



SNS COLLEGE OF TECHNOLOGY

(An Autonomous Institution)

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai

Accredited by NAAC-UGC with 'A++' Grade (Cycle III) &

Accredited by NBA (B.E - CSE, EEE, ECE, Mech & B.Tech.IT)

COIMBATORE-641 035, TAMIL NADU



19MEE308 - EXCEL FOR BUSINESS – ESSENTIALS

UNIT 1: INTRODUCTION TO EXCEL

5. TITLE BAR

- **Location:** At the top of the Excel window.
- **Function:** Displays the name of the workbook and the Excel application.
- **Shortcut:** **Alt + F4** to close the workbook.

6. MENU BAR

- **Function:** Provides access to various menus (e.g., File, Edit, View).
- **Access:** Use Alt to highlight the menu options and navigate using arrow keys.
- **Example:** **Alt + F** opens the File menu.

7. STANDARD TOOLBAR

- **Function:** Contains basic tools like New, Open, Save, Print, and Undo.
 - **Shortcut:** **Ctrl + S** to save, **Ctrl + P** to print.
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