

Lesson 1-2: Maximize, minimize, re-size, move and close the Excel window

The great successful men of the world have used their imaginations, they think ahead and create their mental picture, and then go to work materializing that picture in all its details, filling in here, adding a little there, altering this a bit and that bit, but steadily building, steadily building.

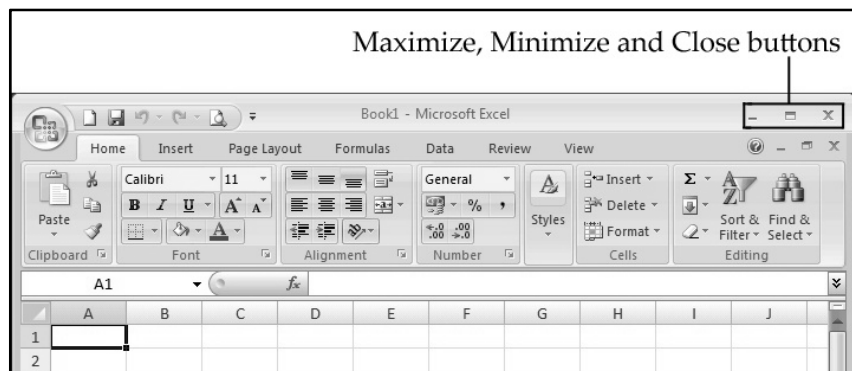
Robert Collier, American motivational author, (1885-1950)

Now that Excel is open you are confronted with a dazzling array of buttons, switches and other artifacts.

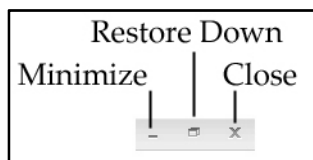
For now let's explore the big picture by looking at how the Excel window can be sized and moved. The details will come later.

1 Understand the Maximize, Minimize and Restore Down buttons

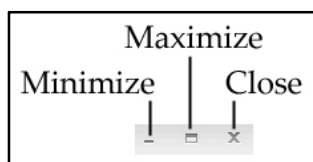
At the top right corner of the Excel window you'll see three buttons.



The buttons that you see will depend upon how the Excel window was left last time the application closed down. Normally the Excel screen is Maximized to fill the screen and you'll see:



But if you had reduced the size of the Excel window so that it didn't fill the screen you'll see this instead:



Try clicking the *Maximize*, *Minimize* and *Restore Down* buttons but be careful to click the group of three buttons at the very top of the

window and not the similar group beneath (we'll be visiting those in the next lesson).

- *Maximize* makes the Excel window completely fill the screen.
- *Minimize* reduces Excel to a button on the bottom task bar.

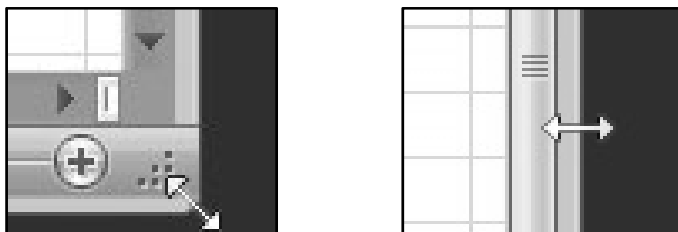


Click this button again to restore the window to its previous size.

- *Restore Down* makes the Excel window smaller allowing you to re-size the window.

2 Re-size the window

After clicking the *Restore down* button you are able to re-size the window. Hover over either the side of the window, or a corner of the window, with your mouse cursor. The cursor shape will change to a double-headed arrow.



When you see either cursor shape, hold down the left mouse button and move the mouse (this is called *click and drag*) to re-size the window.

Clicking and dragging a corner allows you to change both the height and width of the window.


Clicking an edge allows you to change only one dimension.

3 Move the window.


Click and drag the Title Bar (the bar at the very top of the window) to move the Excel Application window around the screen.

4 Close Excel

There are two common ways to close down Excel and three lesser used methods (see sidebar). Most people will use one of the following methods:

Click on the *Close button*  at the top right of the Excel application window.

OR

Click on the *Office button*  at the top left of the screen and then click on the *Exit Excel* button at the bottom right of the dialog.

note

Other ways to close down Excel

There are three expert ways of closing Excel that will save a second or two of your time.

1. Double click the Office button at the top left of your screen.
2. Press the **<Ctrl>+<W>** keys on your keyboard. We'll be learning more about keyboard shortcuts later in this session.
3. Press the **<Alt>+<F4>** keys on your keyboard.