



Thursday, April 30th, 2020

Topic: Spreadsheets Features

Objective: To know and identify the most relevant features in a spreadsheet.

Spreadsheet

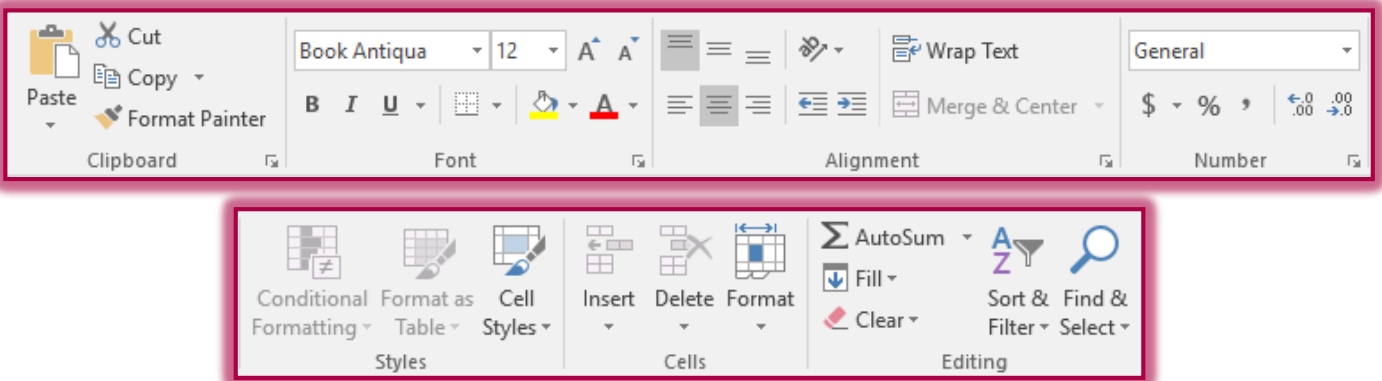
A spreadsheet is an interactive computer program used for keeping track of data (usually figures). The information is arranged in **rows** and **columns** in a grid. Spreadsheets are very useful for formatting, organising and analysing data.

The data that is stored in a spreadsheet can be **numbers**, **text** or **formula**. Just like in math, formula are used for calculation on figures. These formulas are built into the spreadsheet software and are known as **functions**.

Spreadsheets Features

EXCEL HOME TAB

The Excel Home Tab is used to perform common commands such as bold, underline, copy, and paste. It is also used to apply formats to cells in a worksheet. The table below describes the commands in each of the groups in the Home Tab.



Groups/Buttons	Description
Clipboard Group	
Paste	To insert data that has been placed on the clipboard into a worksheet cell, click this button.
Cut	This button is used to remove data from a worksheet cell and place it on the clipboard. Once the data has been placed on the clipboard, it can be inserted into another cell in the same worksheet or into a different worksheet.



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Copy	To copy data from a cell in a worksheet so that it can be placed into another area of the worksheet, click this button. The data that is copied is placed on the clipboard.
Format Painter	Click this button to apply formatting from one cell in a worksheet to another cell or range of cells in the same worksheet. Clicking the button once will apply the formatting to only one other cell or range. Double-clicking makes it possible to apply the formatting to more than one cell or range of cells.
Clipboard Task Pane Launcher	This button is used to open the Clipboard Task Pane . It is located in the bottom right corner of the Clipboard Group . The task pane shows the items that have been added to the Clipboard. Items can then be pasted into the worksheet.
Font Group	
Font Type	This button is used to change the style of the font within a cell or a range of cells in a worksheet. A list of different font styles will appear. Move the mouse pointer over the style to see a Live Preview.
Font Size	To change the size of the font in a cell or range of cells in a worksheet, click this button. Move the mouse pointer over each of the sizes to see a Live Preview. A list of different font sizes will appear. Click the desired size to select it.

Groups/Buttons	Description
Increase Font Size	This button is used to increase the font size within a cell or range of cells. Each time the button is clicked, the size of the font increases by one or two points.
Decrease Font Size	Click this button to decrease the size of the font by one or two point increments. Each time the button is clicked, the size of the font will decrease one or two points.
Bold	To apply bold formatting to a cell or range of cells, click this button.
Italics	To change the style of the font to <i>italics</i> , click this button.
Underline	Click this button to <u>underline</u> the text in a cell or range of cells.
Border	This button is used to apply a border around a cell or a range of cells.
Fill Color	To fill in the background color for a cell or range of cells, click this button.
Font Color	Click this button to change the font for the text in a cell or a range of cells.
Font Settings Dialog Box Launcher	To open the Format Cells dialog box with the Font Tab selected, click this button. The button is located in the bottom right corner of the Font Group .
Alignment Group	
Top Align	To vertically align the text in a cell at the top of the cell or range of cells, click this button.
Middle Align	This button is used to vertically align the text in the middle of a cell.
Bottom Align	Click this button to vertically align the text at the bottom of the cell.
Orientation	To change the way text is displayed in a cell, click this button. The text will rotate in a different direction each time the button is clicked.
Wrap Text	When working with text in a cell, clicking this button will allow long text entries to wrap within the cell. When a word won't fit within the width of the cell, it will move to the next line. The height of the cell will expand to accommodate the text.
Align Left	To place text or numbers at the left margin of a cell, click this button. This is the default for all text items that are placed in a cell.
Center	Click this button to center text or numbers within a cell.
Align Right	This button is used to align text or number entries at the right margin of a cell. This is the default for all numbers that are placed in a cell.
Decrease Indent	An indent creates a temporary left margin within a cell. To decrease this temporary margin, click this button.
Increase Indent	An indent is used to set a temporary left margin within a cell. It usually is set in increments of .5 inches. To increase the temporary left margin, click this button.

Groups/Buttons	Description
Merge and Center	To center text across a range of cells, click this button. The purpose of this feature is to allow for the placement of a heading across a range of columns in a worksheet.
Alignment Settings Dialog Box Launcher	This button is used to open the Format Cells dialog box with the Alignment Tab selected. In this dialog box, it is possible to make changes to the horizontal and vertical cell alignment, as well as other alignment options. The button is located in the bottom right corner of the Alignment Group .
Number Group	
Number Format	Click the list arrow for this option to display a list of number formats. Click the format that is to be applied to the number.
Accounting Number Format	This format will display with a dollar sign and two decimal places. To select a different number format, such as the Euro symbol, click this button.
Percent Style	To display the value in the cell or range of cells as a percentage, click this button.
Comma Style	When this button is clicked, the values in the cell will display with a comma separator and two decimal places.
Increase Decimal	To increase the number of decimal places that are displayed for a value, click this button.
Decrease Decimal	Click this button to decrease the number of decimal places that are displayed for a value.
Number Format Dialog Box Launcher	This button is used to open the Format Cells dialog box with the Numbers Tab selected. It can be found in the lower right corner of the Number Group . This dialog box is used to make changes to the format of the numbers in the selected cells in the worksheet.
Styles Group	
Conditional Formatting	This button is used to select different formatting for cells based on particular criteria. It is possible to highlight interesting cells, emphasize unusual values, and visualize data using Data Bars, Color Scales, and Icon sets.
Format as Table	Click this button to quickly format a selected range of cells as a table using a gallery of table styles.
Cell Styles	This button is used to apply predefined formatting to a single cell. A gallery of styles will appear. Move the mouse pointer over the style to see a Live Preview of the style.
Cells Group	
Insert	To insert cells, sheet rows, or sheet columns, click this button. A list of possible options will appear. Click the option that is to be applied to the worksheet.
Delete	This button is used to delete cells, sheet rows, or sheet columns from a worksheet. If the arrow is clicked, a list of available options will appear.

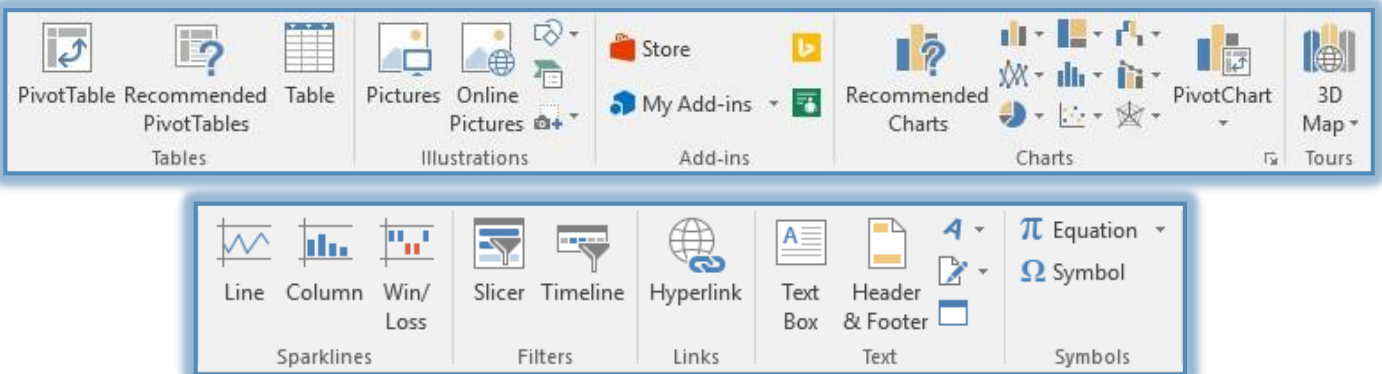


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Groups/Buttons	Description
Format	Click this button to change the row or column height and width, to organize worksheets in the workbook, to protect the document, or to hide a sheet in the workbook. A list of available options will appear when the arrow is clicked.
Editing Group	
Auto Sum	To display the sum of selected cells directly to the right or below the selection, click this button. Where the sum is displayed will depend on whether the selection range is a column or row.
Fill	Click this button to continue a pattern of values in a selected range of cells.
Clear	This button is used to clear the contents from the cells in the selected range. It can also be used to clear the formatting or comments associated with the cell selection.
Sort and Filter	To sort the data in a selected range of cells, click this button. It is also possible to filter out specific data in the selected cells.
Find and Select	Click this button to locate specific data in a worksheet or a range of cells. It is also possible to replace data within the worksheet or range of cells.

EXCEL INSERT TAB

The Insert Tab is used to insert objects such as charts, pictures, hyperlinks, headers and footers, and text boxes. The table below provides a list of the different groups and buttons that appear on this ribbon.



Groups/Buttons	Description
Tables Group	
Pivot Table	This button is used to insert a Pivot Table or Pivot Chart into a current worksheet or a new worksheet. Pivot tables are used to summarize and organize complicated data.
Recommended Pivot Tables	Click this button to display a customized list of PivotTables that will best suit the data in an Excel table.
Table	This button is used to insert a table into the worksheet. Tables make it easy to analyze and sort data.
Illustrations Group	
Picture	To insert a picture that has been stored on the computer, click this button. When the button is clicked, the Insert Picture dialog box will appear. This dialog box is used to locate the picture that is to be inserted into the worksheet.
Online Pictures	To insert an image into the worksheet, click this button. Clip art images include movies, pictures, and sounds. When the button is clicked the Insert Picture window will display. Input the Search criteria and click the Search button. A gallery of images will appear.
Shapes	Shapes are objects, such as rectangles, circles, lines, and arrows. To insert a shape into the worksheet, click this button. When the button is clicked, a gallery of different shapes is displayed.
Smart Art	To insert objects such as organization charts, click this button. A gallery of different objects is displayed. This gallery is divided into categories, such as list, process, cycle, hierarchy, relationship, matrix, or pyramid.



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Screenshot	This feature can be used to insert a picture of any program that is not minimized to the taskbar. Click the Screen Clipping link to insert a picture of any part of the screen.
Apps Group	
Store	Select this option to find apps in the Office Store

Groups/Buttons	Description
My Add-Ins	This option is used to insert an add-in and to use the Web to enhance your work.
Bing Maps App	This app for Office helps to locate data from a given column and plot it on a Bing Map. Basic data visualization using your location data is also provided.
Transform Date to Picture	To show your data in a vivid way, select this app. The chart will contain much more information making it easy to tell a story based on the Excel data.
Charts Group	
Recommended Charts	Select the data in a worksheet and then click this button to see a list of customized charts that Excel recommends for the selected data.
Column or Bar	Use this chart type to visually compare values across a few categories.
Hierarchy	This chart is used to compare parts to a whole or when several columns of categories form a hierarchy.
Waterfall or Stock	To visualize the impact of multiple data points as a running total these chart types. They are generally useful for visualizing data over time to see the starting points versus the current point and how those points were reached.
Line or Area	These charts are used to show trends for categories or over a period of time such as days, months, or years.
Statistic	To show statistical analysis of data, use this type of chart.
Combo	This chart type is used to highlight different types of information. It can be used when range of data in the chart varies widely or when a wide range of mixed data is used.
Pie or Doughnut	This button is used to insert a pie or doughnut chart into the worksheet. These chart types are used to display the contribution of each item to the total.
Scatter or Bubble	These chart types are used to compare pairs of values.
Surface or Radar	This type of chart is useful when optimum combinations between two sets of data need to be found.
Create Chart Dialog Box Launcher	To open the Insert Chart dialog box, click this button. The purpose of this dialog box is to provide additional chart types that can be used in Excel.
Tours Group	
3-D Map	Use this feature to see geographic data on a 3D map, visualized over time.
Sparklines Group	
Line	This option is used to insert a line chart within a single cell. When the button is clicked a dialog box will appear asking for the range of data that is to be plotted.



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Groups/Buttons	Description
Column	Use this option to insert a column chart within a single cell. When the button is clicked a dialog box will appear asking for the range of data that is to be plotted.
Win/Loss	To insert a win/loss chart into a single cell, select this option. When the button is clicked a dialog box will appear asking for the range of data that is to be plotted.
Filter Group	
Slicer	A slicer is used to filter data interactively. This makes it faster and easier to filter Pivot Tables, Pivot Charts, and cube functions.
Timeline	This feature is used to filter dates interactively. This makes it faster and easier to select time periods in order to filter Pivot Tables, Pivot Charts, and cube functions.
Links Group	
Hyperlink	To insert a link to another worksheet, a Web site, another program, a picture, or an e-mail address, click this button.
Text Group	
Text Box	This button is used to insert a textbox into the worksheet. Text boxes can be used to highlight an item in a chart or within the worksheet. Textboxes can be inserted and/or positioned anywhere within the worksheet page.
Header and Footer	To insert a header and/or footer into a worksheet, click this button. The header or footer area of the worksheet will display when this button is clicked. The header or footer can be inserted directly into this area.
Word Art	Click this button to insert a Word Art object into the worksheet or chart. A gallery of Word Art styles will appear. Select any of the styles to display the text box. The text box is where the text for the Word Art can be specified.
Signature Line	Use this button to insert a signature line into the worksheet. The signature line specifies the individual who is to sign the file in order to access it.
Object	To insert an embedded object, such as documents from other programs, click this button. A dialog box will display from which a list of options can be chosen. Click the Create from File option to insert a designated file.
Symbols Group	
Equation	This button is used to insert a mathematical equation into a document. The equation tools ribbon will appear when the button is clicked. This ribbon is used to create the equation. A list of common equations is also available.

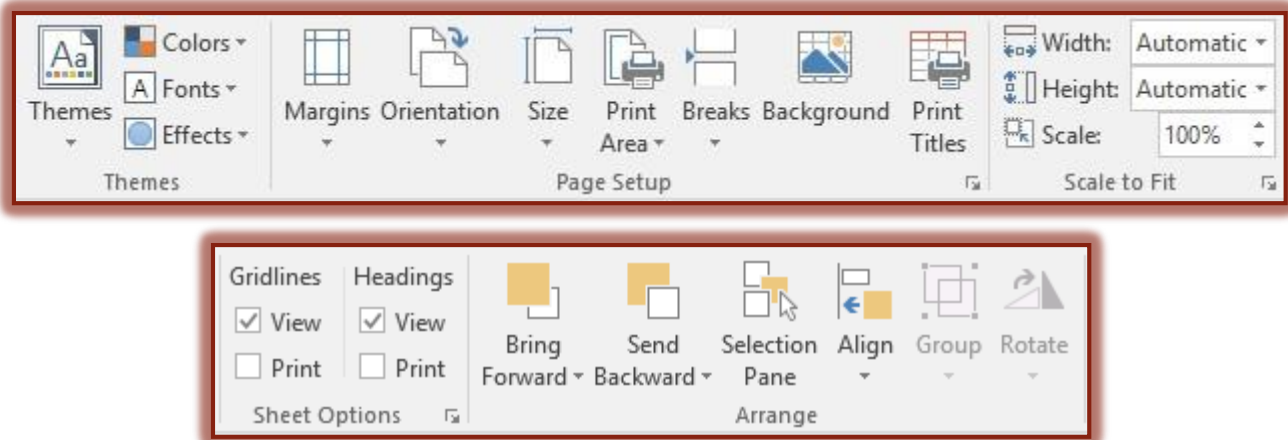
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Symbol

This button is used to insert a symbol, such as a copyright symbol, into the worksheet. When the button is clicked, a gallery of different symbols will appear.

EXCEL PAGE LAYOUT TAB

This ribbon is used to change the way a page is displayed and printed in an Excel worksheet. Changes to the orientation of the page, the margins for the page, the paper size, plus other page layout options are available on this ribbon. The table below describes the buttons within each of the groups in this ribbon.



Groups/Buttons	Description
Themes Group	
Themes	Click this button to display a group of themes that can be applied to the worksheet. Themes are used to change the overall view of the whole worksheet including colors, fonts, and effects.
Colors	This button is used to change the colors for the currently selected theme. A list of different colors will display when the button is clicked. Click the Customize Colors link to define other Theme colors.
Fonts	To change the font design for the whole theme, click this button. A list of different fonts will appear when the button is clicked. Click the Customize Fonts link to define a different set of fonts for the Theme.
Effects	Use this button to change the effect for the entire theme. A gallery of different effects will appear when the button is clicked.
Page Setup Group	
Margins	To change the page margins for a worksheet, click this button. Click the Custom Margins link to open the Page Setup dialog box. This area allows you to set customized margins.



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Orientation	Click this button to change the orientation for the page of the worksheet. The two options are landscape and portrait.
Size	This button is used to specify the size of paper that is to be used to print the worksheet. To apply a specific size for all sections of the worksheet, click More Paper Sizes in the list that appears when the button is clicked.

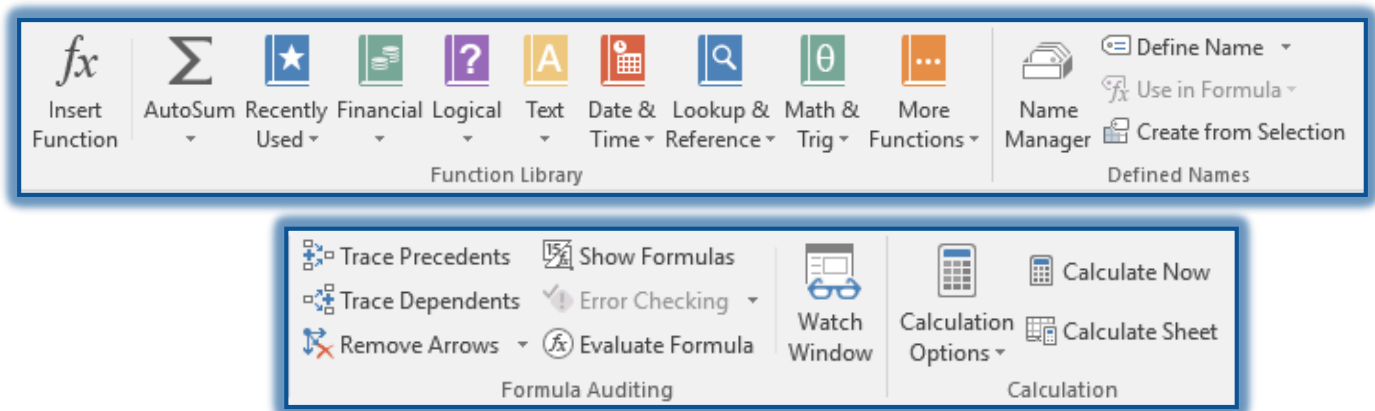
Groups/Buttons	Description
Print Area	To specify what area of the worksheet is to be printed, click this button. To specify the area, the cells that are to be printed must be selected.
Breaks	Use this button to specify where a new page break is to be inserted into the worksheet. Page breaks are inserted above and to the left of the area where the insertion point is located.
Background	Click this button to apply a background picture to the worksheet. The insert picture dialog box will appear when the button is clicked. This dialog box is used to locate the picture that is to be inserted. The picture is tiled when it is inserted, which means the picture will appear several times throughout the entire worksheet.
Print Titles	This option is used to print all the column and row headings when a worksheet is printed. If the worksheet is more than one page, the column and row headings will appear on each page of the document. Row headings are the numbers to the right of the sheet. Column headings are the letters that appear at the top of the sheet.
Page Setup Dialog Box Launcher	Click this button to open the Page Setup dialog box with the Page Tab selected. It is located in the bottom right corner of the Page Setup Group . This dialog box can be used to make additional changes to the page.
Scale to Fit Group	
Width	Click this button to shrink the width to fit the maximum number of pages that the worksheet should be printed on.
Height	Use this button to shrink the height of the worksheet to specify the maximum number of pages the document should be printed on.
Scale	To shrink or stretch the printed output to a specified percentage of the actual size, click this button. The Width and Height must be set to Automatic for this to work.
Page Setup Dialog Box Launcher	Click this button to open the Page Setup dialog box with the Page Tab selected. It is located in the bottom right corner of the Page Setup Group . This dialog box can be used to make additional changes to the page.
Sheet Options Group	
Gridlines View	A check mark in the check box for this item indicates that the gridlines are to display in the window of the worksheet.
Gridlines Print	When a check mark appears in this box, the gridlines displayed in the worksheet will print when the document is sent to the printer.
Headings View	To display the headings (Row and Column) in the worksheet, click this button. The Row headings are indicated by the numbers on the left side of the worksheet window. The Column headings are indicated by the letters at the top of the worksheet window.
Headings Print	To have the headings print when the worksheet is printed, place a check mark in the box for this option.

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Groups/Buttons	Description
Sheet Page Setup Dialog Box Launcher	This button is used to open the Page Setup dialog box with the Sheet Tab selected. It can be found in the bottom right corner of the Sheet Options Group . The dialog box is used to make changes to the way the worksheet is printed.
Arrange Group	
Bring Forward	This feature is used when pictures, clip art images, WordArt, or other objects are placed in a worksheet. There are two options available, Bring Forward and Bring to Front.
Send Backward	When a selected image needs to be sent to the back of other images, click this button. This button is only available when working with pictures, clip art images, WordArt and other objects. The options for this feature are Send Backward and Send to Back.
Selection Pane	To show the selection pane where objects can be easily accessed and rearranged, click this button.
Align	To align several images to the top, bottom, right, or left, click this button. Objects can also be centered or aligned evenly across the page.
Group	This button is used to group several objects together so that they can be treated as a single object.
Rotate	Click this button to rotate or flip the orientation of the object. The object can be rotated in 90 degree increments.

EXCEL FORMULAS TAB

This ribbon is used to work with formulas and functions within an Excel worksheet or workbook. There is a gallery of several different categories of formulas and functions that may be applied to a cell or range of cells within the worksheet. Also, on this ribbon it is possible to define names for ranges of cells or for a single cell. How the items are displayed on the ribbon is determined by the size of the computer monitor. The table below describes the buttons that are available in each group on this ribbon.



Groups/Buttons	Description
Function Library Group	
Insert Function	This button is used to insert a function into a cell in the worksheet. When the button is clicked, the Insert Function dialog box will display.
AutoSum	To automatically sum a range of cells, such as a row or a column, click this button. All the cells above the cell where the function is being inserted will be summed up to where a blank cell is encountered. To sum a whole row or column, even if blank cells are encountered, highlight the area before clicking the Auto Sum button. It is also possible to use other functions such as Average, Maximum, or Minimum by clicking the arrow at the bottom of the button.
Recently Used	Click this button to display a list of functions that were recently used in the worksheet.
Financial	When clicked, this button will display a list of financial functions, such as the Payment function.



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Logical	To display a list of logical functions such as And, If, or Or, click this button.
Text	Click this button to display a list of functions that work with cells that contain text.
Date and Time	This button is used to work with date and time functions such as Now, Day, Year, or Today.
Lookup and Reference	To display a list of functions that can be used to look up information meeting specific criteria, click this button. Some of these functions are Lookup, HLookup, and VLookup.

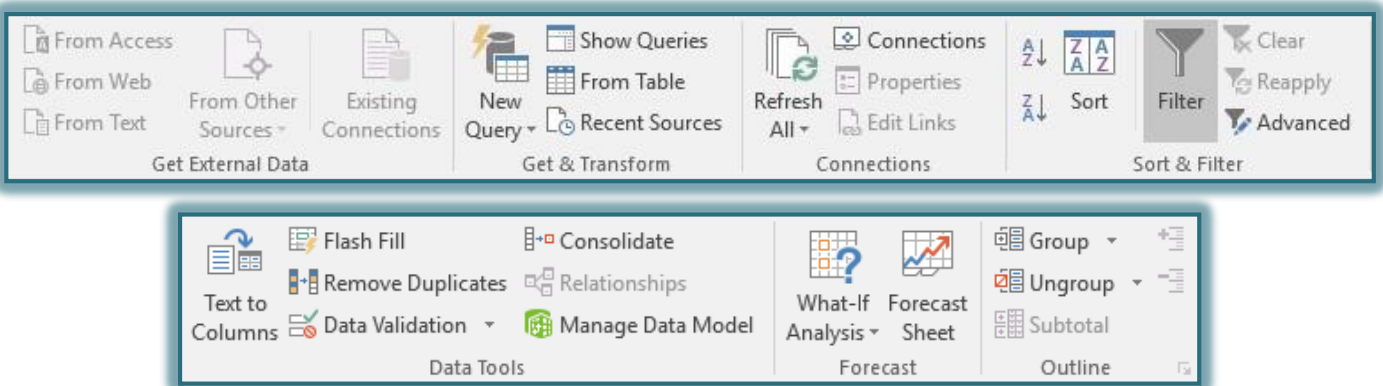
Groups/Buttons	Description
Math and Trig	Functions such as Sum and Round, along with several other mathematical and trigonometry functions can be found when this button is clicked.
More Functions	To see a list of statistical, information, cube, and engineering functions, click this button.
Defined Names Group	
Name Manager	Names can be used in formulas and functions in place of cell references. This button is used to list all the names that have been used in the workbook.
Define Name	To create a name for a cell or range of cells, click this button. The New Name dialog box will display. This box is used to create the name for the range of cells as well as specify the range.
Use in Formula	This button is used to insert a name from the current workbook into a function or formula.
Create from Selection	To automatically create a named range from a selected range of cells, click this button. When this option is used, the column header or row header must be selected.
Formula Auditing Group	
Trace Precedents	This button is used to indicate what cells affect the value in the currently selected cell.
Trace Dependents	To show arrows that indicate what cells are affected by the value in the currently selected cell, click this button.
Remove Arrows	Click this button to remove the arrows generated by the Trace Precedents and Trace Dependents operations.
Show Formulas	To display the formulas in the worksheet, click this button. The formulas will be displayed in the cells instead of the values. This is a toggle button that when clicked the first time displays the formulas. When the button is clicked the second time, the formulas will not display.

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Error Checking	Use this button to check for common errors that might appear in formulas or functions.
Evaluate Formula	Click this button to launch the Evaluate Formula dialog box. This box is used to debug a formula by walking through the formula step-by-step.
Watch Window	This window is used to monitor the values in selected cells within a worksheet. The values are displayed in a separate window that remains visible wherever the insertion point is within the worksheet.
Groups/Buttons	Description
Calculation Group	Click this button to calculate the workbook. This is only necessary if the Manual option was selected from the Calculation Options.
Calculation Options	To specify how formulas are to be calculated, click this button. By default, the automatic calculation option is selected.
Calculate Sheet	To calculate the formulas or functions on a worksheet, click this button. This is only necessary if the Manual option was selected from the Calculation Options for Data Tables and Manual.

EXCEL DATA TAB

This tab is used when working with databases in Excel. There are options for getting data from external sources, such as the Web, an Access database, a text document, as well as other data sources. In addition, options are available for sorting the data, filtering the data, and to apply subtotals to a range of cells that meet specified criteria. The table below explains the buttons within the groups on the Data Tab ribbon.



Groups/Buttons	Description
Get External Data Group	
From Access	This option is used to import data from an Access database. When importing data from an Access database, it is possible to choose whether the data will be stored in an existing worksheet or to create a new worksheet.



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From Web	Click this button to import data from the Web. The Data Query dialog box will display. From here, it is possible to specify which table is to be imported.
From Text	To import data from a file saved in text (.txt) format, click this button. The Import Text File dialog box will appear. From this box, it is possible to select the text file that is to be imported.
From Other Sources	This button can be used to import data from other database sources such as SQL Server, Analysis Servers, XML Data Import, Data Connections, and Microsoft Query.
Existing Connections	To connect to an External Data Source by selecting from a common list of sources, click this button. A list of different database sources will appear from which a selection can be made.
Connections Group	
Refresh All	This button is used to refresh all the information in the workbook that is coming from an external data source.
Connections	Click this button to view all the connections for the workbook. Data connections are links to sources outside the workbook which can be updated if the source data changes.

Groups/Buttons	Description
Properties	To specify how cells connected to a data source will update, what contents from the source will be displayed, and how changes in the number of rows in the data source will be handled in the workbook, click this button.
Edit Links	Use this tab to view all the links connected to the workbook so that they can be updated or removed.
Sort and Filter Group	
Sort A to Z	Click this button to sort the data in the database from the lowest value to the highest value.
Sort Z to A	This button is used to sort the data in the database from highest to lowest.
Sort	To open the Sort dialog box, click this button. This dialog box is used to specify multiple levels of criteria for sorting the database.
Filter	Click this button to enable the filtering option. Once the filter is turned on, click the arrows next to the headings to specify the filtering options. Several options are provided for filtering data.
Clear	Use this button to clear the filter and sort state for the database.
Reapply	To reapply the filter and sort options in the database, click this button. New or modified data won't be filtered or sorted until this button is clicked.
Advanced	This button is used to specify complex criteria for limiting which records are included in the results of the query.
Data Tools Group	
Text to Columns	Click this button to separate the contents of one cell in a database to two separate columns. For instance, when a cell contains the last name and first name, this option is used to separate the data into a first name field and a last name field.
Flash Fill	To automatically fill in values, select this option. To use this feature, enter a couple of examples of the output you would like to see, keep the active cell in the column that is to be filled in, and click this button.
Remove Duplicates	This button is used to remove duplicate rows from a worksheet. It is possible to specify which columns should be checked for duplicate information.
Data Validation	To prevent invalid information from being entered into a cell, click this button. It is also possible to force input from a drop-down menu. The drop-down menu must have the data specified before this option will work.
Consolidate	Use this button to open the Consolidate dialog box. This dialog box is used to combine values from multiple ranges into one new range.
Relationships	Use this button to create and edit relationships between tables to show the related data from different tables on the same report.



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Groups/Buttons	Description
Manage Data Model	This option is used to prepare data or to continue working on data already in the workbook.
Forecast	
What-If-Analysis	This button is used to try different scenarios for the values in a worksheet. Scenario Manager is used to create and save different groups of values, or scenarios, and switch back and forth between them. Goal Seek is used to find the right input when the final value is specified.
Forecast Sheet	Use this feature to create a new worksheet to predict data trends. This feature can also be used to preview different forecast options before generating a visual forecast worksheet.
Outline Group	
Group	To tie a range of cells together so they can be collapsed or expanded, click this button.
Ungroup	Click this button to ungroup a range of cells that were previously grouped.
Subtotal	This button is used to subtotal a group of values that meet specified criteria. Subtotals and totals are automatically inserted into the specified range.
Show Detail	To expand a collapsed group of cells, click this button. A group of cells can also be expanded by clicking the plus (+) signs at the left of each of the groups.
Hide Detail	Click this button to collapse a group of cells. A group of cells can also be collapsed by clicking the minus (-) sign at the left of each of the groups.
Outline Dialog Box Launcher	To open the Outline dialog box where additional options for working with subtotals is located, click this button. This button is located in the bottom right corner of the Outline group.

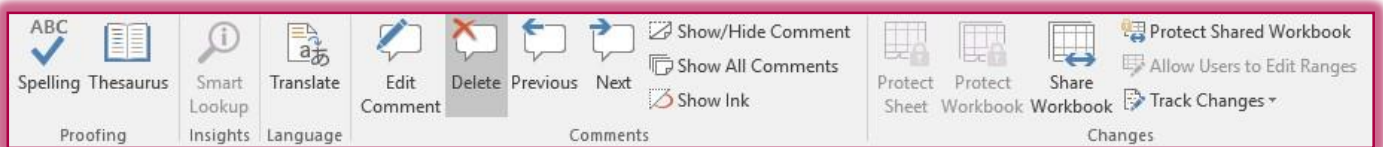
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EXCEL REVIEW TAB

The review tab is used to insert comments into cells in a worksheet. It is also possible to protect the document using this tab, as well as checking the spelling, and track changes. The table below provides a list and description of the buttons for each of the groups under this tab.



Review Tab – No Comment in Worksheet



Review Tab –Comment in Worksheet

Groups/Buttons	Descriptions
Proofing Group	
Spelling	To check the spelling of text in the workbook or worksheet, click this tab.
Thesaurus	To search for words which are similar to the selected one, click this button. The Thesaurus Task Pane will display with the Thesaurus listed as the option.
Insights Group	
Smart Lookup	Use this button to learn more about selected text by seeing definitions, images, and other results from various online sources.
Language Group	
Translate	This option is used to translate selected text within a work-sheet into a different language. When this item is selected, the Research task pane will display. Select the language into which the text is to be translated.
Comments Group	
New/Edit Comment	Click this button to add a new comment to a cell in the worksheet. When a comment is added to a cell in the worksheet, a red triangle will appear in the cell indicating that a comment has been added. Once a comment has been added, clicking on the comment will change the button to the Edit Comment button.
Delete	To delete a selected comment in the worksheet, click this button.
Previous	This button is used to move from the currently selected comment to the previous comment in the worksheet.



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Next

Click this button to move from the currently selected comment to the next comment in the worksheet.

Groups/Buttons	Descriptions
Show/Hide Comment	Once a comment has been added to a cell, clicking this button will either show or hide the comment from view. In order for this button to be activated, the insertion point must be in the cell that contains the comment.
Show All Comments	This button is used to show all the comments in a worksheet. This is a toggle button. When the button is clicked the first time, all the comments will be displayed. When it is clicked the second time, all the comments will be hidden.
Show Ink	Click this button to show or hide any ink annotations on the worksheet.
Changes Group	
Protect Sheet	In order to prevent changes to data in a worksheet, click this button. The Protect Sheet dialog box will display where criteria for protecting the sheet can be specified.
Protect Workbook	This button is used to restrict access to the workbook by preventing new sheets from being added or from data being changed in the workbook. With this feature, it is possible to restrict accessibility to the workbook to specific people.
Share Workbook	To allow multiple people to work on the workbook at the same time, click this button. When this feature is used, the workbook needs to be saved to a common network folder. If tables have been inserted into the workbook, the workbook cannot be shared.
Protect and Share Workbook	Click this button to share the workbook and protect it with a password at the same time. Protecting the workbook with a password will prevent others from turning off the tracking feature.
Allow Users to Edit Ranges	This button is used to specify a range of cells that can be edited by specified people. In order for this feature to work, the computer must be joined to a Microsoft Windows domain.
Track Changes	To track all changes made to a workbook, click this button. When this feature is activated, it is possible to track changes to insertions of data, deletions of data, and formatting changes.

EXCEL VIEW TAB

This bar provides different options for viewing the sheets in an Excel workbook. It also provides options for viewing different windows in Excel, for enlarging or reducing the size of the worksheet while it is being viewed, and what elements in the Excel window should be displayed. The table below provides a list and description of the buttons that are located in the different groups on this tab.



Groups/Buttons	Description
Workbook Views Group	
Normal	This is the default view when an Excel workbook is created or opened. This view does not show any headers and footers. It also does not show when a worksheet page begins or ends.
Page Break Preview	To display where the page breaks appear in the worksheet page, click this button. While in this view, it is possible to change the page breaks by clicking the page break indicator which is a dotted line.
Page Layout	When this view is selected, it is possible to view the worksheet page as it will appear when printed. The page breaks will display along with the headers and footers that have been created for the worksheet page.
Custom Views	Click this button to save a set of display and print settings as a custom view. Once the view is saved, it will be listed in the custom views list.
Show/Hide Group	
Ruler	Click the check box for this option to display a ruler at the top of the worksheet when in Page Layout view. This function is not available in any other view except Page Layout.
Gridlines	To have the gridlines display in the Excel window, place a check mark into the check box for this option.
Formula Bar	Place a check mark in the check box for this option to display the formula bar in the Excel workbook window. The Formula Bar is the area where the formulas, functions, labels, and so forth are displayed while they are being entered into a cell in the worksheet.
Headings	To display the row and column headings in the workbook window, place a check mark in the check box for this option. The row headings are indicated by the number down the left side of the window. The column headings are indicated by the letters across the top of the workbook window.
Zoom Group	



Technology 1

Zoom

Click this button to open the **Zoom** dialog box to specify the zoom level for the workbook sheet. The zoom controls appear on the status bar in the lower right corner of the worksheet window. They can also be used to zoom the worksheet in and out.



Groups/Buttons	Description
100%	To zoom the worksheet to 100% of the worksheets normal size, click this button.
Zoom to Selection	When this button is clicked, the currently selected range of cells will fill the entire workbook window.
Windows Group	
New Window	To open up a new window within the workbook, click this button. With this option more than one window can be open at a time.
Arrange All	Click this button to display open Excel windows as specified in the dialog box that appears. The options are Tiled, Horizontal, Vertical, or Cascade. You can also select whether to Arrange all the windows in the active workbook or to arrange open workbooks.
Freeze Panes	This button is used to keep a portion of the Excel window visible while scrolling through the rest of the worksheet. This is a good feature to use when the headings of the worksheet need to remain visible while scrolling through the data.
Split	When this button is clicked, the Excel window is split into multiple panes containing views of the worksheet. This is a good feature to use when working with different sections of a worksheet.
Hide	To hide the current window (where the insertion point is located) so that it cannot be seen, click this button.
Unhide	To unhide the hidden window, click this button.
View Side by Side	This feature is used to view two worksheets side-by-side so the contents of the worksheets can be compared.
Synchronous Scrolling	Click this button to synchronize the scrolling of two worksheets or workbooks so that they scroll together. In order to enable this feature, View Side-by-Side must be turned on.
Reset Window Position	To reset the window position of the workbooks to be compared side-by-side so that they share the screen equally, click this button. In order to enable this feature, View Side-by-Side must be turned on.
Switch Windows	To switch back-and-forth between open windows, click this button. When the button is clicked, a list of currently open windows will display.
Macro Group	
Macros	Click this button to record a new macro or to work with other macro features. A macro is a program where steps performed in a program can be recorded and stored for future use. An example of a macro is the print macro, where all that is necessary to print a document is to hold down the CTRL key and then press the letter P.

