

important

The Ribbon shows more if you have a wider screen

When I work with Excel I use a 22 inch widescreen monitor running at 1,680*1,050 pixels.

Excel uses the extra screen space to display extended descriptions of each feature on the Ribbon.

For example, the *Styles* pane on the *Home* Ribbon expands to show buttons for ten common cell styles allowing them to be applied with a single click rather than two clicks.

Lesson 1-12: Use the Ribbon

The Ribbon provides fast access to hundreds of Excel features.

The sheer breadth of Excel features can seem overwhelming. This book will gently introduce all of the most important features, one at a time.

By the end of the book you'll be really comfortable and productive with the Ribbon.

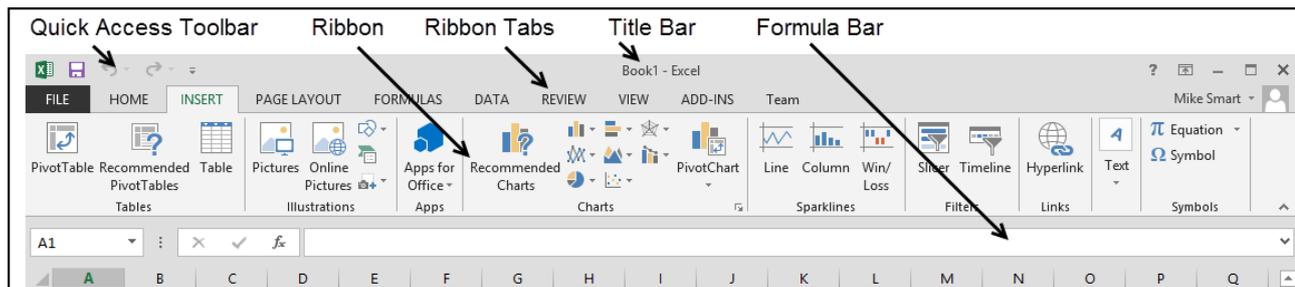
1 Start Excel and open a new blank workbook.

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

2 Use Ribbon tabs.

Each Ribbon tab has its own toolkit available to you. By far the most important tab is the *Home* tab which has buttons for all of the most common and useful features.

Click each tab in turn and view the buttons. The screen grab below has the *Insert* Tab selected. Don't worry if the buttons seem cryptic at the moment. Most of them will make complete sense by the end of this book. (And if you later go on to complete the *Expert Skills* course, Excel will have no mysteries left at all!)



3 Type the word **Test** into any blank cell and then press the <Enter> key on the keyboard once.

Notice how the Active Cell moves to the cell beneath.

| | A | B |
|---|---|------|
| 1 | | |
| 2 | | Test |
| 3 | | |

4 Make the cell with the word *Test* into the active cell.

Click once on the word *Test* or use the arrow keys on the keyboard to navigate back to the cell. Be very careful not to double-click, otherwise Excel will think that you want to edit the cell.

| | A | B |
|---|---|------|
| 1 | | |
| 2 | | Test |

5 Click the *Home* tab on the Ribbon and focus upon the Font panel (it's the second panel from the left). Try clicking each of the buttons and you will see the word *Test* change to reflect your choices.

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If your Ribbon doesn't look like the illustrations in this book

Remember that the Ribbon will look different depending upon the size of your screen (see important sidebar on previous page) but all of the features will still be there.

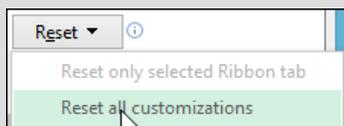
Excel 2013 also allows you to customize the ribbon.

Customizing the Ribbon is an expert-level skill covered in the *Expert Skills* book in this series.

If another user has been playing with this feature they may have rendered Excel unusable!

If you suspect this to be the case you can put things back to normal like this:

1. Right-click the Ribbon.
2. Click: *Customize the Ribbon...* from the shortcut menu.
3. Click: *Customize Ribbon* → *Reset* → *Reset all customizations*.



4. Click: *Yes*.

This drop-down allows you to change the font to something different to the default Calibri.

This drop-down allows you to change the size of the font (measured in points).

These buttons allow you to change the cell's background and text colour.

Click here once to make the text Bold, Italic or Underlined (or all three). Click again to restore it to Normal.

This drop-down arrow allows you to add a double underline.

Clicking here puts a single underline along the entire length of the bottom of the cell. Try the drop-down arrow too for more border options.

6 Minimize the Ribbon.

1. Double-click any of the Ribbon tabs except the *File* tab (for example the *Home* tab or the *Insert* tab).

Notice how the Ribbon is now minimized in order to save screen space (though the *Formula Bar* is still visible).

2. Click once on any tab, except the *File* tab, to temporarily bring the Ribbon back to full size.

Notice that as soon as you click back onto the worksheet the Ribbon is minimized again.

7 Bring back the Ribbon.

Double-click on any tab except the *File* tab to permanently bring back the Ribbon.

8 Close Excel without saving changes.

1. Click: *File* → *Close* or click the cross  in the top right corner.
2. When asked if you want to save your changes, click the *Don't Save* button.