



Excel Examples: Workspace

Customise the ribbon

1. Add a “Favourites” tab to the ribbon, with two groups: “Formatting” and “Data”
2. Add some commands to the new tab in both groups
3. Remove some of the inserted commands
4. Remove the “Favourites” tab

Book operations

1. Create a new book
2. Save it as Example1
3. Save a copy of the book Example1 as Example2 and protect it with a password

Sheet operations

1. Create a new book named “Movements” and change the name of the sheet to “In”
2. Copy the sheet “In” and name it “Out”
3. Insert a new sheet in the book
4. Move this last sheet to between “in” and “out” and rename it to “balance”
5. Hide the “balance” sheet
6. Change the colour of all the sheets in the book
7. Protect the sheet “in”