

Lesson 1-17: Hide and Show the Formula Bar and Ribbon

Most desktop computers have large display screens. The space taken by the Ribbon and Formula Bar isn't usually a problem.

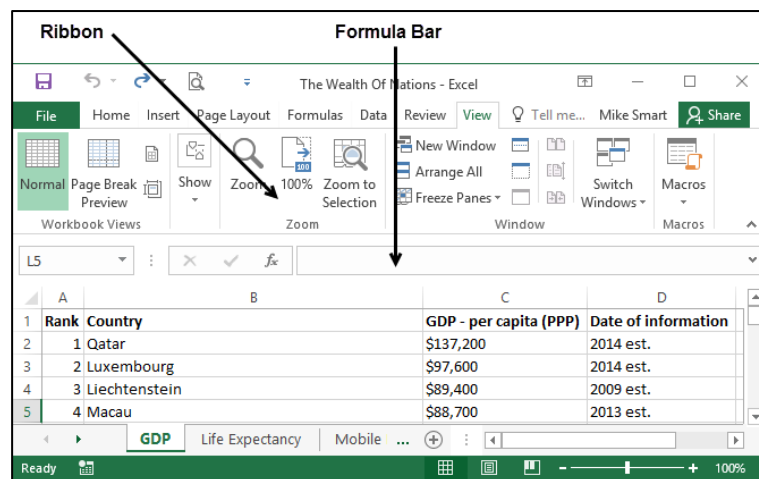
If you progress to the Essential Skills course in this series you'll discover in: *Session Eight: Cloud Computing* that it is now possible to run Excel 2016 on tablet computers (and even on Smartphones). These devices often have a very small display screen, meaning that the Ribbon and Formula Bar take up too much valuable screen space.

When screen space is limited, you may wish to hide the Formula Bar, Ribbon, or even both, to maximize the number of cells visible on the screen.

- 1 Open *The Wealth of Nations* from your sample files folder (if it isn't already open) and click the *Life Expectancy* tab.

Notice that the *Ribbon* and *Formula Bar* are taking up space that could be used to display the contents of the worksheet.

Consider the screen below:



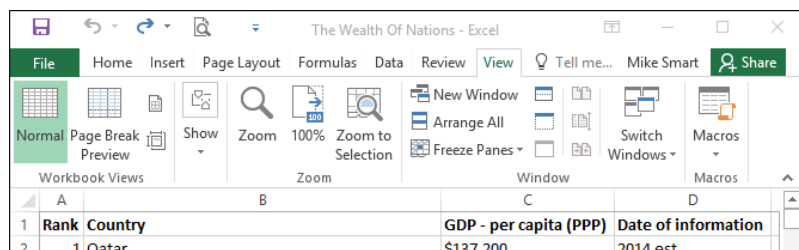
This is the type of smaller screen you might see on a small tablet device or Smartphone.

Only five rows are visible, making the worksheet difficult to work with. Hiding the Ribbon, Formula Bar, or both, will free up some valuable screen space.

- 1 Hide the Formula Bar.

Click: View→Show→Formula Bar.

The Formula Bar vanishes:




The Wealth of Nations

2 Use the *Ribbon Display Options* to reduce the Ribbon display to only show tabs.

In: *Lesson 1-12: Use the Ribbon*, you learned how to hide the Ribbon by double-clicking any of the Ribbon tabs (except the *File* tab).

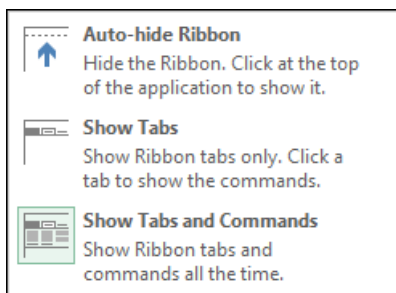
In this lesson, you'll do the same thing in a different way by using the *Ribbon Display Options* button.

1. Click the *Ribbon Display Options* button  at the top right of the Excel window.


A *Rich Menu* is displayed showing three different ways to hide the Ribbon.

2. Click *Show Tabs* to reduce the Ribbon to a row of tabs.

The Ribbon now reduces in size to only show tabs. You can still access the Ribbon. It now pops up when you click on any tab and disappears when you click back onto the worksheet.



3 Completely hide both the Ribbon and Ribbon tabs.


1. Click the *Ribbon Display Options* button  at the top right of the Excel window.
2. Click *Auto-hide Ribbon* on the rich menu.

This time both the Ribbon, and Ribbon tabs disappear. The worksheet also fills the entire screen. This is called *Full Screen View*.

	A	B	C	D
1	Rank	Country	GDP - per capita (PPP)	Date of information
2	1	Qatar	\$137,200	2014 est.

When you are in *Full Screen View* you can temporarily bring back the Ribbon by double-clicking at the very top of the screen. The Ribbon then re-appears but vanishes once again when you click back into the body of the worksheet.

4 Restore the Ribbon and the Formula Bar.

1. Click the *Ribbon Display Options* button  at the top right of the Excel window.
2. Click: *Show Tabs and Commands* on the rich menu.
The Ribbon is restored.
3. Click: *View*→*Show*→*Formula Bar*.
The Formula Bar is restored.