

Excel Tabs and Ribbons

The ribbon is designed to assist in quickly finding Excel commands that are needed to complete a task. The commands are grouped together in logical groups which are collected together under tabs. Each tab relates to a particular activity such as page layout or view. To reduce the clutter on the screen, some tabs only appear when needed, such as when a picture is inserted. These tabs are known as Contextual Tabs.

It is not possible to replace the ribbon with the menus and toolbars that were available in previous versions of Excel. However, it is possible to minimize the ribbon to provide more working space in the Excel window. To minimize the ribbon, double-click one of the tabs. To restore the ribbon, double-click on one of the tabs.

Commands that are related to working with Excel workbook content are represented as buttons on the tabs that make up the groups. The Home tab is activated by default when Excel is opened. Within each tab, the buttons are organized into groups. In some groups, the button that might be used most often is larger than the other buttons. Less common commands can be accessed by clicking the **Dialog Box Launcher** button which is located in the lower right corner of the group pertaining to the command, such as Paragraph or Font.

The tabs that are available on the Ribbon in Excel are listed and explained in the table below.

Tab	Explanation
Home	This tab contains the most frequently used commands. Within this tab are the Clipboard, Font, Alignment, Number, Styles, Cells, and Editing groups.
Insert	This tab contains commands that are used to insert elements into a document such as charts or pictures. Within this group are the Tables, Illustrations, Charts, Links, and Texts groups.
Page Layout	When this tab is clicked, commands pertaining to the layout of a page are displayed. This tab contains the Themes, Page Setup, Scale to Fit, Sheet Options, and Arrange groups.
Formulas	Use this tab when working with formulas, such as AutoSum, in an Excel worksheet. The tabs within this group are Function Library, Defined Names, Formula Auditing, and Calculation.
Data	Within this tab, there are commands that are used when working with an Excel database, such as sorting and filtering. This tab contains the Get External Data, Connections, Sort and Filter, Data Tools, Outline, and Analysis groups.
Review	When working with changes in a worksheet or to insert comments, click this tab. Within this tab the groups are Proofing, Comments, and Changes.
View	To change the way a workbook is viewed, click this tab. The groups available under this tab are Workbook Views, Show/Hide, Zoom, Window, and Macros.
Add Ins	This tab will contain any commands that may be added to the Excel program. Add Ins are programs that are added to Excel but are not part of the original product.