important

The Ribbon shows more if you have a wider screen

When I work with Excel I use a 32-inch monitor running at 2,560X1,440 pixels.

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

For example, the *Styles* pane on the *Home* Ribbon shows ten buttons for 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.

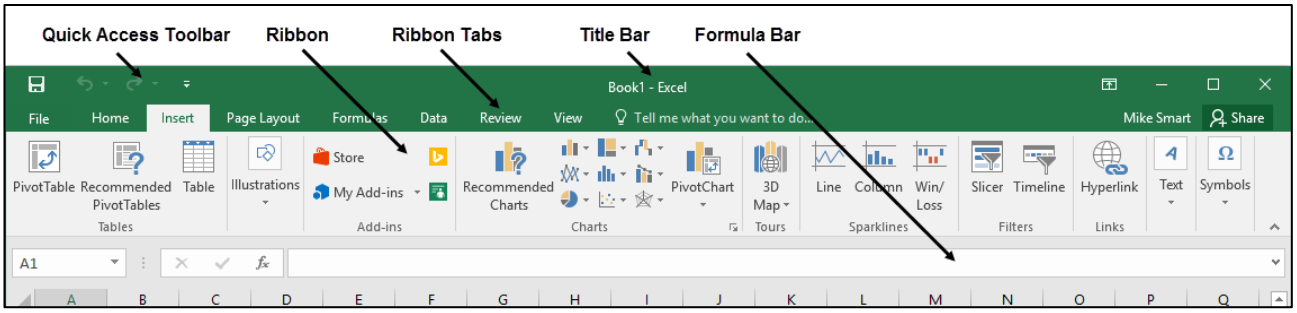
1 Start Excel and open a new blank workbook.

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

2 Use Ribbon tabs.

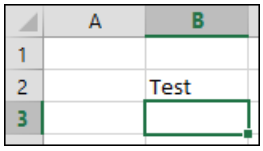
Each Ribbon tab has its own toolkit available to you. By far the most important tab is the *Home* tab which has buttons for all of the most common and useful features.

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. Many of them will make more sense by the end of this book. (And if you later go on to complete the *Essential Skills* and *Expert Skills* courses, Excel will have no mysteries left at all)!



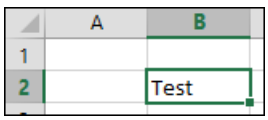
3 Type the word **Test** into any blank cell and then press the **<Enter>** key on the keyboard once.

Notice how the active cell moves to the cell beneath.



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.



5 Click the *Home* tab on the Ribbon and focus upon the Font command group (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.

important

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

If you have Excel 2016 (the one-time purchase version) rather than an Excel 365 subscription, your Ribbon may have less (or different) commands than are found in the latest (Excel 365) version.

The Ribbon will also look different depending upon the size of your screen (see important sidebar on previous page).

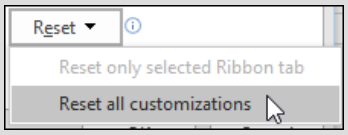
Excel 2016 also allows you to customize the Ribbon.

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

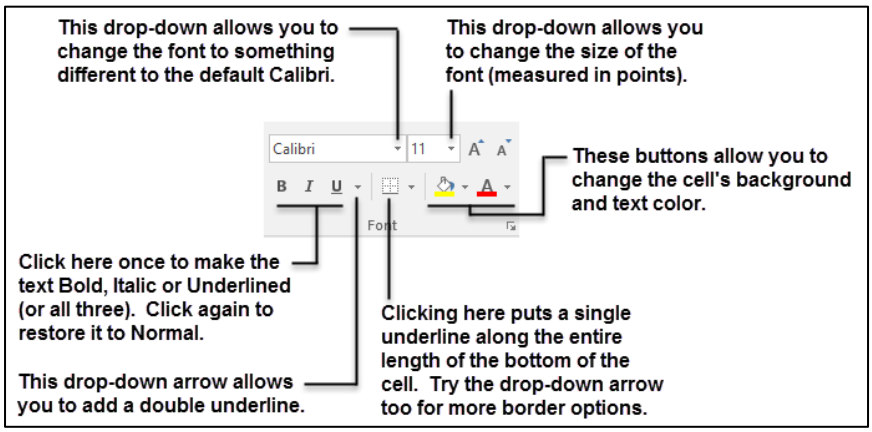
If another user has been playing with this feature, they may have rendered Excel unusable!

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

1. Right-click in a blank area of the Ribbon.
2. Click: *Customize the Ribbon…* from the shortcut menu.
3. Click: Customizations→ Reset→ Reset all customizations.



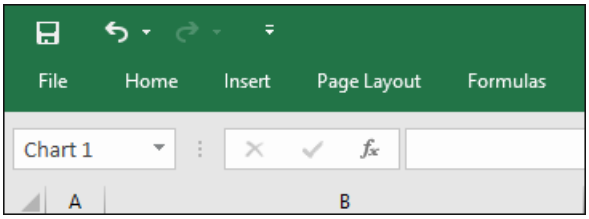
4. Click: Yes.



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.

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