

## Excel Tabs and Ribbons

The ribbon is designed to assist in quickly finding Excel commands that are needed to complete a task. The commands are grouped together in logical groups which are collected together under tabs. Each tab relates to a particular activity such as page layout or view. To reduce the clutter on the screen, some tabs only appear when needed, such as when a picture is inserted. These tabs are known as Contextual Tabs.

Commands that are related to working with Excel workbook content are represented as buttons on the tabs that make up the groups. The Home tab is activated by default when Excel is opened. Within each tab, except the File Tab, the buttons are organized into groups. In some groups, the button that might be used most often is larger than the other buttons. Less common commands can be accessed by clicking the **Dialog Box Launcher** button which is located in the lower right corner of the group pertaining to the command, such as Paragraph or Font.

The tabs that are available on the Ribbon in Excel are listed and explained in the table below.

Tab	Explanation
<b>File Tab</b>	Within this tab are the options for saving, printing, opening, and closing a workbook. This is also the area where worksheets can be shared with others through email or where worksheets can be created as PDF or XPS files.
<b>Home</b>	This tab contains the most frequently used commands. Within this tab are the Clipboard, Font, Alignment, Number, Styles, Cells, and Editing groups.
<b>Insert</b>	This tab contains commands that are used to insert elements into a workbook such as charts or pictures. Within this group are the Tables, Illustrations, Apps, Charts, Reports, Sparklines, Filter, Links, Text, and Symbols groups.
<b>Page Layout</b>	When this tab is clicked, commands pertaining to the layout of a page are displayed. This tab contains the Themes, Page Setup, Scale to Fit, Sheet Options, and Arrange groups.
<b>Formulas</b>	Use this tab when working with formulas, such as AutoSum, in an Excel worksheet. The tabs within this group are Function Library, Defined Names, Formula Auditing, and Calculation.
<b>Data</b>	Within this tab, there are commands that are used when working with an Excel database, such as sorting and filtering. This tab contains the Get External Data, Connections, Sort and Filter, Data Tools, and Outline groups.
<b>Review</b>	When working with changes in a worksheet or to insert comments, click this tab. Within this tab the groups are Proofing, Language, Comments, and Changes.
<b>View</b>	To change the way a workbook is viewed, click this tab. The groups available under this tab are Workbook Views, Show, Zoom, Window, and Macros.