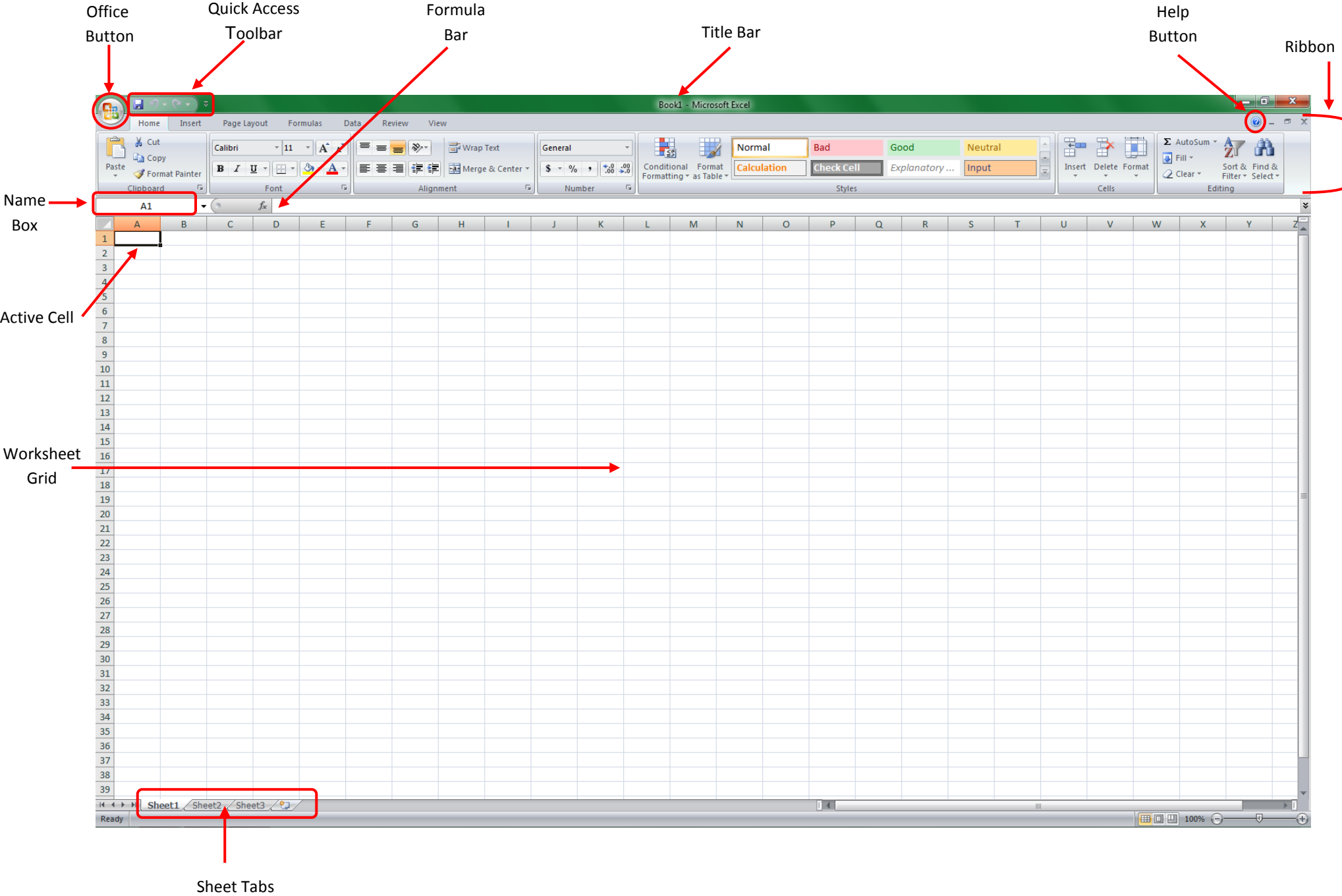


Microsoft Excel



Parts of the Excel Window

Screen Part	Description
Formula Bar	Displays the value or formula contained in the active cell and permits entry or editing of values or formulas.
Help Button	Displays the help window
Name Box	Displays the name of the selected cell, table or chart
*Office Button	Displays a list of commands related to things you can do with a workbook, such as opening saving, printing or sharing. <i>*Replaced with the File button in Excel 2010</i>
Quick Access Toolbar	Displays buttons to perform frequently used commands with a single click e.g. undo, redo, save.
Ribbon	Groups commands into tabs for performing related workbook tasks. e.g. Home tab, Insert tab, Formulas tab etc.
Title Bar	Indicates the name of the current workbook and program name.
Active Cell	The cell surrounded by a black border, that is ready to receive data and commands
Worksheet Grid	The area of the Excel window that displays the columns and rows that intersect to form the cells of the worksheet
Sheet Tabs	The labels along the lower border of the workbook window that identify each worksheet.