

Click on the Excel **System** icon (a) to access display commands for the application, or to close it. The **Quick Access Toolbar** (b) contains the most frequently used tools. You can customise it by displaying it under the ribbon or adding new tools to it (see Customising Chapter).

The **Title bar** (c) displays the name of the spreadsheet (called **Bookn** if it has not been saved) followed by the name of the application, **Excel**; on the right are the **Microsoft Excel Help** (1), **Ribbon Display Options** (2), **Minimize** (3), **Maximize** (or **Restore**) (4) and **Close** (5) buttons.

Below these are the name (6) and avatar (7) of the active user account.

The **FILE** tab (d) activates the Microsoft Office Backstage view, which will temporarily hide the worksheet and displays a menu giving you access to basic application functions (create a new workbook, open, save and close a workbook, print etc.). There are other functions too, for example to enable you to share a file, or to change the options for your user account and Excel application.

The **Ribbon** (e) contains most of the Microsoft Excel application commands. These commands are grouped by tasks, with each task represented by a **tab** (8). When certain objects are selected (such as an image), more tabs, called **contextual tabs**, appear. These tabs are displayed to the right of the normal tabs and contain the commands relevant to each selected object. Each tab has several **groups** (9) of commands (or sub tasks) containing **command buttons** (10) which perform most tasks. Some groups have a **dialogue box launcher** (11), displaying a dialogue box or an Office pane with more options.

The **Formula Bar** (f) contains the **Name Box** (12) and the **Formula Bar** (13): the name box displays information about the active cell, while the formula area is where you can enter and edit data. Both areas can be resized (see Views Chapter).

Microsoft Excel 2013

The **worksheet** (g) is made up of **cells** arranged in rows and columns. Rows are represented by numbers while columns are represented by letters. With Excel 2013, you have 1,048,576 rows and 16,384 columns (identified from A to XFD). Each cell corresponds to the intersection of one row and one column and it is identified using the column letter and the number for the row in which it is situated (called the **cell reference**). For example, a cell at the intersection of the third column and tenth row is called **C10**. When you click a particular cell it becomes the **active** (14) cell and its reference appears in the name box on the formula bar. The black square at the bottom right corner of the active cell is called the **fill handle**.

A workbook may consist of several worksheets (1 by default). At the bottom of the active worksheet window, Excel has a **sheet tab bar** (h) allowing each sheet to be identified. This bar contains the worksheet scroll buttons (15), the different worksheet tabs (16) and the **New sheet** button (17).

The **scroll bars** are for moving across (i) or up and down (j) the active worksheet. The rectangles on these scroll bars (18) are called scroll boxes.

The **status bar** (k) displays information about the work environment, the view mode, the Zoom buttons and the Zoom slider. You can change the information displayed in the status bar (see Customising Chapter).



If you want to stop seeing the welcome screen and automatically create a new workbook every time you start Excel, uncheck the option to **Show the Start screen when this application starts** (**FILE** menu - **Options** option - **General** - **Start up options** area).

Leaving Excel 2013

- ☐ Click the **Close** button at the top right-hand corner of the Excel window to close the workbook and leave the application.

*The **Close** option from the **FILE** tab closes the file, but not the application itself.*

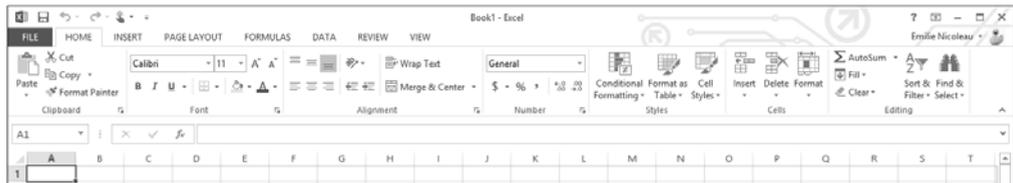
- ☐ If necessary, save the modified workbook.



You can also use the **[Alt] [F4]** shortcut to leave Excel.

Using/managing the ribbon

By default, Excel permanently displays the ribbon tabs and commands above the bar.



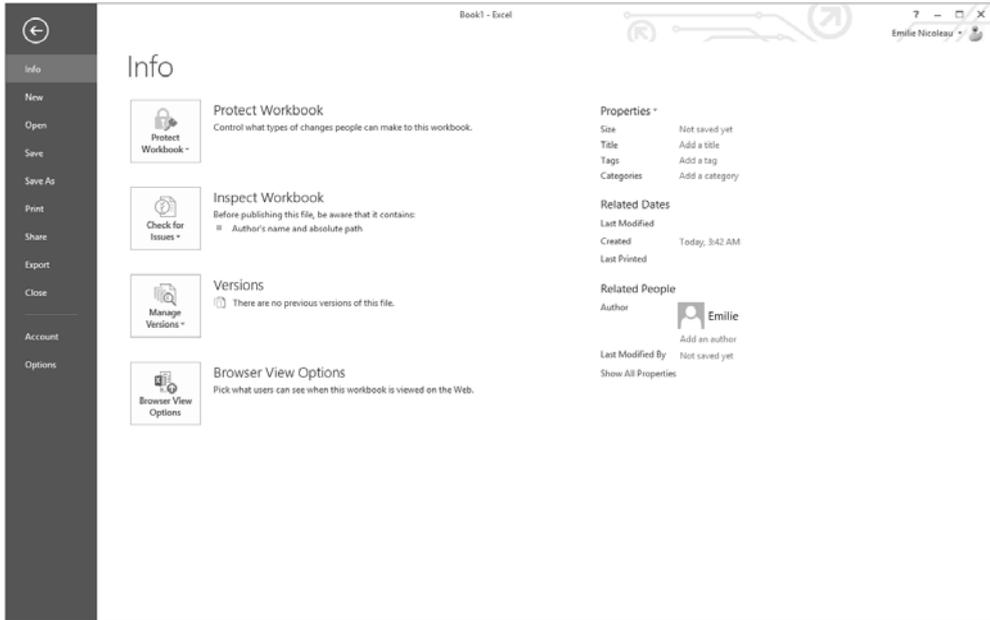
*Each tab is divided into several groups. For example, in the **HOME** tab, which is for managing the presentation of worksheets, there are seven groups of commands: **Clipboard**, **Font**, **Alignment**, **Number**, **Styles**, **Cells** and **Editing**.*

- ☐ If you want to change the way the ribbon is displayed, you can click the **Ribbon Display Options** icon  at the top right-hand side of the screen and choose the option:
 - **Auto-hide Ribbon** to hide the tabs and commands.
In this case, in order to show them temporarily, you will have to click the  icon at the top right-hand side of the screen.
 - **Show Tabs** to display only the tabs.
*In this case, you will need to click on a tab to display its commands. To activate this mode, you can also click the **Collapse the Ribbon** symbol  at the right-hand end of the ribbon or use the **Ctrl** **F1** keyboard shortcut.*
 - **Show Tabs and Commands** will display the ribbon all the time (default option).
 - ☐ If the ribbon is in **Auto-hide Ribbon** mode, click the  icon at the top right-hand side of the screen to display the ribbon. To hide again without changing mode, click on any cell.
 - ☐ If the ribbon is in **Show Tabs** mode, click the tab you want to display its commands (note that the pin symbol  will appear at the extreme right-hand end of the ribbon). To hide them once more without changing this mode, click on any cell.
 - ☐ From **Show Tabs** mode, you can also set the ribbon to be displayed all the time by clicking the  symbol at the right-hand end of the ribbon.
 - ☐ To display the dialogue box or Office pane for a particular group, click the **dialogue box launcher** button  in the bottom right corner of the relevant group of commands.
-  A shortcut menu appears when you click the right mouse button on any item on the worksheet (cell, row, column etc.); it displays only those commands which can be applied to that item.

Introducing the FILE tab

*Since Office 2010, the **FILE** tab has taken the place of the Microsoft Office button in the 2007 version and the **File** menu used in the 2003, 2002 and earlier versions.*

- ☐ Click the **FILE** tab.



By doing this, you activate Backstage mode; the current worksheet is temporarily hidden by a new windows.

The left-hand pane of this window gives you access to basic Excel functions (**Save**, **Save As**, **Open**, **Close**, **Print**, etc.), but also other functions such as the ability to share a file or to change the settings for user accounts and the Excel application.

Depending on the function you have chosen, a certain number of options may be offered to you in the right hand side of the window; for example, for the **New** function you can choose to create a **Blank workbook**, or use one of the templates shown, or find a template online.

- ☐ To close the **FILE** tab without choosing any option, simply click the arrow  at the top of the pane or press `[esc]`.

Undoing the most recent actions

- ☐ To cancel your last action, click the **Undo** tool button  in the **Quick Access Toolbar** or use the `[Ctrl] Z` shortcut.
- ☐ To cancel recent actions, click the arrow alongside the **Undo** button  to open the list of recent actions then click the recent action to cancel (that action and all the following actions will be cancelled).



Some actions, such as opening or saving a worksheet, cannot be undone. In these cases, the **Undo** button is replaced by **Can't Undo**.

Redoing the last cancelled actions

- ☒ To redo the last cancelled action, click the **Redo** button  (in the **Quick Access Toolbar**) once or use the **Ctrl** Y shortcut.
- ☒ To redo recent cancelled actions, click the **Redo** button  (in the **Quick Access Toolbar**) as many times as you need or click the arrow alongside the **Redo** button to open the list of recent cancelled actions then click the recent cancelled action to redo.

Repeating the last action

You can repeat your last action instead of redoing it several times over and again.

- ☒ If required, select the relevant cells.
- ☒ Use the **Ctrl** Y shortcut.

Microsoft Excel 2013

Changing the display mode

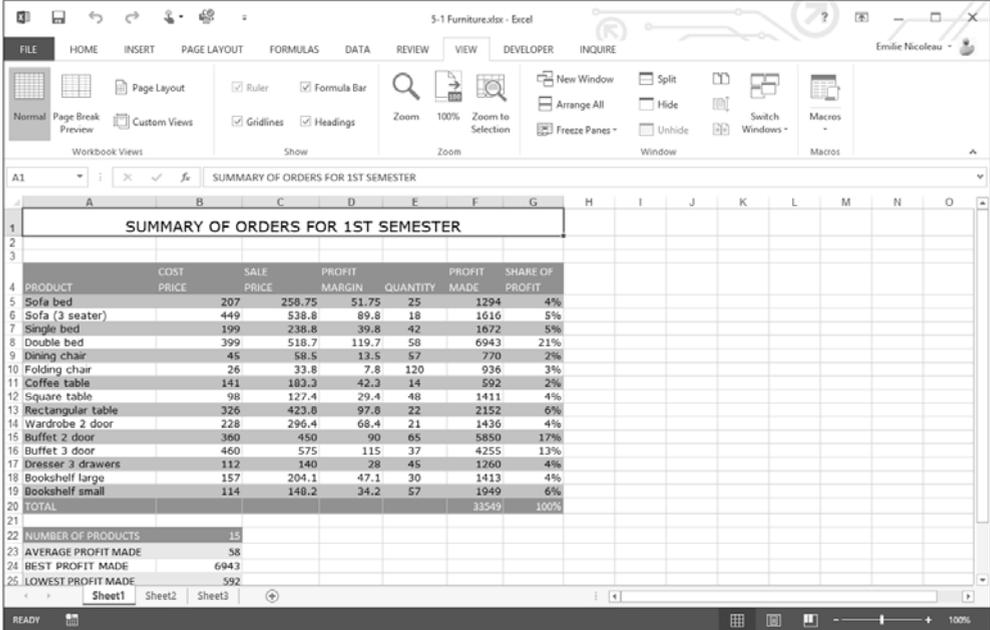
Microsoft Office Excel 2013 offers a variety of views.

Normal view

Normal view is the default view.

- ☐ In the **VIEW** tab, go to the **Workbook Views** group and click **Normal**, or click the **Normal** tool

 on the right of the status bar.



The screenshot shows the Microsoft Excel 2013 interface. The **VIEW** tab is active, and the **Normal** view is selected in the **Workbook Views** group. The spreadsheet displays a table with the following data:

PRODUCT	COST PRICE	SALE PRICE	PROFIT MARGIN	QUANTITY	PROFIT MADE	SHARE OF PROFIT
Sofa bed	207	258.75	51.75	25	1294	4%
Sofa (3 seater)	449	538.8	89.8	18	1616	5%
Single bed	199	238.8	39.8	42	1672	5%
Double bed	399	518.7	119.7	58	6943	21%
Dining chair	45	58.5	13.5	57	770	2%
Folding chair	26	33.8	7.8	120	936	3%
Coffee table	141	183.3	42.3	14	592	2%
Square table	98	127.4	29.4	48	1411	4%
Rectangular table	326	423.8	97.8	22	2152	6%
Wardrobe 2 door	228	296.4	68.4	21	1436	4%
Buffet 2 door	360	450	90	65	5850	17%
Buffet 3 door	460	575	115	37	4255	13%
Dresser 3 drawers	112	140	28	45	1260	4%
Bookshelf large	157	204.1	47.1	30	1413	4%
Bookshelf small	114	148.2	34.2	57	1949	6%
TOTAL					33549	100%
NUMBER OF PRODUCTS	15					
AVERAGE PROFIT MADE	58					
BEST PROFIT MADE	6943					
LOWEST PROFIT MADE	592					