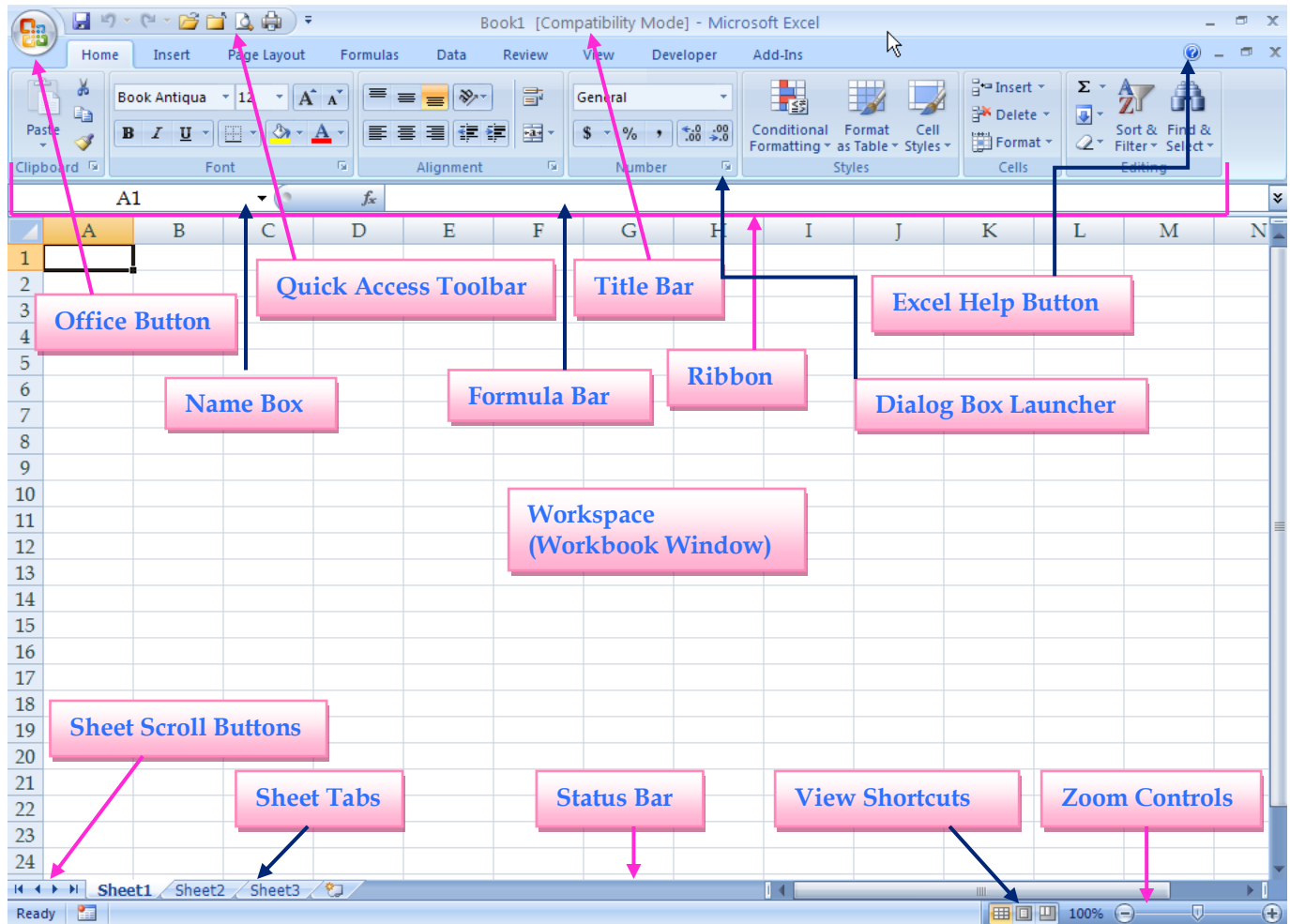


EXCEL ENVIRONMENT

The new Excel environment is designed to more closely reflect the way people generally work with the Excel program. The elements in Excel are listed in the table below. The goal of the redesigned Excel interface is to make working with a workbook more intuitive. Tasks that are performed often are no longer hidden. The new Live Preview feature shows the formatting changes in the window. Just move the mouse pointer over the command and the format will display in the window.



Window Element	Description
Dialog Box Launcher	When this button is clicked, a dialog box containing more commands for that particular group will display.
Formula Bar	The formula is used to display the data that is being input to a worksheet cell before it is entered into the worksheet.
Help Button	This button is used to obtain help regarding a particular command. If access to the Internet has been established, Microsoft Online will also be searched for help with the command.
Name Box	This is the box where the cell names are located. When named ranges are created, they can be accessed by clicking the arrow at the end of the name box.

Window Element	Description
Office Button	This button is located in the upper left corner of the window. Contained within this button are commands for managing Excel workbooks as a whole. For instance, this is the area where the Print, Save, Save As, Open, and Close options are located. It also contains the link to the Excel Options area, where global changes to the Excel program can be made.
Quick Access Toolbar	The default buttons for this toolbar are the Save, Undo, and Redo buttons. It can be customized to contain any of the commands that you use frequently such as Open and Close. The toolbar in the illustration above has been customized to include additional buttons for closing, printing, previewing, and opening workbooks.
Ribbon	The ribbon contains the commands that make it possible to use the different commands in the Excel program. Please see the Ribbon link in this Web page for more information on the Ribbon and its purpose.
Sheet Scroll Buttons	These buttons are used to move from one worksheet to another one in the workbook
Sheet Tabs	Excel is a workbook with sheets within a book. These tabs are used to insert worksheets or charts into a workbook. A name can be applied to each tab indicating what type of data or object is located within that sheet.
Status Bar	This bar is located at the bottom of each workbook. It is used to show the status of work within the worksheet. This is the area where the Shortcuts for viewing workbooks and the Zoom features are located.
Title Bar	This bar displays the name of the program that is open, along with the document name. At the right end of this bar, the minimize, maximize-restore, and close buttons are located.
View Shortcuts	These shortcuts are used to display a worksheet in different formats. The views are Normal, Page Layout, and Page Break Preview. For an explanation of each of these buttons, click the Excel Document Views link in this Web page.
Workspace	This is the area where data is entered into a worksheet. Formulas and Functions can also be inserted into the area of a worksheet, as well as charts, WordArt, Shapes, and other objects.
Zoom Controls	This area is used to magnify or shrink the content of a file that is displayed in the workspace. The buttons on each end of the Zoom bar can be clicked to either magnify or shrink the view. The default size is 100 percent.