

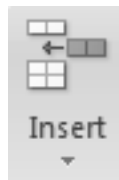
Lesson 1-9: Understand Ribbon components

The whole is more than the sum of its parts.
Aristotle, Greek critic, philosopher, physicist & zoologist
 (384 BC – 322 BC)

The Ribbon is made up of several different artifacts.

Normal button

Simply executes a command when clicked. The Bold button on the Home tab is a good example.



Menu or gallery button

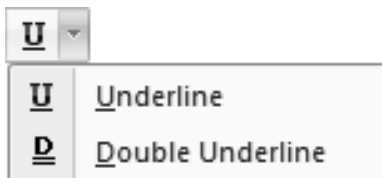
This type of button has a little down-arrow on it. It will display a Menu or Gallery when clicked.

Split button



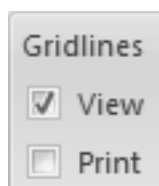
This is the hardest button to understand because these buttons look almost the same as the *menu or gallery* button. When you hover the mouse cursor over a split button, the icon and drop-down arrow highlight separately as different “buttons within a button”.

A good example is the *underline* button on the Home toolbar.



Clicking the icon part of a split button (the U) will perform the default action of the button (in this case a single underline). Clicking the arrow part of the button will display a menu of further choices (in this case the choice between a single and double underline).

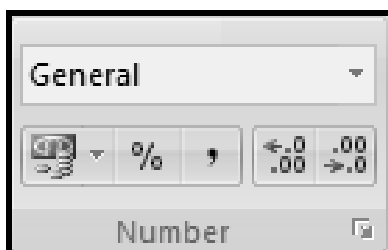
Check box



A little square box that you can click to switch an option on or off.

In this example (from the *Page Layout* Ribbon) you are able to switch the gridlines on and off for the screen display and/or the printout.

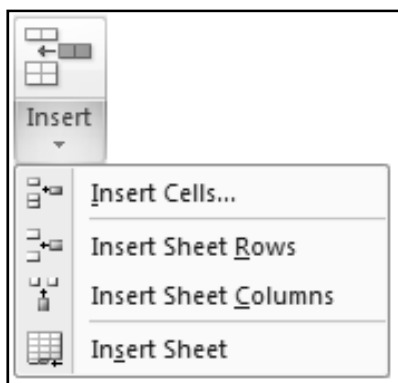
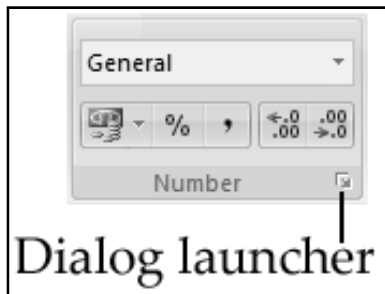
Command group



Similar actions are grouped into a cluster. For example, every component relating to numbers is clustered into the Number group.

Dialog launcher

Dialog launchers appear on the bottom right-hand corner of command groups. Dialogs offer more choice than it is possible for the Ribbon to express graphically. Many of the dialog launchers will present a dialog that is identical to the old dialogs from Excel 2003.



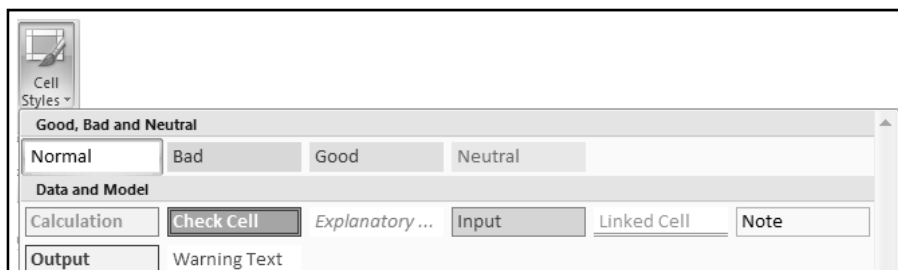
Drop down list

I often shorten this to simply “Drop Down” in this book. A drop down is a simple menu listing several choices.

If you see an ellipsis (...) after a drop down list item this means that a dialog will be displayed after you click, offering further choices.

Drop down gallery

This is a little like a drop down list but has graphics to visually demonstrate the effect of each choice.



Rich menu

The rich menu is Microsoft’s way of trying to coerce you into being brave enough to use a feature that you might not have understood in previous Excel versions. A sort of an “in your face” help system.

