Lesson 4 The Status Bar & Help

The Status Bar is located below the worksheet tabs on the **Excel** screen. It displays a variety of information, such as the *status of certain* ***keys*****, on your** keyboard.(**e.g. CAP LOCKS)**,the views available for a *workbook,* the *magnification* of the screen, *mathematical functions* that can be performed **when data are** *highlighted* on a worksheet as you saw in **Lesson 1.**

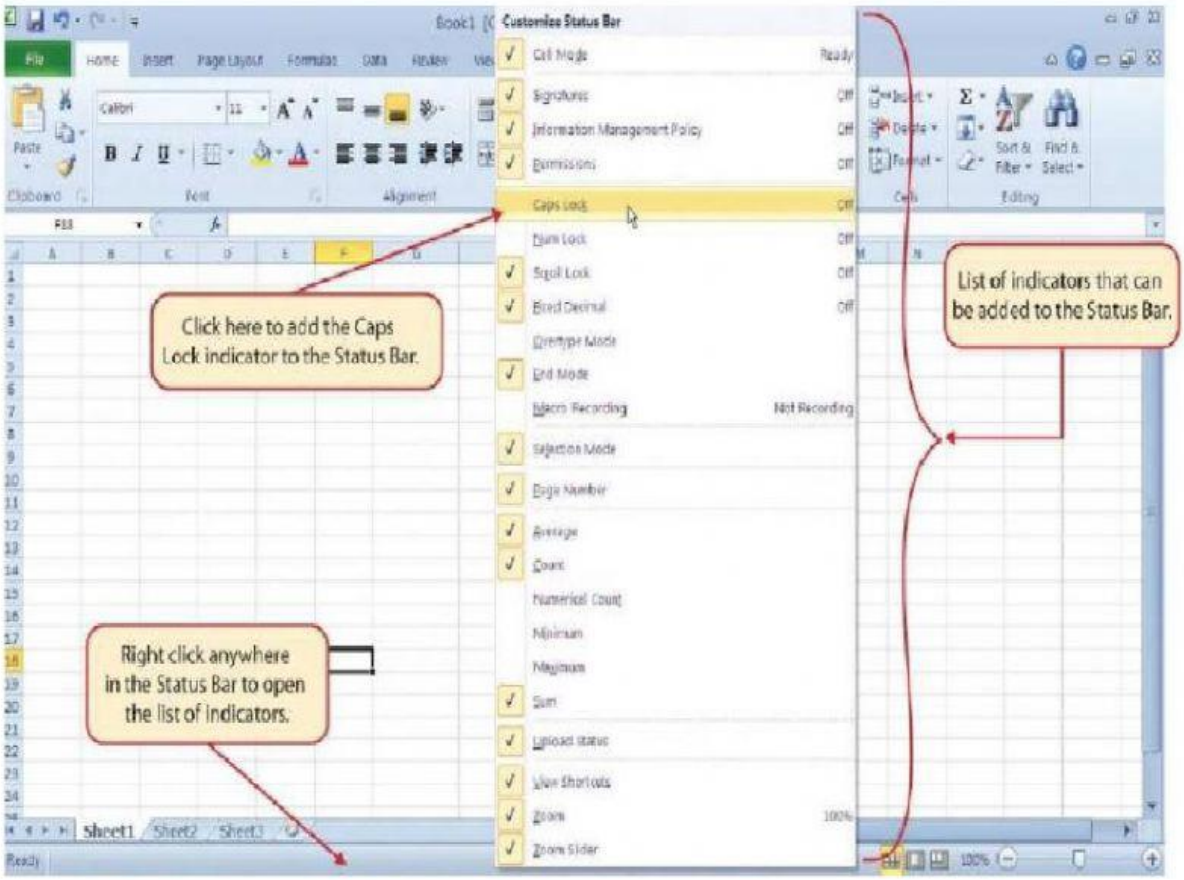
1.Place the *mouse pointer* on any place on the **Status Bar.**

2. Select the *Caps Lock* option from the menu.

3. Press CAP LOCKS key on your *keyboard*. You will see the *Caps Lock* indicator on the *lower right side* of the **Status Bar.**

LIVEWORKSHEETS

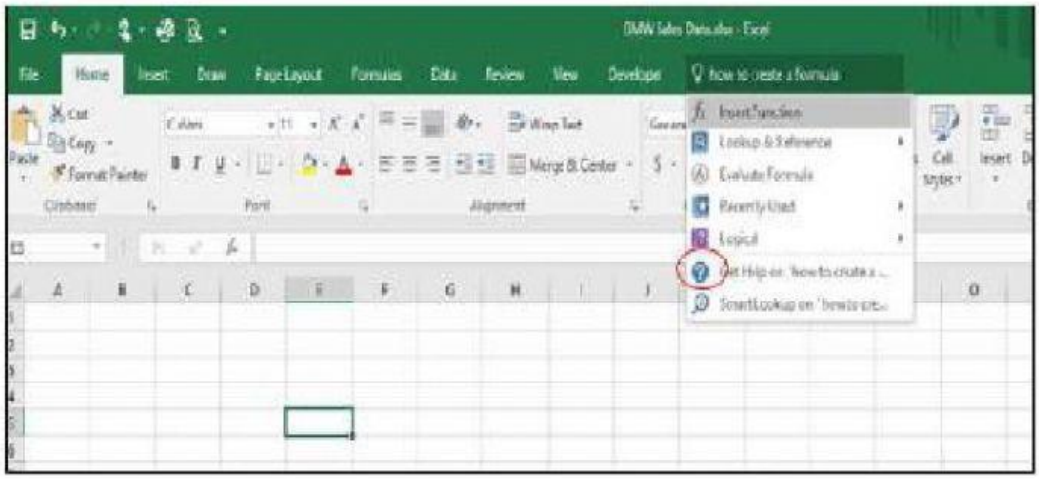
4. Press the CAP LOCK on your *keyboard* again. The indicator on the *Status Bar* goes away.



Excel Help

The Help feature provides extensive information about the Excel application. Although some of this information may be stored on your computer, the Help window will automatically connect to the Internet, if you have a live connection, to provide you with resources that can answer most of your questions. You can open the Excel Help window by clicking the question mark in the upper right area of the screen or ribbon. With newer versions of Excel, use the query box to enter your question and select from helpful option links or select the question mark from the dropdown list to launch Excel Help windows.

LIVEWORKSHEETS

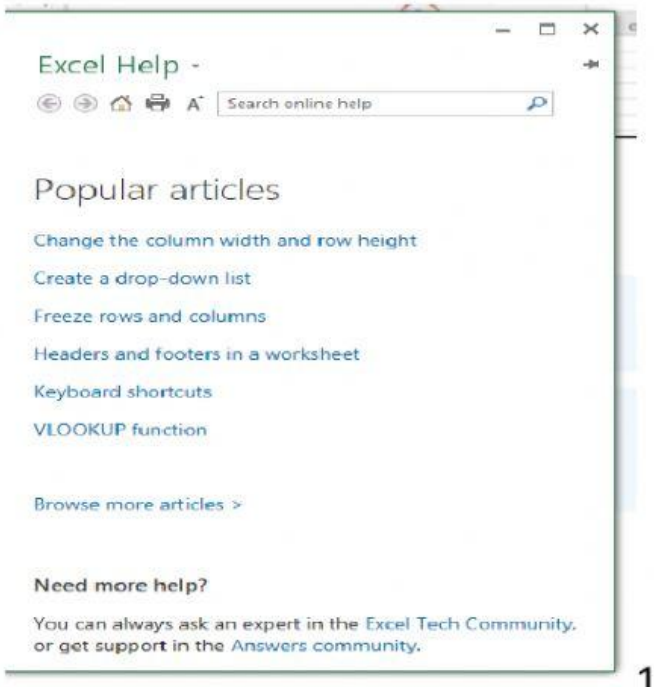


Keyboard Shortcuts

Excel Help

- Press the F1 key on your keyboard.

1.Using F1 this menu will come up and you may type what you are looking for.



LIVEWORKSHEETS

Tips and Important Notice for Excel

Key Takeaways

- Excel is a powerful tool for processing data for the purposes of making decisions.
- You can find Excel commands throughout the tabs in the Ribbon.
- You can customize the Quick Access Toolbar by adding commands you frequently use.
- You can add or remove the information that is displayed on the Status Bar.
- The Help window provides you with extensive information about Excel.

Questions

1. What is the Customize Tool Bar for?

2. What are some of the features that are in this toolbar?

3. Why do you use F1? What happens? Give details.

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