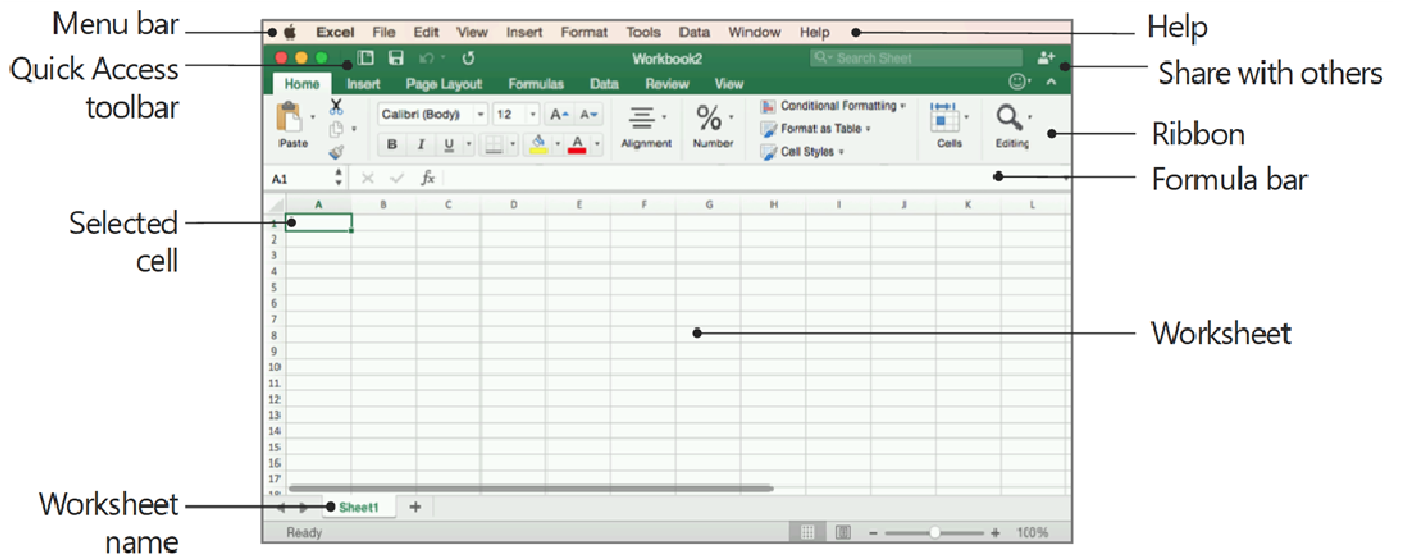
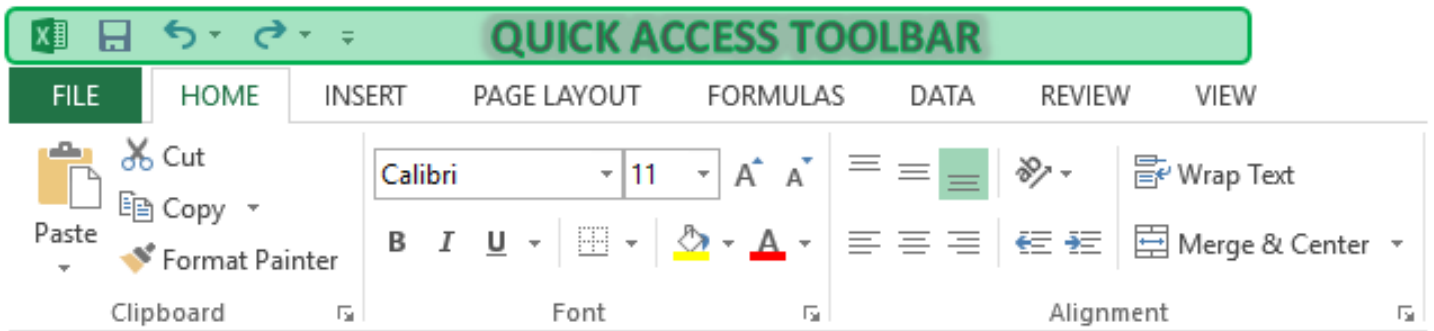
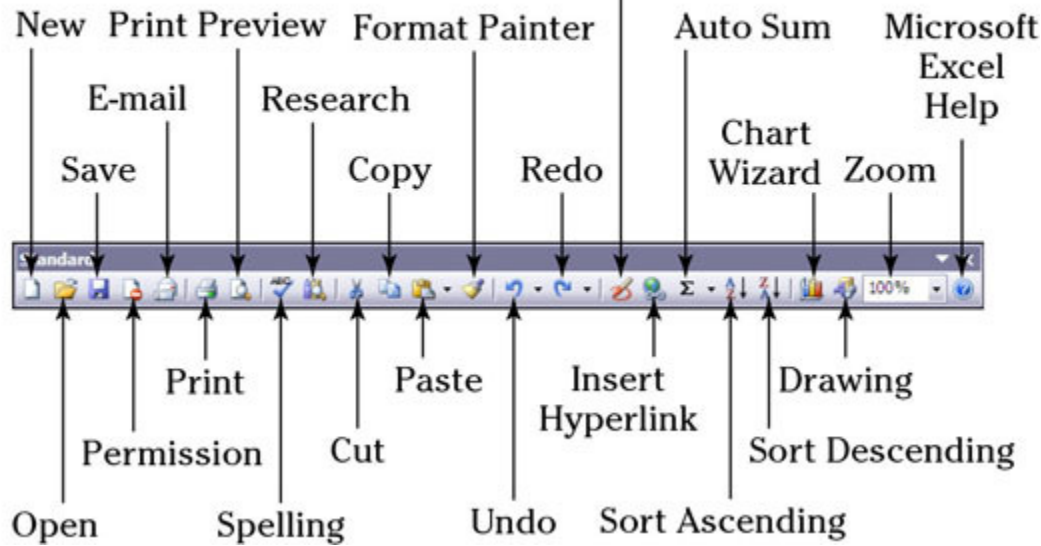


19MEB314 - Excel for Business – Essentials

Screen Shots of Excel – Unit I



### Insert Ink Annotations



AutoSave  Off Types of Toolbars in MS Excel.xlsx

File **Home** Insert Page Layout Formulas Data Review View Developer Help

Clipboard: Paste, Cut, Copy, Format Painter

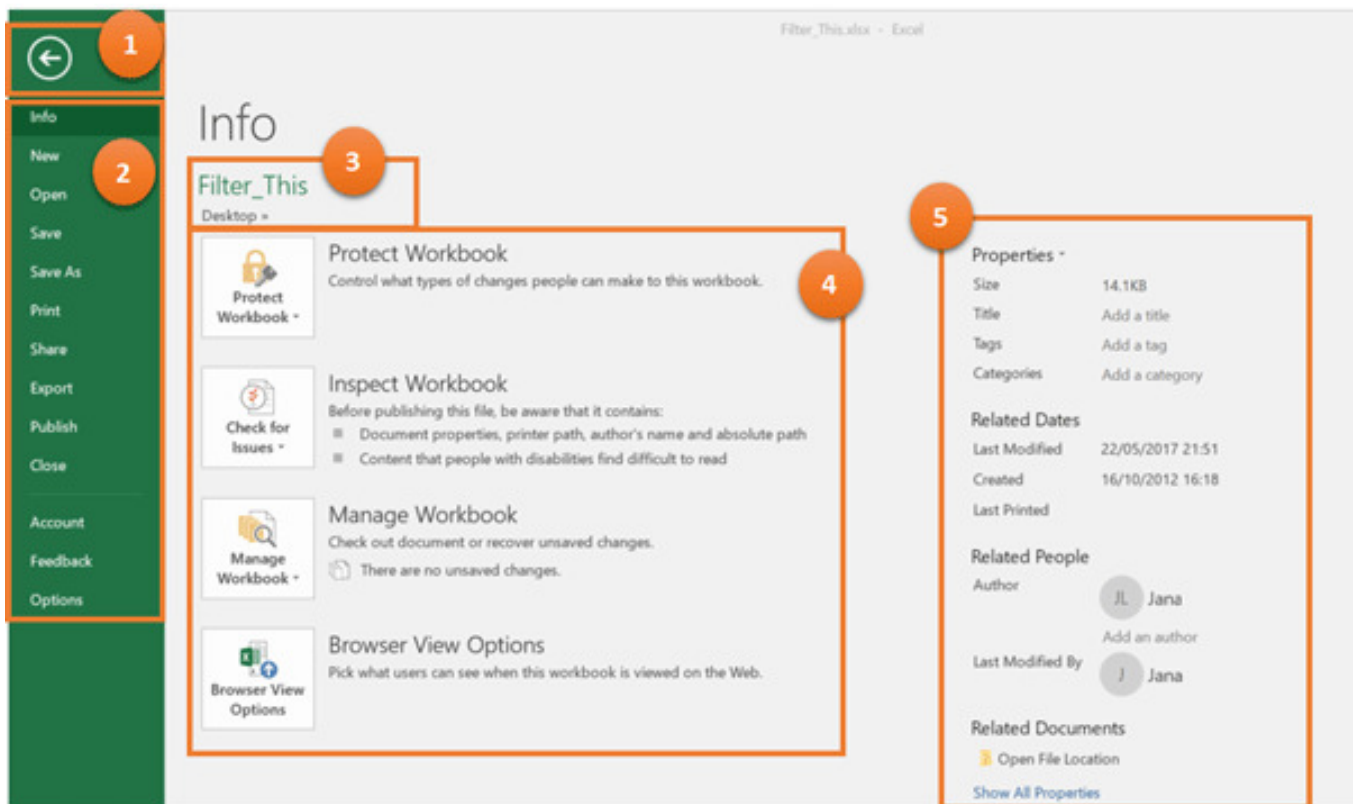
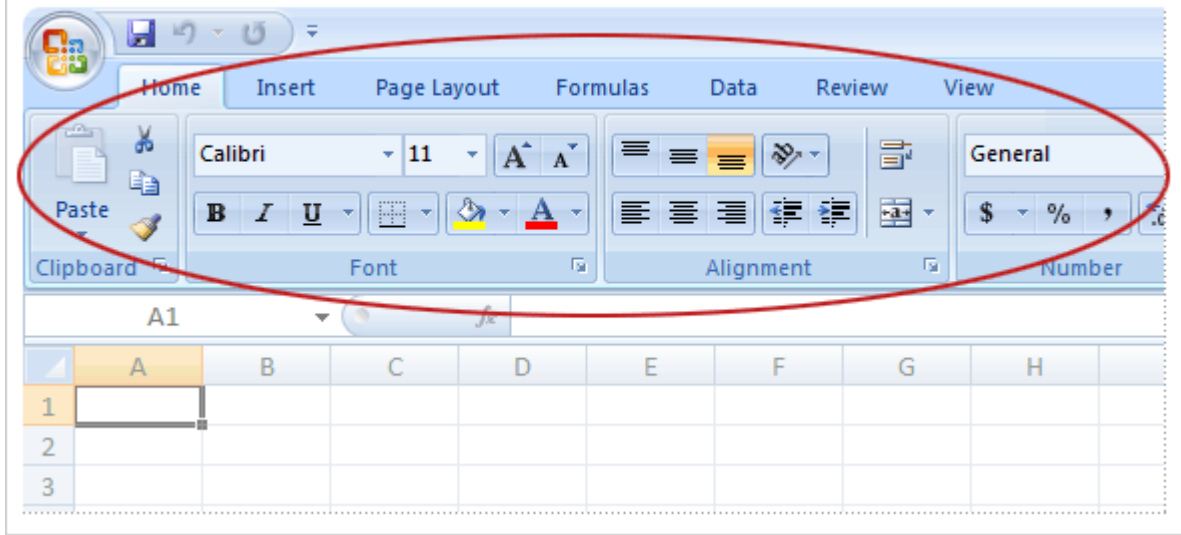
Font: Calibri, 11, Bold (B), Italic (I), Underline (U), Font Color (A), Paragraph (A)

Alignment: Wrap Text, Merge & Center

N5

World Cup Jerseys Prices			
Serial No	Team	Price	
1	Argentina	\$	199.99
2	Brazil	\$	164.99
3	Germany	\$	149.99
4	England	\$	149.99
5	Portugal	\$	169.99

# The Ribbon



AutoSave **On** | Show Hide Expand Collapse Formula Ba...

File Home Insert Draw Page Layout Formulas Data Review View Developer H

Clipboard | Font | Alignment

**Formula Bar**

C3 |  $\times$   $\checkmark$   $fx$  =VLOOKUP(C2,C6:F55,3,FALSE)

	A	B	C	D	E	F	G
1							
2		Email	westley@com.com				
3		Last	Widdecombe				
4							
5		<b>id</b>	<b>email</b>	<b>first</b>	<b>last</b>	<b>country</b>	
6		1	olivero@godaddy.com	Olivero	Royce	China	
7		2	leopold@springer.com	Leopold	Sopp	France	
8		3	leese@nih.gov	Leese	Howship	Canada	

Book1 - Excel | Preeti Singh | Share

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Name Box | File Tab | Quick Access Toolbar | Menu Bar | Spreadsheet Area | Cells | Row Bar | Leaf Bar | Status Bar | View Buttons | Scroll Bars | Zoom Controls | Control Buttons | Title Bar | Dialog Box Launcher | Column Bar | Toolbar/Ribbon

The screenshot shows the Microsoft Excel interface with various components labeled. The labels include: Name Box (pointing to the cell reference 'A1'), File Tab (pointing to the 'Home' tab), Quick Access Toolbar (pointing to the Save, Undo, and Redo icons), Menu Bar (pointing to the ribbon tabs), Spreadsheet Area (the main grid), Cells (a red box around a cell), Row Bar (pointing to the row numbers), Leaf Bar (pointing to the sheet tabs), Status Bar (pointing to the 'Ready' indicator), View Buttons (pointing to the View, Full Screen, and Print icons), Scroll Bars (pointing to the horizontal and vertical scroll bars), Zoom Controls (pointing to the zoom slider), Control Buttons (pointing to the window control buttons), Title Bar (pointing to the window title), Dialog Box Launcher (pointing to the question mark icon), Column Bar (pointing to the column letters), and Toolbar/Ribbon (pointing to the ribbon area).



The image shows a screenshot of the Microsoft Excel interface with several educational annotations in red boxes and arrows. The annotations are:

- Active cell:** A red box with an arrow pointing to the active cell (D3).
- Each rectangular grid is a cell in the worksheet:** A red box with a dashed arrow pointing to a grid of cells.
- Rows:** A red box with an arrow pointing to the row headers (1-15).
- Columns:** A red box with an arrow pointing to the column headers (A-K).
- Worksheets in the workbook:** A red box with an arrow pointing to the sheet tabs (Sheet1, Sheet2, Sheet3).
- Scroll around the worksheet using the scroll bars or keyboard:** A red box with an arrow pointing to the scroll bars.

The Excel interface includes the ribbon (FILE, HOME, INSERT, FORMULAS, PAGE LAYOUT, VIEW, DATA, REVIEW), the formula bar (D3), and the status bar (READY, 100%).