

Lesson 1-4: Maximize, minimize, re-size, move and close the Excel window

The great successful men of the world have used their imaginations, they think ahead and create their mental picture, and then go to work materializing that picture in all its details, filling in here, adding a little there, altering this a bit and that bit, but steadily building, steadily building.

Robert Collier, American motivational author, (1885-1950)

The main Excel window has a dazzling array of buttons, switches and other artifacts. By the end of this book they will all make sense to you and you'll really feel really comfortable with Excel.

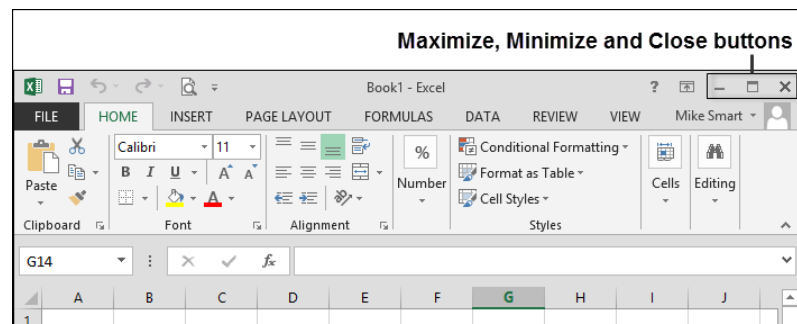
For now we'll explore the big picture by looking at how the Excel window can be sized and moved. The details will come later.

- 1 Open Excel.
- 2 Use the *Blank workbook* template to open a new blank workbook.

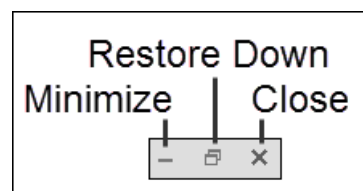
You learned how to do this in: *Lesson 1-1: Start Excel and open a new blank workbook.*

- 3 Understand the *Maximize, Minimize, Close* and *Restore Down* buttons

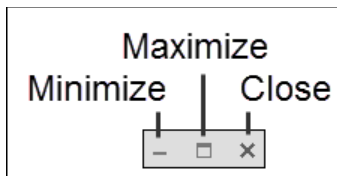
At the top right corner of the Excel window you'll see three buttons.



The buttons that you see will depend upon how the Excel window was left last time the application closed down. Normally the Excel screen is Maximized to fill the screen and you'll see:



But if you had reduced the size of the Excel window so that it didn't fill the screen you'd see this instead:



Try clicking the *Maximize*, *Minimize* and *Restore Down* buttons.

- *Maximize* makes the Excel window completely fill the screen.
- *Minimize* reduces Excel to a button on the bottom task bar.



Click this button again to restore the window to its previous size.

- *Restore Down* makes the Excel window smaller allowing you to re-size the window.

4 Re-size the Excel window

After clicking the *Restore Down* button you are able to re-size the Excel window. Hover over either the side of the window, or a corner of the window, with your mouse cursor. The cursor shape will change to a double-headed arrow.



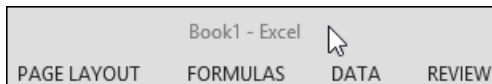
When you see either cursor shape, hold down the left mouse button and move the mouse (this is called *click and drag*) to re-size the window.

Clicking and dragging a corner allows you to change both the height and width of the window.

Clicking an edge allows you to change only one dimension.

5 Move the Excel window.

Click and drag the *Title Bar* (the bar at the very top of the window) to move the Excel window around the screen.



6 Close Excel

Click on the *Close button* at the top right of the Excel window.

This is the most common way to close down Excel

There are also two lesser known (and lesser used) methods of closing Excel (see sidebar).

Excel often provides many different ways to do exactly the same thing.

note

Other ways to close down Excel

There are two other ways of closing Excel.

1. Double click the Excel button at the top left of your screen.
2. Press the <Alt>+<F4> keys on your keyboard.