**MOAC Excel Lesson 3 Guided Notes**

**Software Orientation**

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ view is a visual interface that enables you to use and master Excel’s file \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ features – functions that allow you to do things to a file rather than in a file.
2. List the tabs available to you on the left side navigation pane in Backstage View
3. Is the Exit command available in Backstage View in Excel 2013?

**Accessing and Using Backstage View**

1. Which tab do you use to access Backstage View?

**Printing with Backstage**

1. Where are Excel’s print commands and options located?
2. You can use the Print \_\_\_\_\_\_\_\_\_\_ to manipulate workbook elements such as \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ and so on.

**Printing and Previewing a Document**

1. What are print options?

**Using Quick Print to Print a Worksheet**

1. Where is the Quick Print icon located?

**Setting the Print Area**

1. You can use the \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ view to print only a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ portion, or print area, of and Excel workbook.

**Changing the Excel Environment**

1. What are default settings?

**Customizing the Quick Access Toolbar**

1. Can you change the size of the Quick Access toolbar?
2. Can you add or remove command buttons on the Quick Access Toolbar?

**Customizing the Ribbon**

1. Can you add a new ribbon tab?
2. Can you add a new group?
3. Can you add new commands in a group?
4. A group of commands on the default ribbon tabs are related in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Accessing and Using Excel Templates**

1. What are templates?