

The screenshot shows a standard Excel interface. The formula bar at the top displays 'A1' with a dropdown arrow. Below it, the spreadsheet grid is visible, with columns labeled A through G and rows numbered 1 through 6. The cell at the intersection of column A and row 1 is selected, indicated by a green border. The rest of the grid is empty.

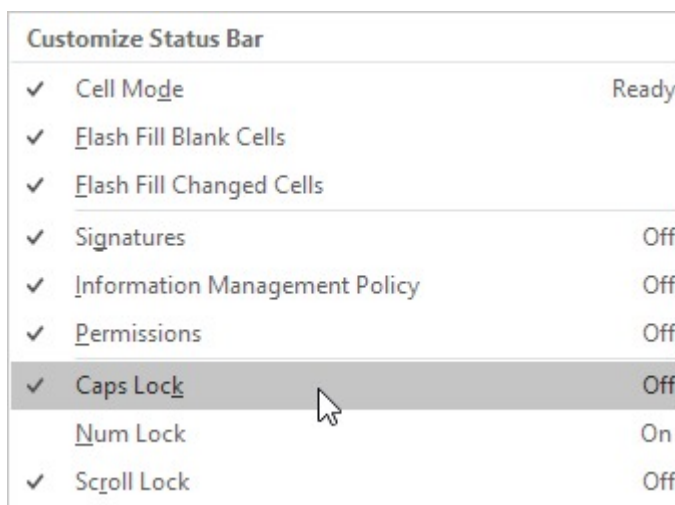


Note: use the ribbon to [zoom](#) to a specific percentage or to zoom to a selection.

◆ Customize Status Bar

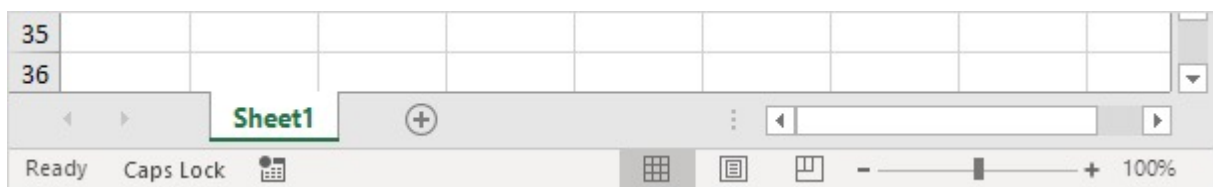
Many status bar options are selected by default. Right click the status bar to activate even more options.

1. Right click the status bar.
2. For example, click Caps Lock.

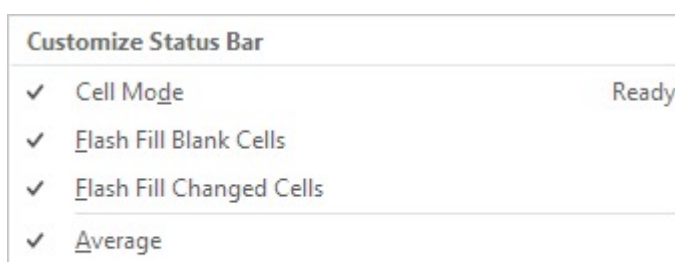


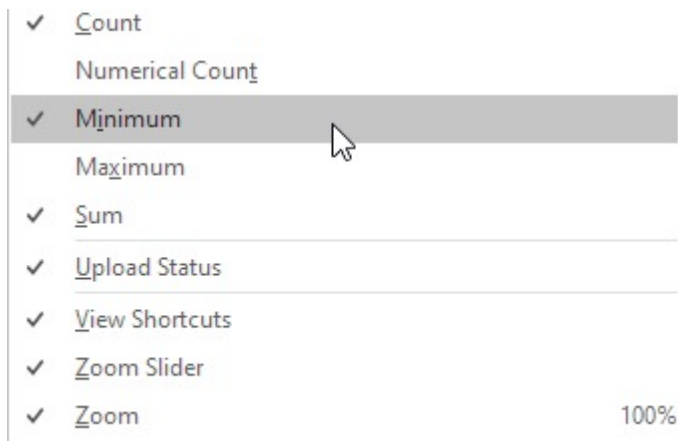
Note: this doesn't turn on Caps Lock (see image above, Caps Lock is still turned off). The status bar displays the Caps Lock status now.

3. Press the Caps Lock key on your keyboard.
4. Excel displays the text Caps Lock in the status bar.



5. Right click the status bar.
6. For example, click Minimum.

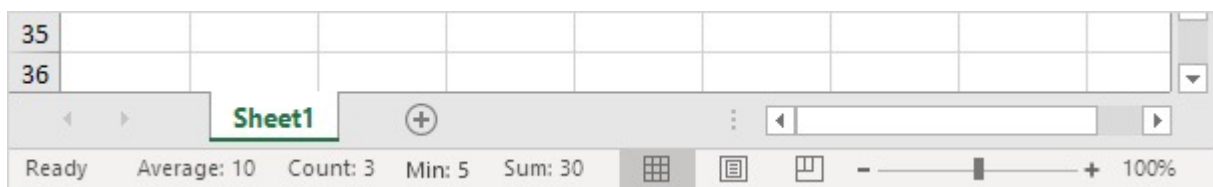




7. Select the range A1:A3.

	A	B	C	D	E	F	G	H	I
1	5								
2	10								
3	15								
4									

8. Look at the status bar to see the average, count, minimum and sum of these cells.



◆ Status Bar Secrets

Here's a little secret: Excel uses the status bar in many other situations. If you don't like this, hide the status bar.

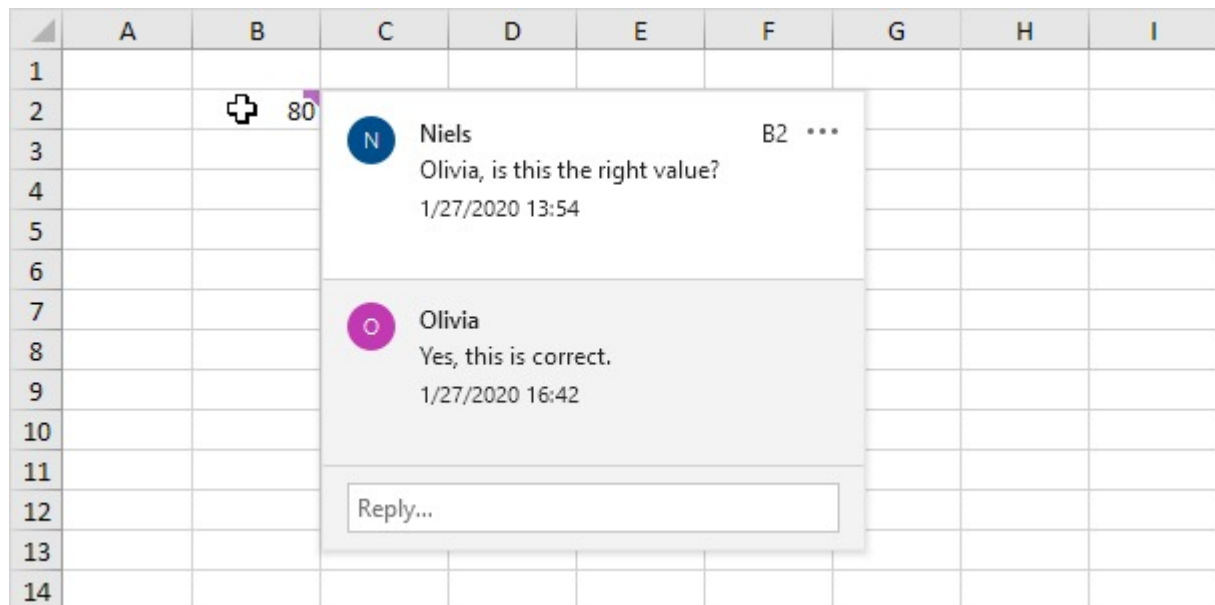
1. For example, filter a [table](#).

	A	B	C	D	E	F	G	H
1	Last Name	Sales	Country	Quarter				
2	Brown	\$3,255.00	USA	Qtr 2				
3	Brown	\$4,865.00	USA	Qtr 4				
5	Johnson	\$14,808.00	USA	Qtr 4				
6	Jones	\$1,390.00	USA	Qtr 3				
8	Jones	\$9,213.00	USA	Qtr 4				
9	Smith	\$9,698.00	USA	Qtr 1				
11	Smith	\$18,919.00	USA	Qtr 3				
14	Williams	\$14,867.00	USA	Qtr 3				
16								

2. Excel uses the status bar to display the number of visible records.



3. Hover over a cell with one or more [comments](#).



4. Excel uses the status bar to display the name of the author.

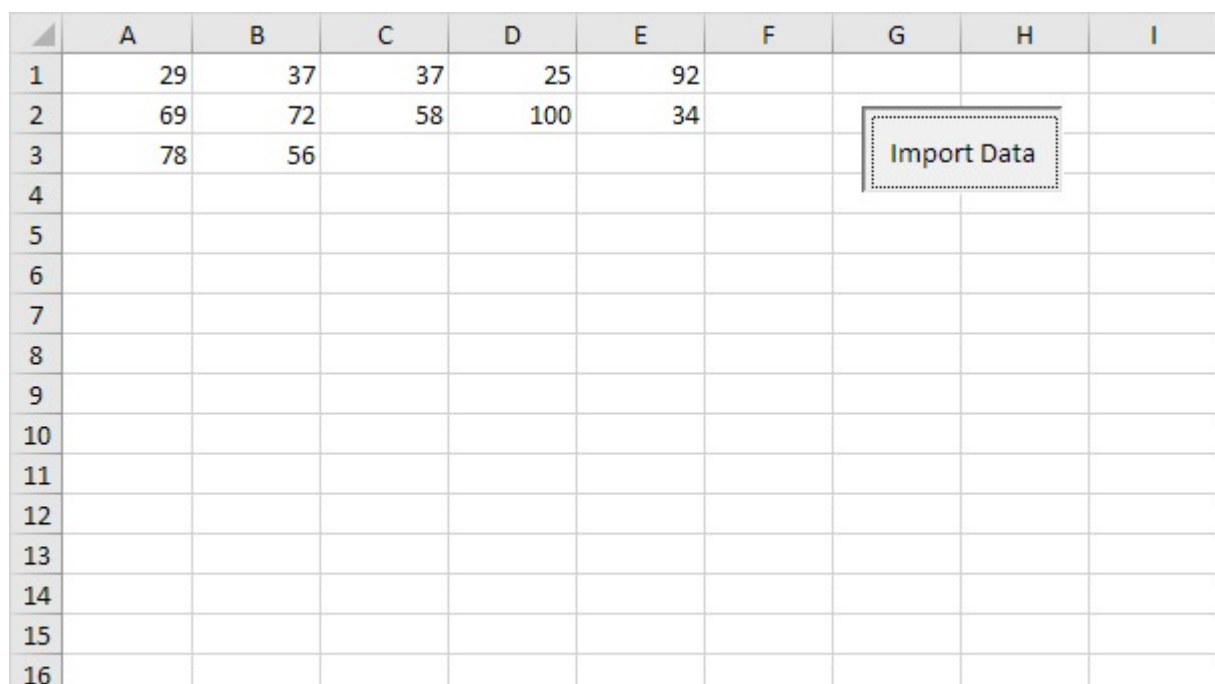


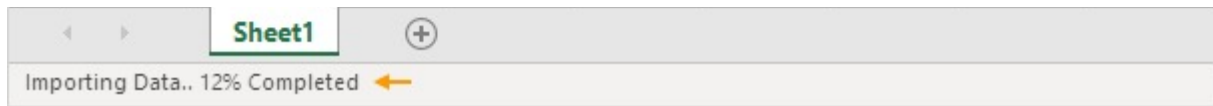
5. If you have Excel 2016, use the shortcut CTRL + SHIFT + F1 to hide the ribbon and the status bar.

6. To only hide the status bar, add the following code line to the [Workbook Open Event](#):

```
Application.DisplayStatusBar = False
```

7. Use the [StatusBar property](#) in Excel VBA to display a message on the status bar.





Note: if you're new to Excel, you can skip step 6 and step 7.

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