

Lesson 1 FAQs

Q: The Chart Tools Ribbon disappears from time to time. How do I make it visible again?

A: Simple! Just click any chart or graph in your workbook, and Excel will automatically retrieve the Chart Tools Ribbon for you to use.

Q: Why don't you insert a space between words on your sheet names? Wouldn't that make them easier to read?

A: Actually, Excel will allow you to use spaces in sheet names. However, it can make your life a little more difficult if you later decide that you want to write a formula using values scattered across two or more different sheets. Keeping spaces out of the sheet names will make it much easier to write those kinds of formulas, should the need arise.