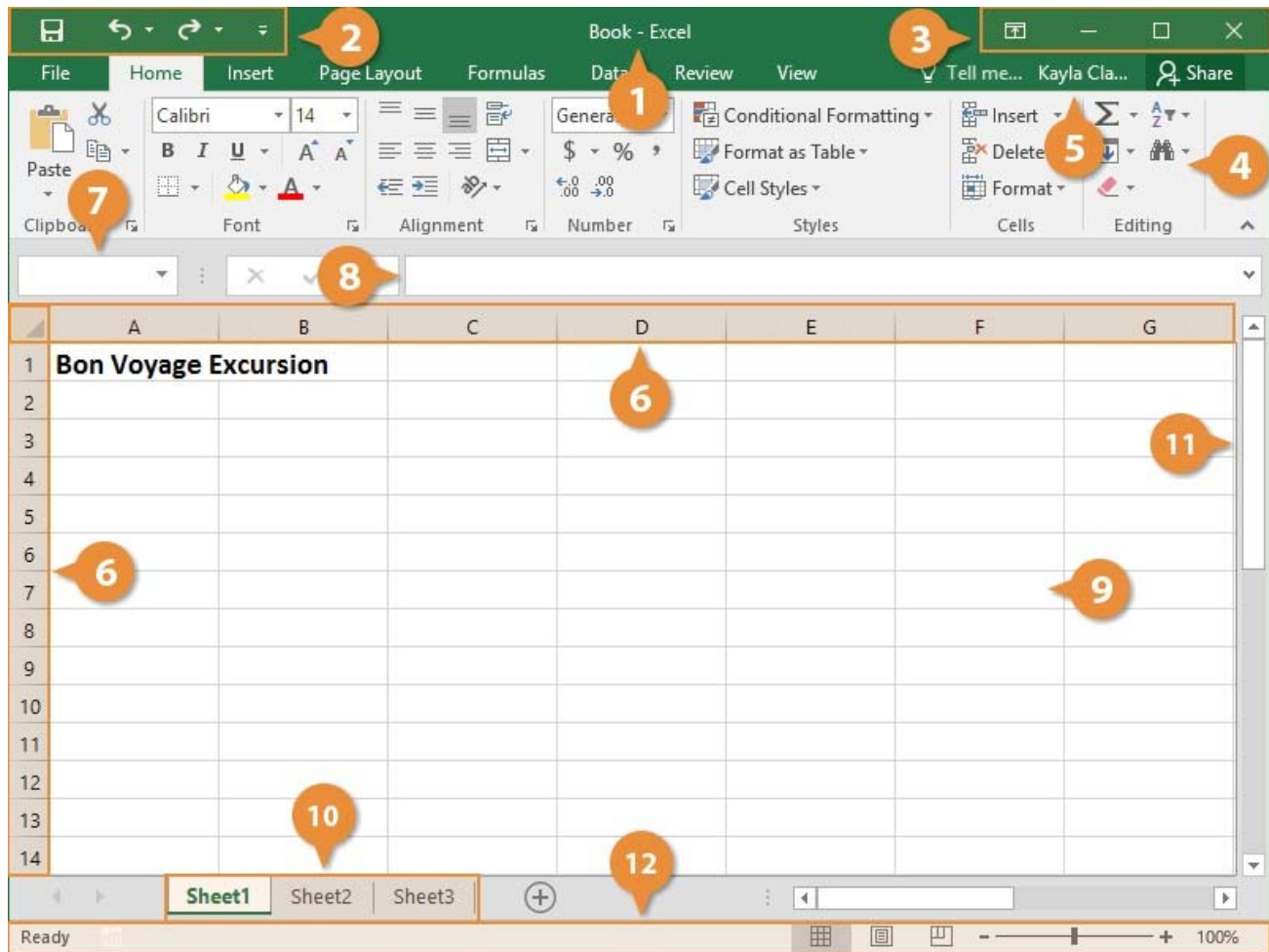


Understand the Excel Screen



The Excel Program Screen

1 Title Bar: Displays the program and the name of the current workbook.	7 Name Box: Displays the active cell address or object name.
2 Quick Access Toolbar: Contains common commands such as Save and Undo.	8 Formula Bar: Displays the values or formulas in the cell. Use to view, enter, or edit the cell's data.
3 Display Options: Contains tools to change the window size and display the Ribbon.	9 Worksheet: Holds a spreadsheet that was created by entering data into cells.
4 Ribbon: Contains buttons to execute commands.	10 Worksheet Tab: Switches between multiple worksheets. Workbooks have three worksheets by default.
5 Microsoft Account User Info: Opens Microsoft account options.	11 Scroll Bar: Scrolls horizontally or vertically to view different parts of the worksheet.
6 Row/Column Heading: Organizes cells by row and column headings.	12 Status Bar and View Buttons: Displays messages from the Excel program. Changes the view.