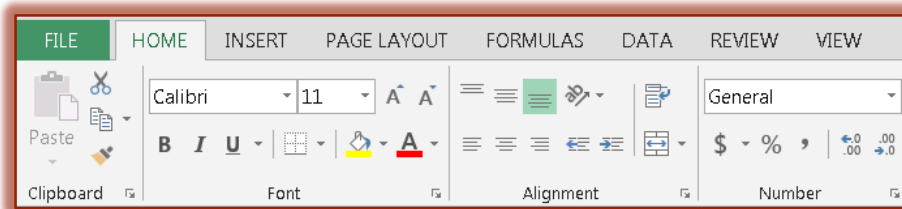


Excel Backstage View

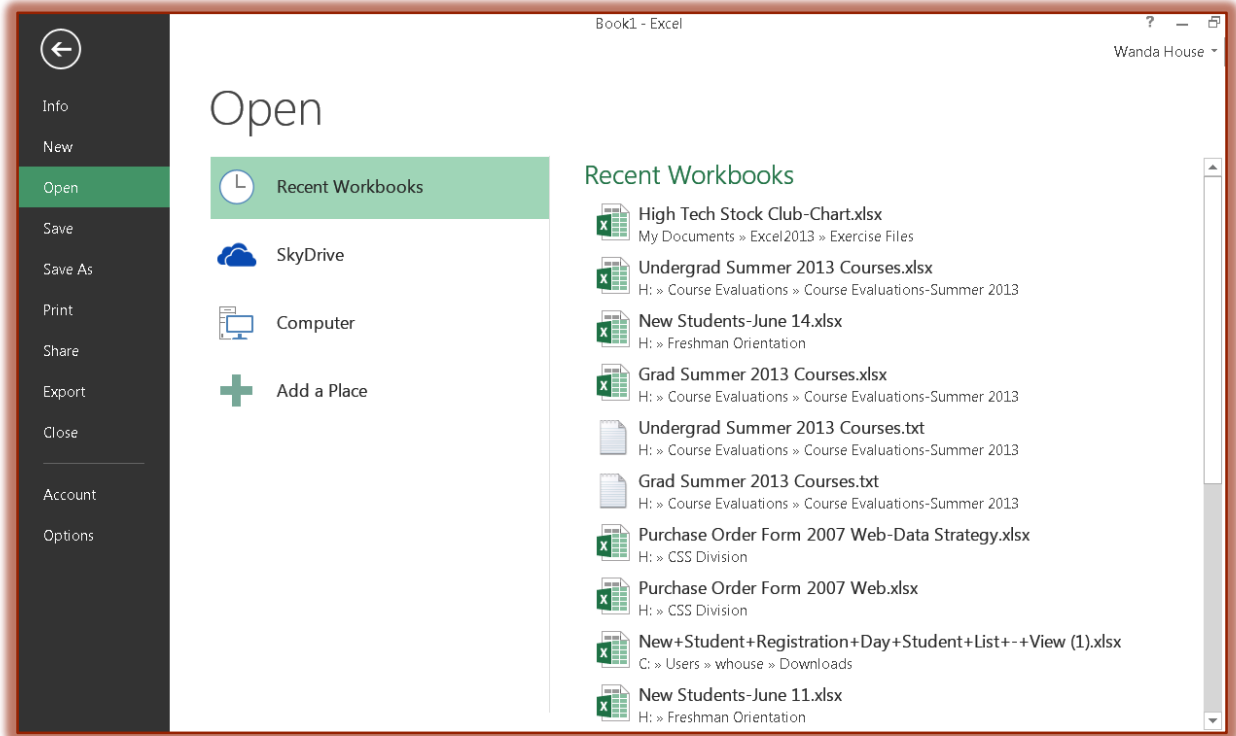
Backstage view is the area where files and data about them is managed – creating, saving, printing, sending to others, inspecting for hidden metadata or personal information, and setting options. The Ribbon contains the set of commands for working **in** a workbook, while the Microsoft Office Backstage view is the set of commands you use to do things **to** a workbook.

Access Backstage View

- ✦ Open a workbook.
- ✦ Click the **File** tab (see illustration below).



- ✦ The **Backstage View** will display (see illustration below).



Options/Categories

- ✦ **Info** – This tab is used to protect a workbook or worksheet so that others cannot make changes to the workbook. Commands on this tab can include **Protect Document**, **Inspect Document**, **Versions**, and **Browser View Options**.
- ✦ **New** – This category will provide a gallery of different templates, including Blank Workbook, which can be used to create a new workbook.
- ✦ **Open** – Click this option to open a previously saved workbook. A list of Recent Workbooks will display. To search for additional workbooks, click the Computer link.

- ✦ **Save** – Use this option to save a workbook when it is first created. If this option is clicked after a workbook has been created, the older version of the workbook will be replaced with the newer version.
- ✦ **Save As** – This option is used to save a previously saved workbook under a new name or to a new location. Click the **Computer** button to open the **Save As** window.
- ✦ **Print** – Use this category to access the options for printing a workbook. A preview of the workbook along with printer options will appear in this view.
- ✦ **Share** – To send the workbook as an Attachment, as a Link, as a PDF file, or as an XPS file, select this option.
- ✦ **Export**– This option is used to export a file in PDF or XPS format. It is also possible to change the file type for the workbook from this area.
- ✦ **Close** – To close a workbook, click this option. This will close the current workbook.
- ✦ **Account** – This area is used to locate information about your account. It is also the area where the Office Theme and Office Background can be changed.
- ✦ **Options** – Use this area to change the options for the Excel program. These options will not change until they are physically changed by you.
- ✦ **Recent Documents/Folders** – This area appears within the right frame of the window. This area will display a list of **Recent Documents** that have been opened and **Recent Folders** from which workbooks have been accessed.

TIP: To quickly return to your workbook from **Backstage View**, click the **Back** arrow at the top left side of the **Backstage View** window.