

**Course
&
Test Series**

Overview of all Menus in MS Excel

Microsoft Excel

Module 54 - Overview of all Menus in MS Excel

What are Menus in MS Excel?

In Microsoft Excel, a menu refers to a collection of commands and tools grouped together under specific tabs in the ribbon interface, which is located at the top of the Excel window.

- These menus are designed to help users perform various tasks related to data entry, formatting, analysis, visualization, and file management.
- Each menu, such as Home, Insert, Page Layout, Formulas, Data, Review, and View, contains several groups of related commands that are used for specific purposes.
- For example, the Home menu includes basic functions like copy, paste, font formatting, alignment, and number formatting, while the Insert menu allows users to add tables, charts, images, and other elements to their worksheets.
- The ribbon-based menu system in Excel is designed to be user-friendly and organized in a way that makes it easier for users to find and use the tools they need efficiently.
- In addition to the standard menus, Excel also features contextual menus that appear based on the selected object, such as charts or tables, providing quick access to relevant tools.
- Overall, menus in Excel play a crucial role in enabling users to interact with the software and perform a wide range of spreadsheet tasks effectively.



Menu Bar

CBSE

ICSE

NTSE

Banking & Insurance

Central Govt. Service

State Govt. Services

LAW Entrance

MBA Entrance

Railways & Metro Services

...many more

abhyasonline.in

**Course
&
Test Series**

Overview of all Menus in MS Excel

List of all Menus in MS Excel:

- File
- Home
- Insert
- Page Layout
- Formulas
- Data
- Review
- View
- Help (may appear in newer versions like Excel 365)
- Developer (optional, must be enabled manually)
- Add-ins (appears when third-party add-ins are installed)
- Contextual Tabs such as Chart Tools, Table Design, Picture Format, and SmartArt Tools (appear only when specific objects are selected)

Overview of all Menus in MS Excel:

1) File Menu (Backstage View)

Used for file-related operations.

Options:

- a) New - Create a new workbook
- b) Open - Open an existing workbook
- c) Save / Save As - Save the current file
- d) Print - Print settings and preview
- e) Share - Share via email or cloud
- f) Export - Create PDF/XPS or change file type
- g) Options - Excel settings/preferences

2) Home Tab

Most commonly used tab

Groups:

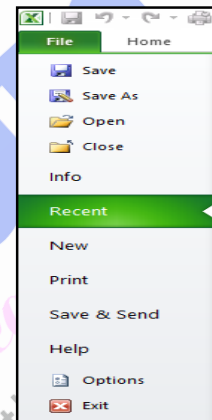
- Clipboard - Cut, copy, paste, format painter
- Font - Font type, size, bold, italic, underline, color
- Alignment - Text alignment, wrap text, merge cells
- Number - Formatting like currency, percentage, etc
- Styles - Conditional formatting, cell styles
- Cells - Insert, delete, format rows/columns
- Editing - AutoSum, Find & Replace, Clear, Sort & Filter

3) Insert Tab

For inserting objects into worksheet

Groups:

- Tables - Insert tables and PivotTables
- Illustrations - Pictures, shapes, icons, SmartArt
- Charts - Column, Line, Pie, Bar, etc



Banking & Insurance

Central Govt. Service

State Govt. Services

LAW Entrance

MBA Entrance

Railways & Metro Services

...many more

abhyasonline.in



Course
&
Test Series

Overview of all Menus in MS Excel

- Sparklines - Small charts in single cells
- Links - Hyperlinks
- Text - Text box, header/footer, WordArt, symbols

 **CBSE**

4) Page Layout Tab

Deals with print and layout settings

Groups:

- Themes - Colors, fonts, effects
- Page Setup - Margins, orientation, size, print area
- Scale to Fit - Adjust worksheet to fit pages
- Sheet Options - Gridlines and headings
- Arrange - Position and align objects

 **ICSE**

 **NTSE**

5) Formulas Tab

Focuses on functions and calculations

Groups:

- Function Library - Math, logical, text, date, financial
- Defined Names - Name ranges
- Formula Auditing - Trace precedents/dependents, error checking
- Calculation - Manual/automatic calculation settings

 **Banking & Insurance**

 **Central Govt. Service**

6) Data Tab

Deals with data analysis and import/export

Groups:

- Get & Transform - Import data from different sources
- Sort & Filter - Organize data
- Data Tools - Data validation, flash fill, remove duplicates
- Forecast - What-If analysis
- Outline - Group/Ungroup data

 **State Govt. Services**

 **LAW Entrance**

7) Review Tab

Tools for reviewing workbook

Groups:

- Proofing - Spelling, thesaurus
- Accessibility - Check accessibility issues
- Insights - Smart Lookup
- Comments - New comment, reply, delete
- Protect - Protect sheet or workbook

 **MBA Entrance**

 **Railways & Metro Services**

8) View Tab

Controls how the worksheet appears

Groups:

- Workbook Views - Normal, Page Layout, Page Break

...many more

abhyasonline.in

Course
&
Test Series

Overview of all Menus in MS Excel

- Show - Gridlines, formula bar, headings
- Zoom - Zoom in/out, 100 percent
- Window - New window, split, freeze panes
- Macros - View and record macros



CBSE

9) Help Tab (Excel 365 and newer versions)

Provides support options

- Help - Search Excel help
- Training - Learning resources
- Feedback - Send feedback to Microsoft



ICSE

10) Ribbon Interface

The Ribbon is the horizontal strip with tabs and commands at the top.

- Tabs like Home, Insert, etc. contain groups, and each group has related commands.
- It can be customized by adding or removing commands and creating custom tabs.
- There is an option to collapse or expand the Ribbon to maximize workspace.



NTSE



Banking &
Insurance

11) Contextual Tabs

These appear only when certain objects like charts, tables, or images are selected.

Examples include:

- Chart Tools - Appears when you select a chart
- Table Design - Appears when a table is selected
- Picture Format - Appears when an image is selected



Central Govt.
Service



State Govt.
Services

12) Add-ins Menu

This is not a default tab but appears when Add-ins are installed.

It allows users to enhance Excel with third-party tools or custom features.



LAW
Entrance

13) Developer Tab

This is an optional tab that needs to be enabled manually.

- It is for advanced users.
- You can write and run macros using VBA
- Use form controls like buttons and checkboxes
- It must be enabled manually from Options > Customize Ribbon



MBA
Entrance



Railways & Metro
Services

...many more

abhyasonline.in

