

Excel 2004

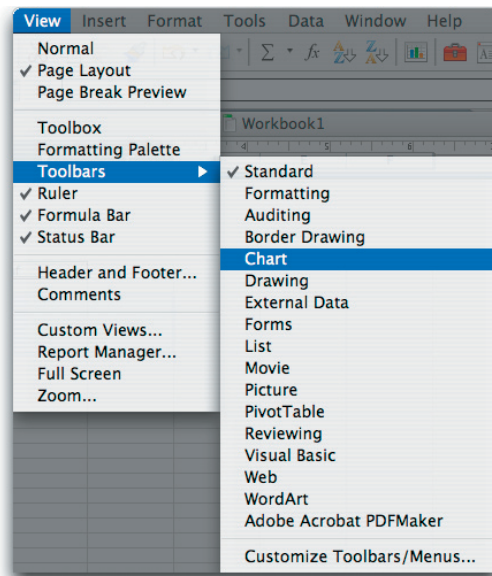
for Macintosh OS X

Toolbars



Fifteen toolbars are available in Excel, in addition to the Formatting Palette. The Standard toolbar is automatically displayed when the application is launched. More than one toolbar can be displayed at a time. They can be positioned around any place on the worksheet. Toolbars that are positioned at the top, bottom, left and right of the worksheet are referred to as "in a dock position."

- Select View> Toolbars> Chart



A floating toolbar is displayed.



- To change the shape of a toolbar, drag on the lower right hand corner
- To reposition a toolbar, drag on the Title bar (grey area on the left)
- To hide the toolbar, click on the **Close** button in the upper left corner

Customizing Toolbars

Tools can be moved between toolbars, deleted or added to existing toolbars and you can create new toolbars with your own choice of tools.

When customizing a toolbar, you may want to move it to the floating position so it appears in two rows. Otherwise, you may not be able to see the tool(s) you have added.

To add a tool:

- Choose View> Toolbars> Customize Toolbars/Menus to display the Customize dialog box
- Click on the **Commands** tab

You are asked to choose a category of toolbars in the Categories box, within which a range of command buttons are available. These are shown on the right hand side in the Commands box.

- Click on the Edit category
- Scroll down through the list of commands and click on Delete Rows

A description appears in the Description box.

- Drag this tool onto the Standard toolbar and click the **OK** button

To move a tool:

- Choose View> Toolbars> Customize Toolbars/Menus
- Drag the tool you just added to a location next to the **Sum Function** button

To restore a toolbar to its original configuration:

- In the Customize dialog box, click on the **Toolbars** tab
- Select the Standard toolbar and click the **Reset** button
- Click the **OK** button in the dialog box that appears to verify your decision to Reset

To create a new toolbar:

- In the Customize dialog box, click on the **New** button
- In the Toolbar name box, type the name of your new toolbar and click the **OK** button

An empty floating toolbar is displayed.

- Click on the **Commands** tab
- Select different commands from different categories and drag them onto your toolbar one by one
- Click the **OK** button when you have finished

To delete a toolbar:

- Choose View> Toolbars> Customize Toolbars/Menus
- Click on the **Toolbars** tab
- In the list of Toolbars, select the toolbar to be deleted; e.g., the one you created

If the **Delete** button is not darkened, you have selected a toolbar that cannot be deleted.

- Click the **Delete** button and then the **OK** button to accept the deletion
- Click the **OK** button to close the Customize dialog box

