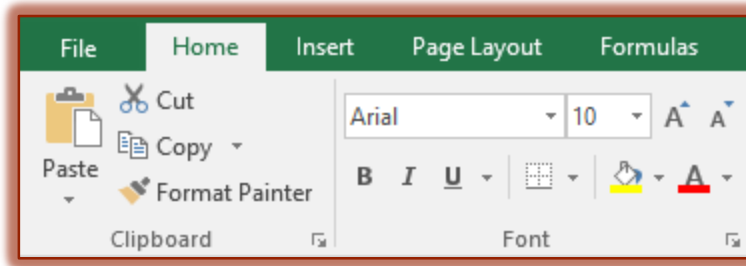


Excel Backstage View

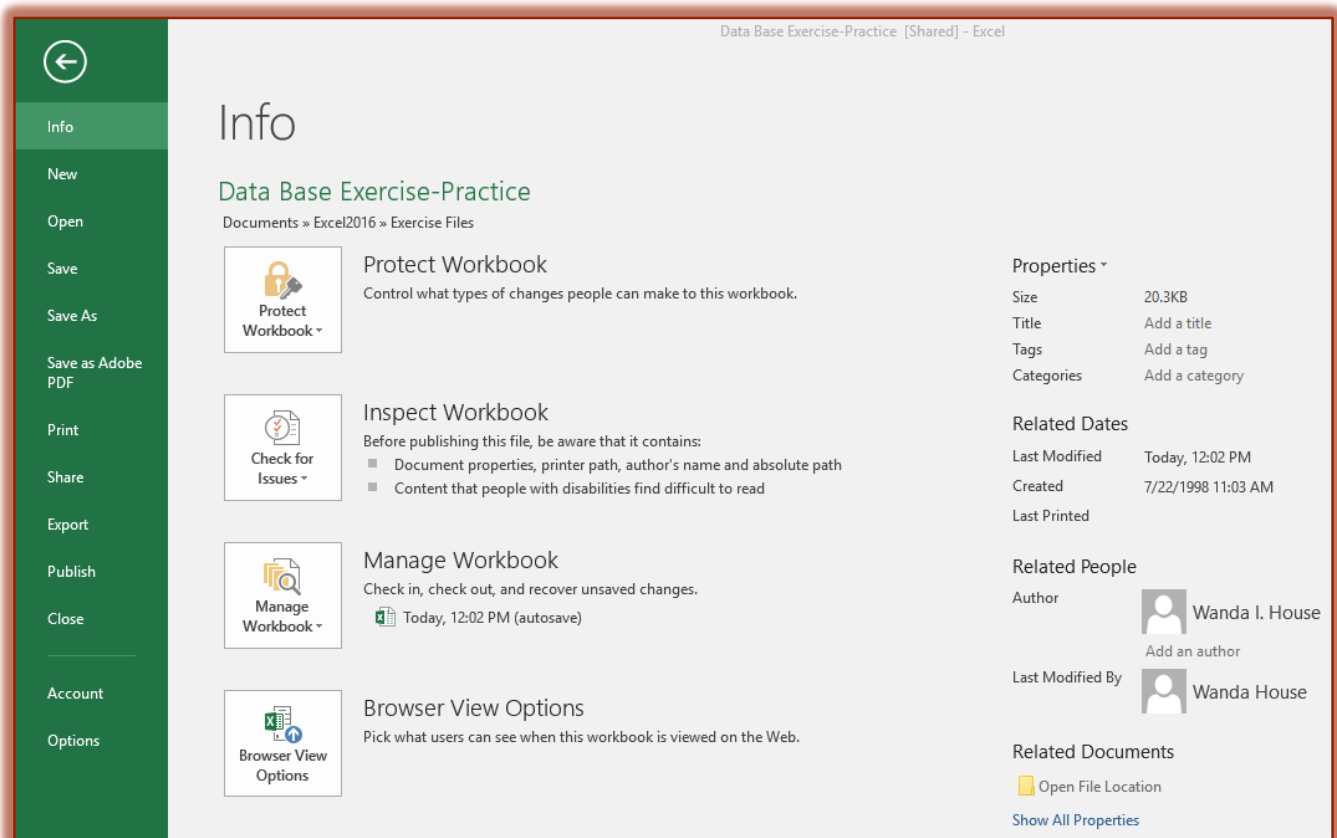
Backstage view is the area where files and data about them is managed— creating, saving, printing, sending to others, inspecting for hidden metadata or personal information, and setting options. The Ribbon contains the set of commands for working **in** a workbook, while the Microsoft Office Backstage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

Access Backstage View

- ✦ Open a workbook.
- ✦ Click the **File** tab.



- ✦ Backstage View will display.



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**, **Manage Workbook**, 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 **This PC** or **Browser** 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 **This PC** or **Browse** button to open the **Save As** window.
- ✦ **Save As Adobe PDF** – This feature will be available if you have Adobe Pro installed on the machine. It is an easy way to save an Excel Workbook as a PDF file.
- ✦ **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 but not the Excel window.
- ✦ **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.

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