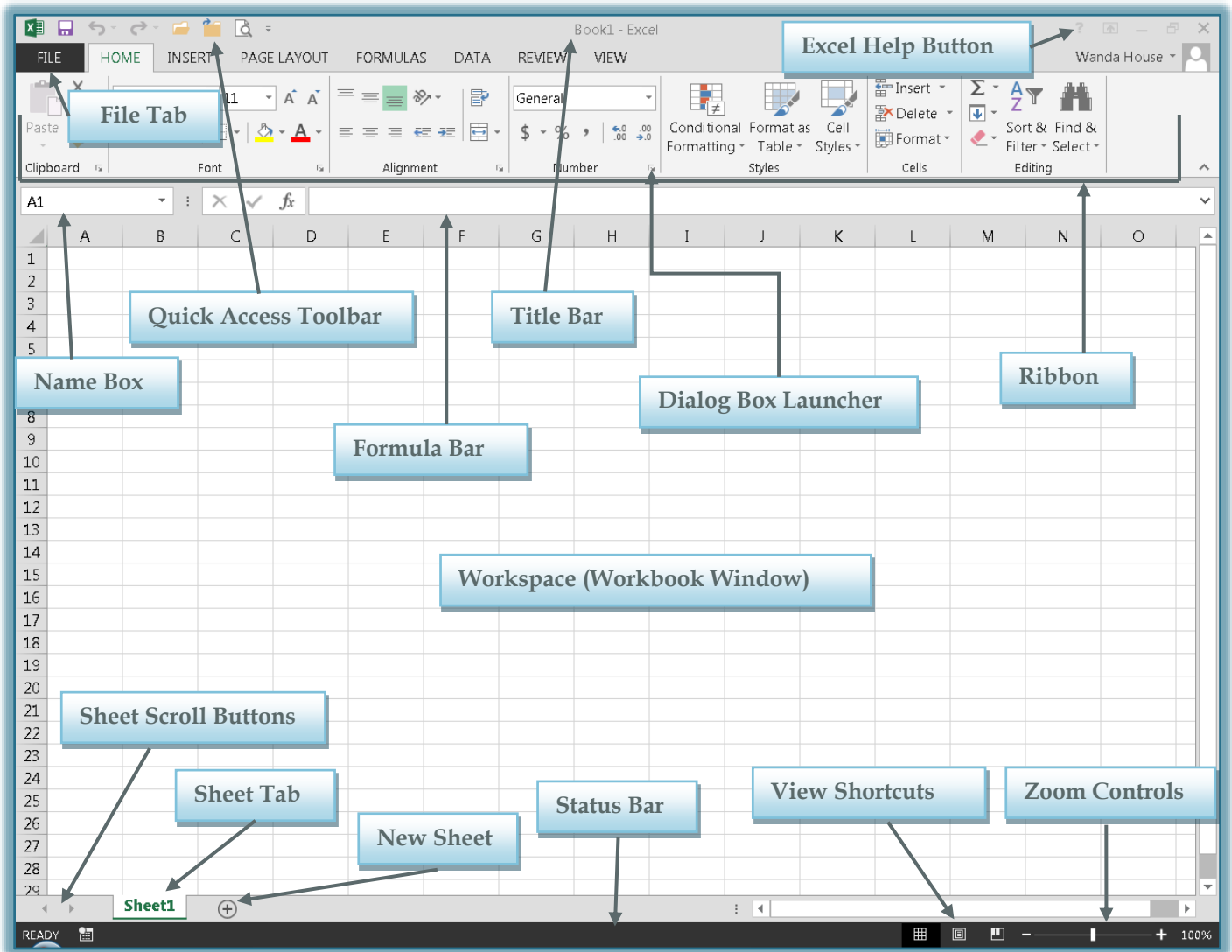


## EXCEL ENVIRONMENT

The Excel environment is designed to more closely reflect the way people generally work with the Excel program. The elements in Excel are listed in the table below. The goal of the Excel interface is to make working with a workbook more intuitive. The Live Preview feature shows the formatting changes in the window. Just move the mouse pointer over the command and the format will display in the window.



Window Element	Description
<b>Dialog Box Launcher</b>	When this button is clicked, a dialog box containing more commands for that particular group will display.
<b>File Tab</b>	This tab is located in the upper left corner of the window. Contained within this tab are commands for managing Excel workbooks as a whole. For instance, this is the area where the Print, Save, Save As, Open, and Close options are located. It also contains the link to the Excel Options area, where global changes to the Excel program can be made.

Window Element	Description
<b>Formula Bar</b>	The formula bar is used to display the data that is being input to a worksheet cell before it is entered into the worksheet.
<b>Help Button</b>	This button is used to obtain help regarding a particular command. Microsoft Online will be searched for help with the command.
<b>Name Box</b>	This is the box where the cell names are located. When named ranges are created, they can be accessed by clicking the arrow at the end of the name box.
<b>New Sheet</b>	An Excel workbook is made up of different sheets. This button is used to add a new sheet to a workbook. The new sheet will be named Sheet 2, Sheet 3, and so forth depending on how many sheets are added.
<b>Quick Access Toolbar</b>	The default buttons for this toolbar are the Save, Undo, and Redo buttons. The toolbar can be customized to contain any of the commands that you use frequently such as Open and Close.
<b>Ribbon</b>	The ribbon contains the groups and buttons that make it possible to use the different commands in the Excel program. The ribbon consists of tabs which contain groups to which buttons to perform the different commands are located.
<b>Sheet Scroll Buttons</b>	These buttons are used to move from one worksheet to another one in the workbook
<b>Sheet Tabs</b>	Excel is a workbook with sheets similar to a book. These tabs are used to insert worksheets or charts into a workbook. A name can be applied to each tab indicating what type of data or object is located within that sheet.
<b>Status Bar</b>	This bar is located at the bottom of each workbook. It is used to show the status of work within the worksheet. This is the area where the Shortcuts for viewing workbooks and the Zoom features are located.
<b>Title Bar</b>	This bar displays the name of the program that is open, along with the workbook name. The help, ribbon display options, minimize, maximize/restore, and close buttons are located at the right end of this bar.
<b>View Shortcuts</b>	These shortcuts are used to display a worksheet in different formats. The views are Normal, Page Layout, and Page Break Preview.
<b>Workspace</b>	This is the area where data is entered into a worksheet. Formulas and Functions can also be inserted into this area of a worksheet, as well as charts, WordArt, Shapes, and other objects.
<b>Zoom Controls</b>	This area is used to magnify or shrink the content of a file that is displayed in the workspace. The buttons on each end of the Zoom bar can be clicked to either magnify or shrink the view. The default size is 100 percent.