

## 1. Excel Interface, Ribbon, workBook vs worksheet

1. Excel Interface: → The Main screen we see when open Microsoft Excel. It consists of

- Title Bar - Shows the name of the file.  
Located at the very top of Excel window
- It displays the name of the current workBook (file).
- On the Right side of the title Bar, you ~~find~~ will find.
  - Minimize Button
  - Maximize/Restore Button
  - Close Button.

So. The title Bar = File Name + Application Name

2. Ribbon → Ribbon is key component of user interface in MS office (like Excel, word, and PowerPoint) and many other modern software programs. Just ~~below~~ below of ~~the~~ title Bar. It contains Tabs, Groups, and Commands.

Ⓐ Tabs These are main section of the Ribbon.

- Home → Basic formatting, cut/copy/paste, alignment, number formatting.
- Insert → tables, charts, pictures, shapes, pivot tables.
- Page Layout → page setup, print area, themes, margins.
- Formulas → function library, named ranges, formula auditing.
- Data → sort, filter, data tools, connections
- Review - spell check, comments, protection
- view - worksheet views, zoom, freeze panes.

⑥ Groups: Each tab is divided into groups of related commands.

Ex: → In the HOME tab you have groups like

- Clipboard (cut, copy, paste)
- Font (Bold, Italic, Font size, color)
- Alignment (center, wrap, Text, Merge cells)
- Number (Currency, Percentage, Decimal).

⑦ Commands: → Inside each group, there are icons, buttons, and dropdowns you click to perform action.

⑧ NameBox: → The NameBox is found just above the worksheet grid and to the left of the formula bar.

Uses of NameBox

① cell address Display: →

Shows where your cursor is (active cell).

② Navigation.

I can directly type a cell reference into the NameBox and press Enter → Excel will jump to that cell.

③ Naming Ranges: → I can assign a custom Name to cell or a Range.

Ex: → select cells A1:A10,

④ Quick Selection of Named Ranges: →

- After naming ranges, they appear in a dropdown list the NameBox for quick navigation.



## 4) Formula Bar: → Formula Bar in Excel

- The formula Bar is located next to the NameBox (above the worksheet grid).
- It shows the content of the active cell (whether it's text, a number, or a formula).

### Parts of formula Bar

1. Name Box (on the left) → Shows the active cell's address (we already covered in the NameBox)
2. Insert function (fx) Button → lets you pick a function from excel's library.
3. Input area (main box) → displays or allows editing of the cell content.

### uses of formula Bar.

1. view cell content clearly
  - If a cell contains a long formula or text, the formula Bar shows the full content
2. edit data or formula: →
  - we can click inside the formula Bar to edit a formula or text instead of typing directly in the cell
3. Enter functions
  - we can type =SUM(A1:A10) in the formula Bar to calculate a SUM.
4. Expand the formula Bar.
  - If your formula is too long, we can expand the

→ The Main working Area of Excel where you enter and organize your data.

→ It is made up of rows and columns, forming small rectangular boxes called cells.

Components:→

1. Rows

- Horizontal line, numbered 1, 2, 3, ----- on the left side.
- Excel 365/2021 has 1,048,576 rows.

2. Columns.

- Vertical lines, labeled A, B, C, --- Z, AA, AB --- at the

top.

Excel 365/2021 has 16,384 columns (from A to XFD).

3. Cells →

- Each intersection of a row and a column is a cell.
- Every cell has a unique address → column letter + Row Number.

Ex: → Column B + Row 5 = cell B5

Uses of worksheet Grid

- Entering and storing data (numbers, text, dates).
- Applying formulas and functions.
- Creating tables, charts, and reports.
- Formatting data for better readability.

⑥ Sheet Tabs in Excel:→

→ Located at the Bottom of Excel window, just above the Status Bar.

→ They show the names of the worksheets in your workBook.

→ By default, a new workBook starts with Sheet1, Sheet2, Sheet3 (though in recent version, usually only sheet 1 is created).



## Uses of sheet tabs

1. Switch b/w worksheets.
2. Add new worksheets
3. Rename worksheets
4. Reorder worksheets
5. color-code worksheets
6. Delete worksheets.

⑦ Status Bar :→ It is located at the very bottom of Excel window.

Key features of the status Bar:→

① Cell Mode Indicator (left side)

- Shows the current mode of the active cell.
- Ready → Excel is idle
- Enter → we are typing new data into a cell
- Edit → we are editing an existing cell's content

② Selection Information (Auto calculation)

- When you select multiple cells with numbers, the status bar automatically shows calculation like:
  - Average
  - SUM
  - Count
- We can right-click the status-bar to customize which statistics you want to see (like min, max, numerical count etc.).

③ View shortcuts (right side)

- Normal view
- Page Layout view
- Page Break Preview

④ Zoom Controls (for sight).

→ Zoom slide

→ Zoom percentage.



⑧ Quick Access Toolbar →

Location: usually at the top-left corner of the Excel window,  
above or below the Ribbon.

Purpose: Gives one-click access to your most frequently used

Commands so you don't have to navigate through the  
Ribbon every time.

Default command: →

Save → ctrl + S

Undo → ctrl + Z

Redo → ctrl + Y

## WorkBook

① A work Book is the entire Excel file you open or create.

② Analogy: → Think of it as a Book.

③ Multiple Worksheets

④ Usually saved as .xlsx, .xlsm

⑤ Ex: → Sales Report .xlsx

## worksheets

① A worksheet is a single sheet/ page/tab inside a work Book.

② Think of it as a page of a book.

③ composed of rows (1, 2, 3...), columns (A, B, C...) and cells (A1, B2, ...).

④ You enter and organized your data in worksheets.

⑤ SalesReport.xlsx → inside  
sheet - 1 → January sales  
sheet - 2 → February sales  
sheet - 3 → March sales.