

Excel 2003

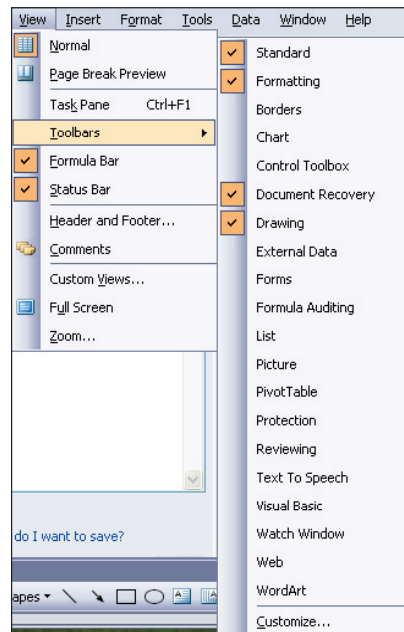
for Windows XP

Toolbars

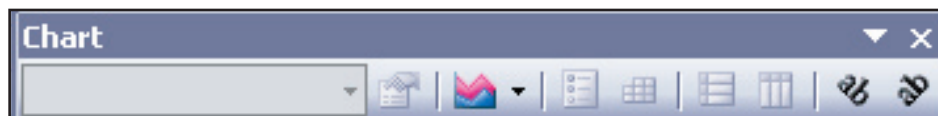


Eighteen toolbars are available in Excel. The Standard and the Formatting toolbars are automatically displayed when the application is launched. More than one toolbar can be displayed at a time. They can be positioned around any place on the worksheet. Toolbars that are positioned at the top, bottom,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

- Select View> Toolbars> Chart



A floating toolbar is displayed.



- To change the shape of a toolbar, drag the borders
- To reposition a toolbar, drag on the Title bar
- To hide the toolbar, click on the **Close** button in the top right corner

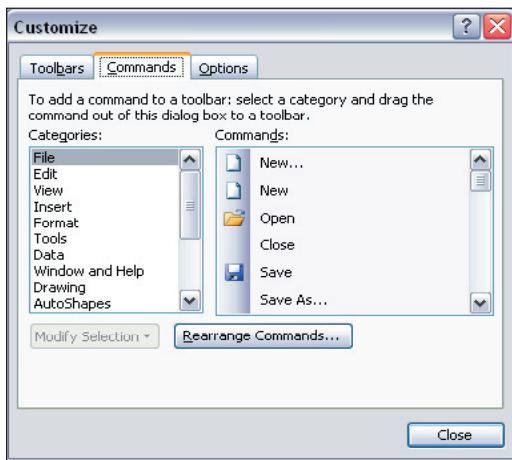
Customizing Toolbars

Tools can be moved between toolbars, deleted or added to existing toolbars and you can create new toolbars with your own 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 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**
- Drag this tool onto the Standard toolbar and click the **Close** button

To move a tool:

- Choose **View> Toolbars> Customize**
- Drag the tool you just added to a location next to the **AutoSum** button

To restore a toolbar to its original configuration:

- In the Custom 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 tool bar with the name you assigned and the Customize dialog box are displayed.

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

To delete a toolbar:

- Choose **View> Toolbars> Customize**
- 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 dim, you have selected a toolbar that cannot be deleted.

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

