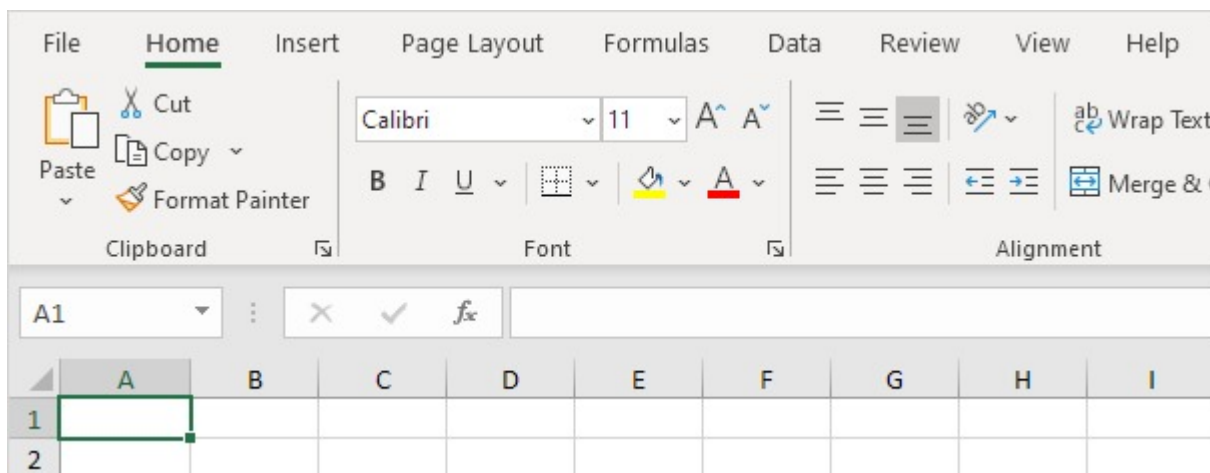# Ribbon in Excel

Excel selects the ribbon's Home tab when you open it. Learn how to use the ribbon.

✦ Tabs

The tabs on the ribbon are: File, Home, Insert, Page Layout, Formulas, Data, Review, View and Help. The Home tab contains the most frequently used commands in Excel.
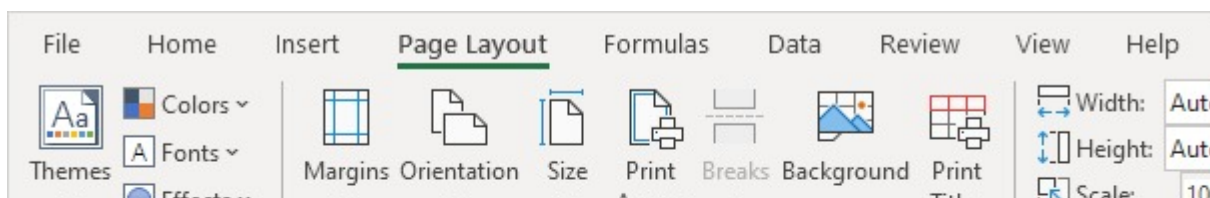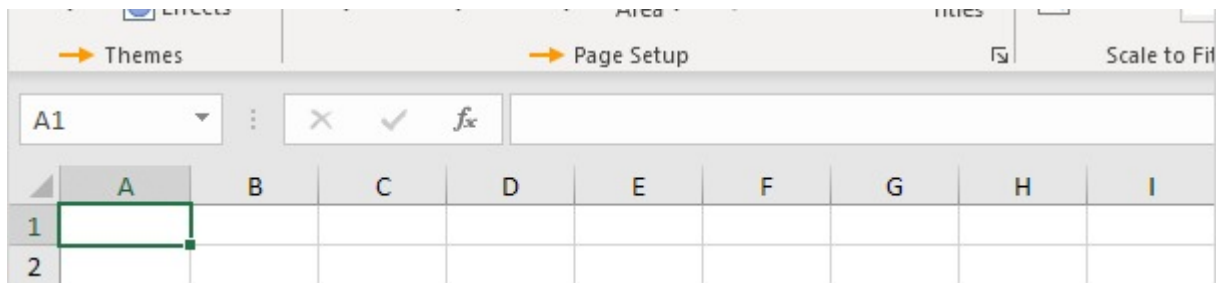
✦ Groups

Each tab contains groups of related commands. For example, the Page Layout tab contains the Themes group, the Page Setup group, etc.

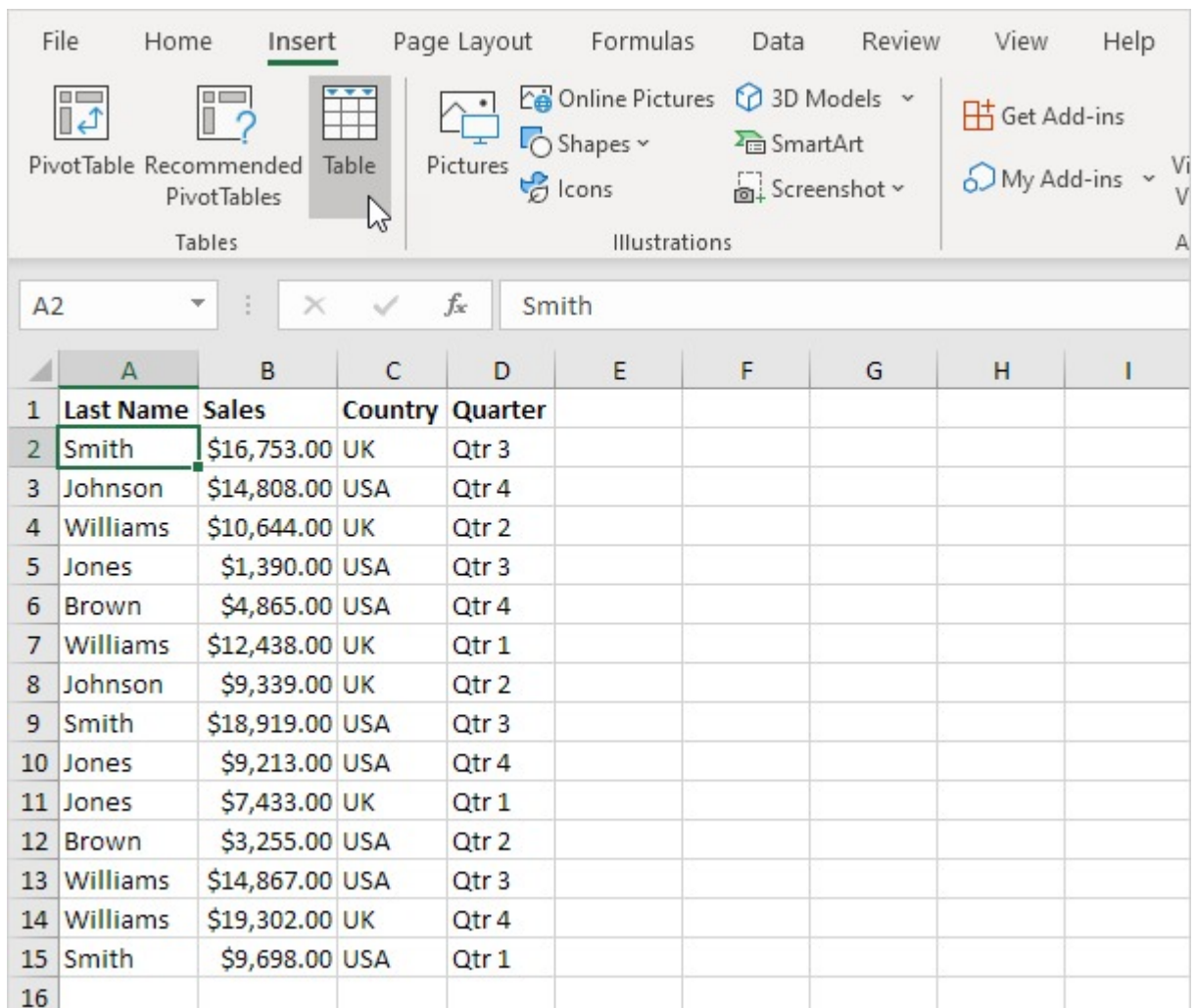|	A	B	C	D	E	F	G	H	I
1									
2									

✦ Use the Ribbon

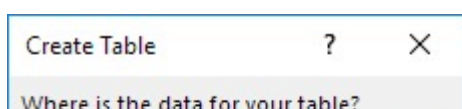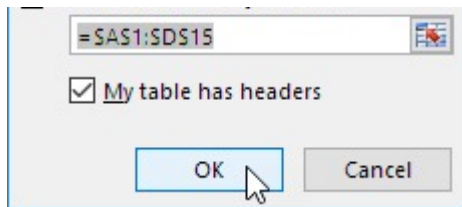Let's use the ribbon to create a table. Tables allow you to analyze your data in Excel quickly and easily.

1. Open data-set.xlsx.

2. Click any single cell inside the data set.

3. On the Insert tab, in the Tables group, click Table.

File   Home   Insert   Page Layout   Formulas   Data   Review   View   Help

PivotTable Recommended PivotTables Table Pictures Online Pictures Shapes Icons 3D Models SmartArt Screenshot Get Add-ins My Add-ins

Tables   Illustrations

A2	▼	⋮	×	✓	fx	Smith

	A	B	C	D	E	F	G	H	I
1	Last Name	Sales	Country	Quarter					
2	Smith	$16,753.00	UK	Qtr 3					
3	Johnson	$14,808.00	USA	Qtr 4					
4	Williams	$10,644.00	UK	Qtr 2					
5	Jones	$1,390.00	USA	Qtr 3					
6	Brown	$4,865.00	USA	Qtr 4					
7	Williams	$12,438.00	UK	Qtr 1					
8	Johnson	$9,339.00	UK	Qtr 2					
9	Smith	$18,919.00	USA	Qtr 3					
10	Jones	$9,213.00	USA	Qtr 4					
11	Jones	$7,433.00	UK	Qtr 1					
12	Brown	$3,255.00	USA	Qtr 2					
13	Williams	$14,867.00	USA	Qtr 3					
14	Williams	$19,302.00	UK	Qtr 4					
15	Smith	$9,698.00	USA	Qtr 1					
16									

The Create Table dialog box appears.

4. Excel automatically selects the data for you. Check 'My table has headers' and click on OK.

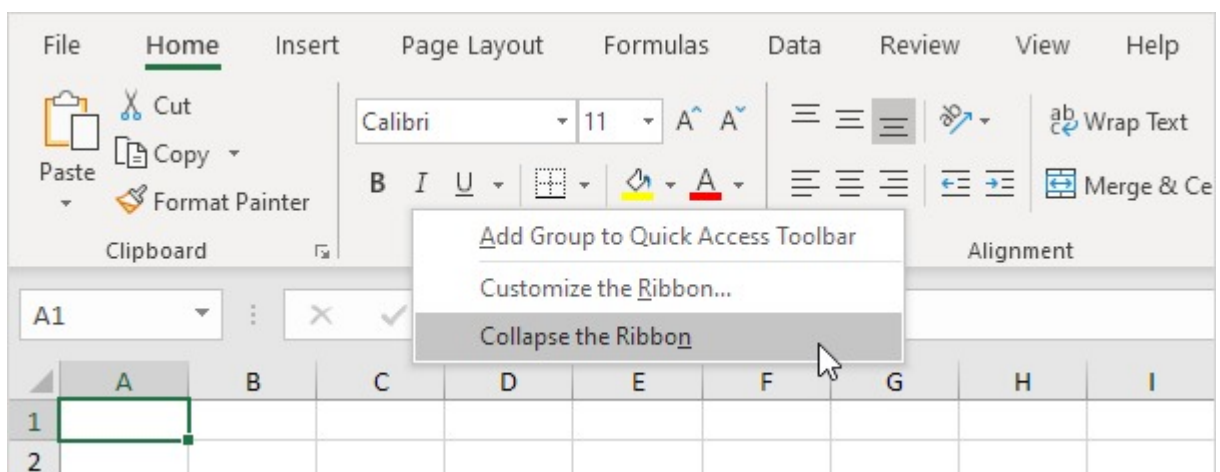Create Table   ?   ×

Where is the data for your table?

Result: Excel creates a nicely formatted table for you.

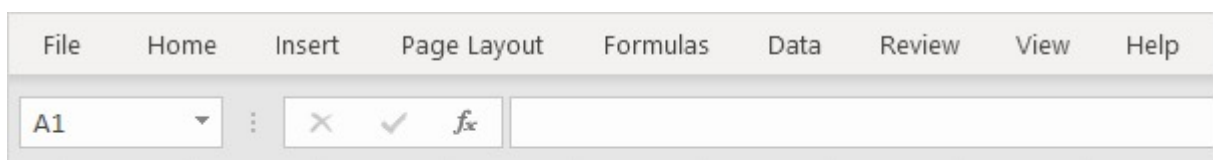|	A	B	C	D	E	F	G	H
1	Last Name ▼	Sales ▼	Country ▼	Quarter ▼				
2	Smith	$16,753.00	UK	Qtr 3				
3	Johnson	$14,808.00	USA	Qtr 4				
4	Williams	$10,644.00	UK	Qtr 2				
5	Jones	$1,390.00	USA	Qtr 3				
6	Brown	$4,865.00	USA	Qtr 4				
7	Williams	$12,438.00	UK	Qtr 1				
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13	Williams	$14,867.00	USA	Qtr 3				
14	Williams	$19,302.00	UK	Qtr 4				
15	Smith	$9,698.00	USA	Qtr 1				
16								

Note: use the drop-down arrows to quickly sort and filter. Visit our chapter about tables to learn more about this topic.

✦ Collapse the Ribbon

You can collapse the ribbon to get extra space on the screen. Right click anywhere on the ribbon, and then click Collapse the Ribbon (or press CTRL + F1).

Result:

| Search Entire Site | Go |

Chapter

- [Ribbon](#)

Learn more, it's easy

- Formula Bar

- Quick Access Toolbar

- Customize the Ribbon

- Developer Tab

- Status Bar

- Checkbox

↓ Download Excel File

- data-set.xlsx

Next Chapter

- Workbook

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Popular Excel Topics

- Pivot Tables

- Vlookup

- Formulas and Functions

- Charts

- Conditional Formatting

- Find Duplicates

- If

- Drop-down List

- Countif

- Index and Match

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- 1. Introduction

- 2. Basics

- 3. Functions

- 4. Data Analysis

- 5. VBA