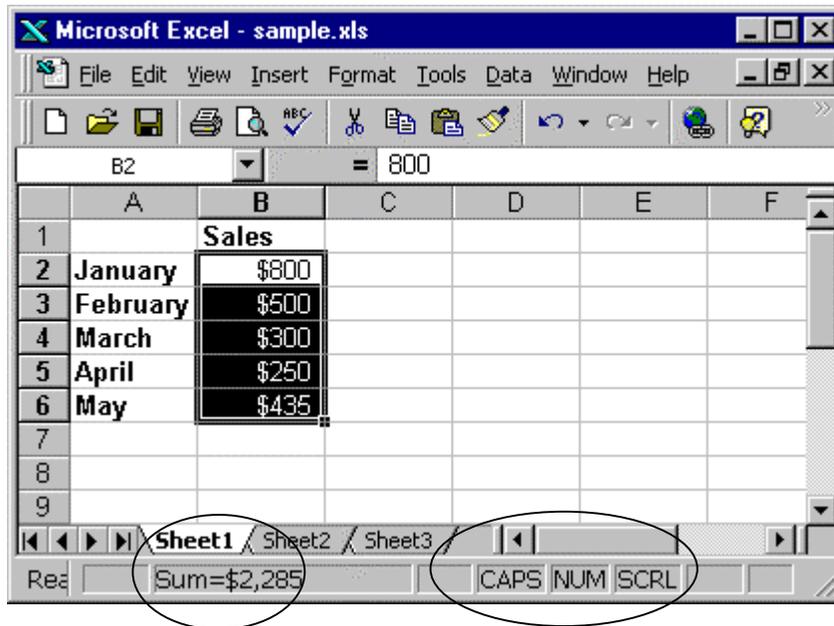


III. Getting Basic Information

The Status Bar

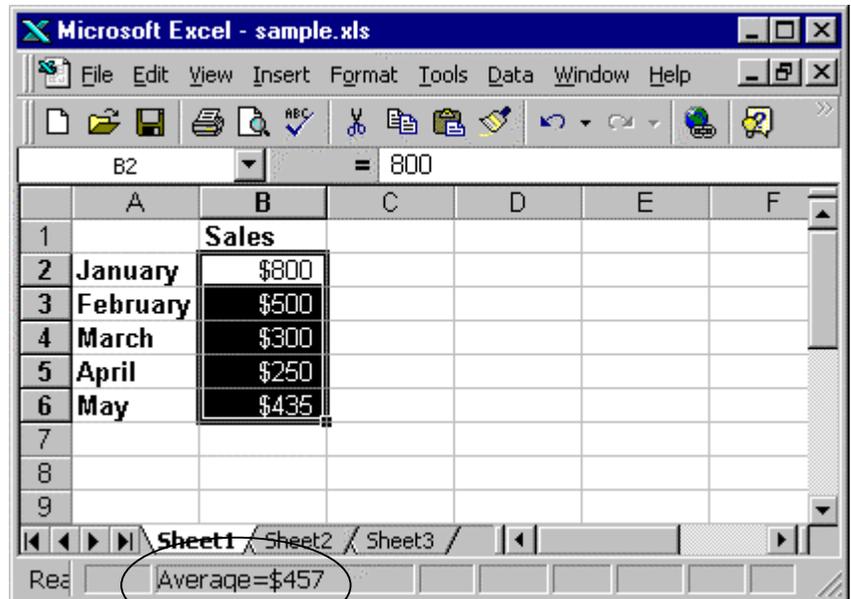
Located across the bottom of the Excel workspace, the Status Bar provides information about the current work environment. In the illustration below, the status bar shows CAPS, NUM, and SCRL to indicate that the Caps Lock, Num Lock, and Scroll Lock keys are on.



In addition, the Status Bar can provide “on-the-fly” information about data in your spreadsheet.

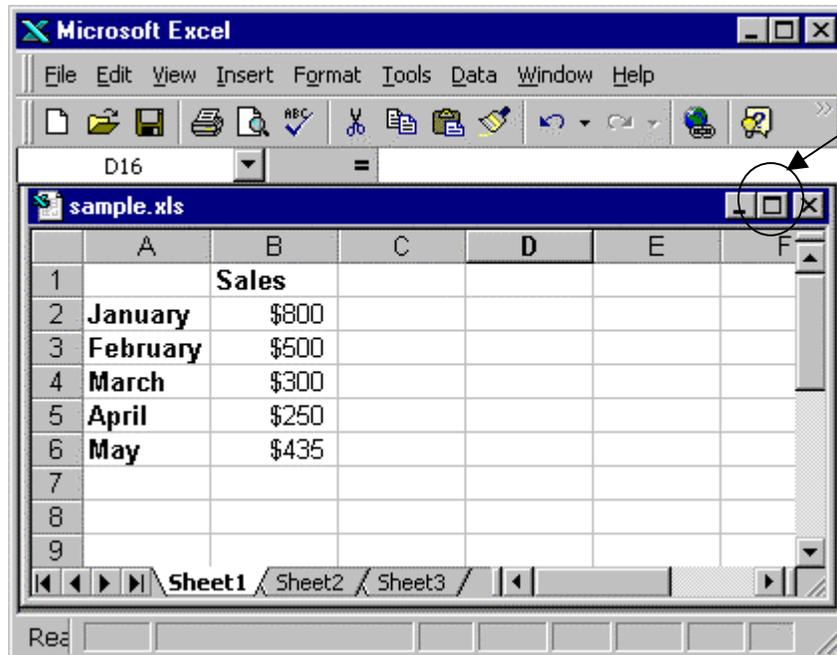
For example, if you highlight a range of numbers the Status Bar reports the sum of those numbers.

Right-clicking the sum report on the Status Bar displays a drop-down list of other calculation options: Average, Count, Count Nums, Max, and Min.



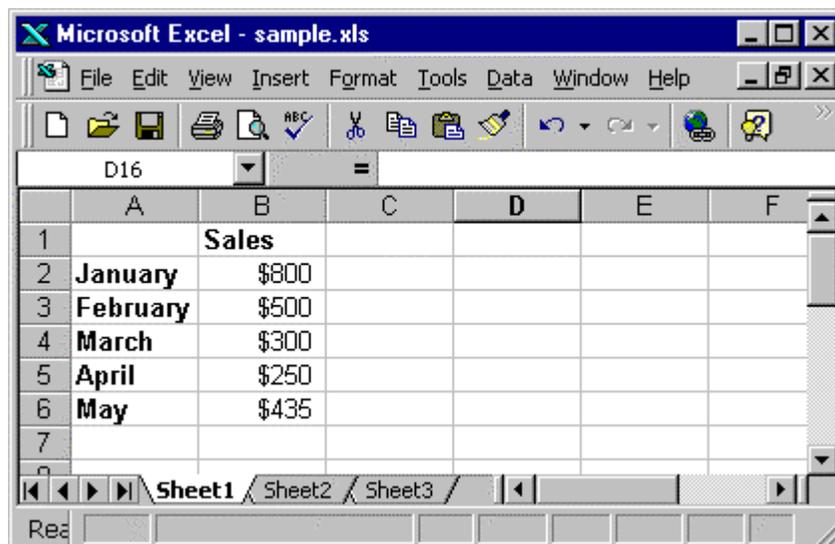
The Title Bar

The Excel workspace has a title bar and each workbook document you open also has a title bar. You can display them separately or together.



In the illustration above, the workbook is displayed in its own document window within the Excel workspace. The workbook has a title bar with the title sample.xls. The workspace has its own title bar with the title Microsoft Excel.

Clicking the middle “expand” button at the upper-right-hand corner of the spreadsheet expands the sample.xls document so it shares a title bar with the Excel workspace. If you’re working with a single worksheet visible at a time, this option gives you more viewing space. The combined title bars look like this:



Online Help

Excel has extensive online help with a variety of access methods. You can get online help from within dialog boxes, via the menus, or courtesy of the Office Assistant.

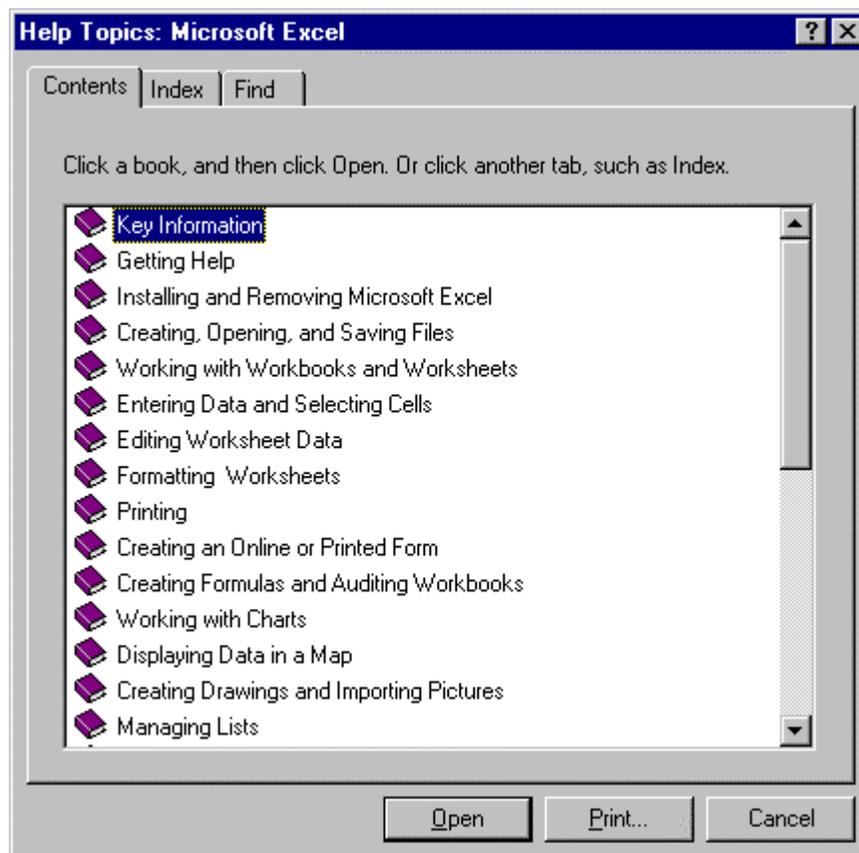


Click the Help Button on the Standard Toolbar (or hit F1) to “open” the Office Assistant, who appears in a small window of his own. Click the Office Assistant to open a space in which to type a question or term you want help with. Depending on the state of your spreadsheet when you invoke the Office Assistant, the Assistant may suggest some help topics.



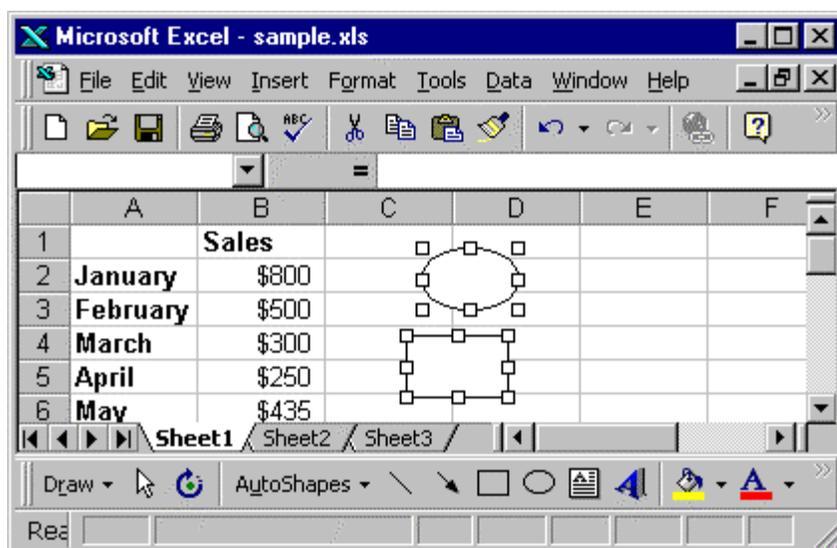
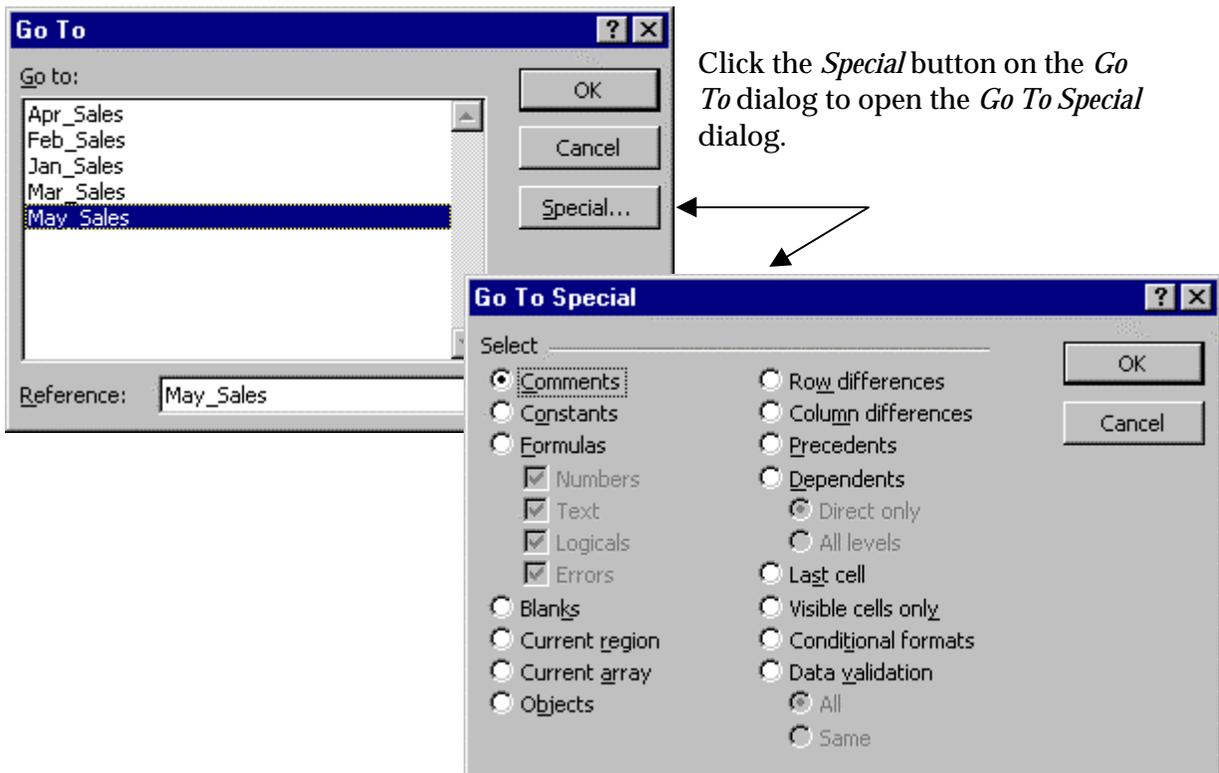
Clicking *Help* on the menu and selecting *What's This?* (or hitting Shift+F1) turns the mouse pointer into an arrow with a question mark. Point to whatever object in the workspace you want more information about to get a pop-up description of that object.

Clicking *Help* on the menu and selecting *Contents and Index* opens the most ‘heavy-duty’ help option. The dialog below has 3 tabs: Contents, Index, and Find. Each provides a different way to access the online help system.



Go to particular objects or types

Excel's *Go To* feature provides a quick way to move to a certain location in a worksheet as well as a way to quickly select a cell or range. An advanced option of this feature provides for identifying particular objects or types in the worksheet. Click *Edit, Go To* or hit F5 to open the *Go To* dialog.



In the illustration at left there are two drawn objects on the worksheet: a square and a circle.

Edit, Go To, Special, Objects, OK directs Excel to select all the objects on the open worksheet.

Selection is indicated by the empty selection boxes appearing at the sides and corners of each object.