Click **Start** **Ctrl** + **Esc**
 2. Select **Programs** **P**
 3. Click **Microsoft Excel...** , **Enter**
- OR

1. Click **Start** **Ctrl** + **Esc**
2. Click **New Office Document** , **Enter**
3. Click **Blank Workbook**
4. Click **OK** **Enter**

Change Active Cell Using Keyboard

- One cell right.....
- One cell left.....
- One cell down.....
- One cell up.....
- One screen up.....
- One screen down.....
- One screen right..... **Alt** +
- One screen left..... **Alt** +
- First cell in current row.... **Home**
- First cell in worksheet **Ctrl** + **Home**
- Last used cell in worksheet **Ctrl** + **End**

Change Active Cell Using Mouse

- Click desired cell.

Change Active Cell Using Go To (**Ctrl**+**G**)

1. Press **F5** **F5**
OR
a. Click **Edit**..... **Alt** + **E**
b. Click **Go To** **G**
✓ **Go To** list box displays last four references that you accessed.
2. Type cell reference in **Reference** text box.
3. Click **OK** **Enter**

Change Active Cell Using Name Box

1. Click in Name box.
2. Type cell reference.
3. Press **Enter** **Enter**

Scroll Using Mouse

To scroll one row up or down:

- Click up or down scroll arrow.

To scroll one column left or right:

- Click left or right scroll arrow.

To scroll one screen right or left:

- Click horizontal scroll bar to right or left of scroll box.

To scroll one screen up or down:

- Click vertical scroll bar above or below scroll box.

To scroll to beginning rows:

- Drag vertical scroll box to top of scroll bar.

To scroll to beginning columns:

- Drag horizontal scroll box to extreme left of scroll bar.

To scroll to last row containing data:

- Press **Ctrl** and drag vertical scroll box to bottom of scroll bar.

Customize View of Standard and Formatting Toolbars

1. Click **View**..... **Alt** + **V**
2. Click **Toolbars**..... **T**
OR
Right-click on toolbar.
3. Click **Customize**..... **C**
4. Click **Options** tab **Ctrl** + **Tab**
✓ Press **Ctrl**+**Tab** until **Options** page displays.
5. Select **Standard and Formatting toolbars share one row** check box..... **Alt** + **S**
✓ Removes checkmark from option.
6. Click **Close** button **Enter**

Exit Excel

1. Click **File**..... **Alt** + **F**
2. Click **Exit** **X**
OR
Click **Close** button .