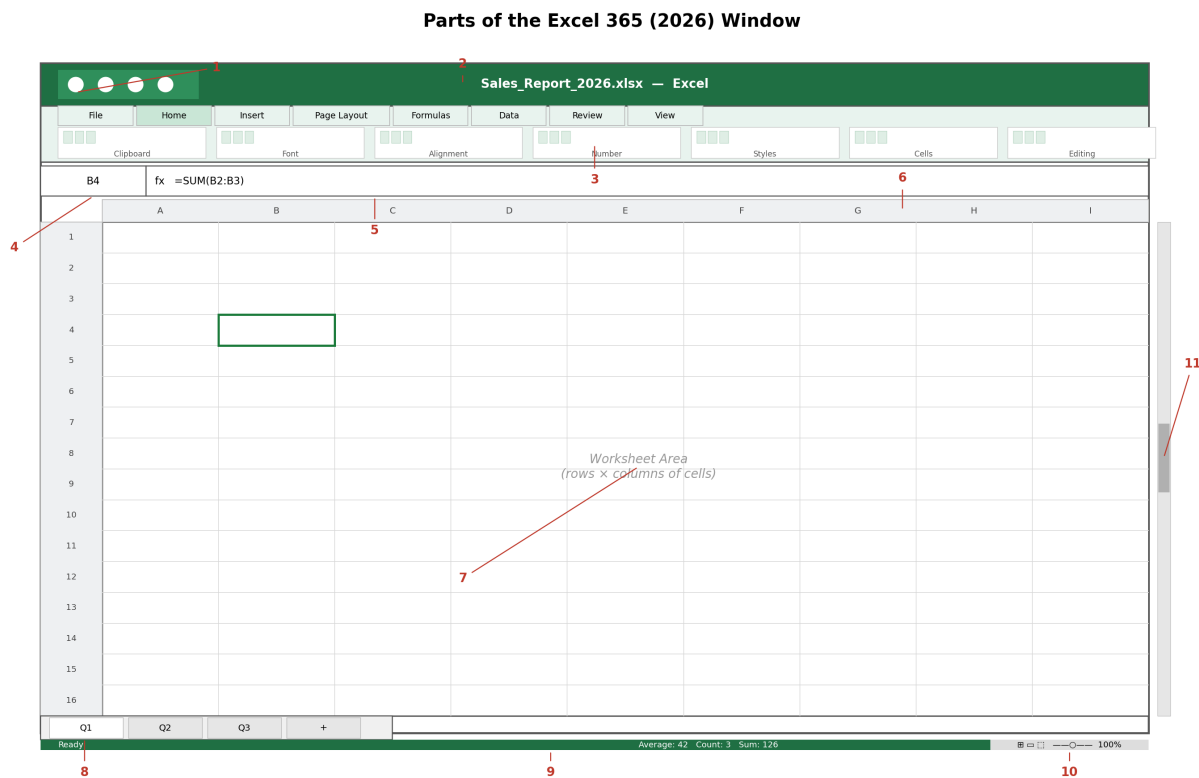


Parts of the Excel Window

2026 Edition — Complete Labeled Reference Guide

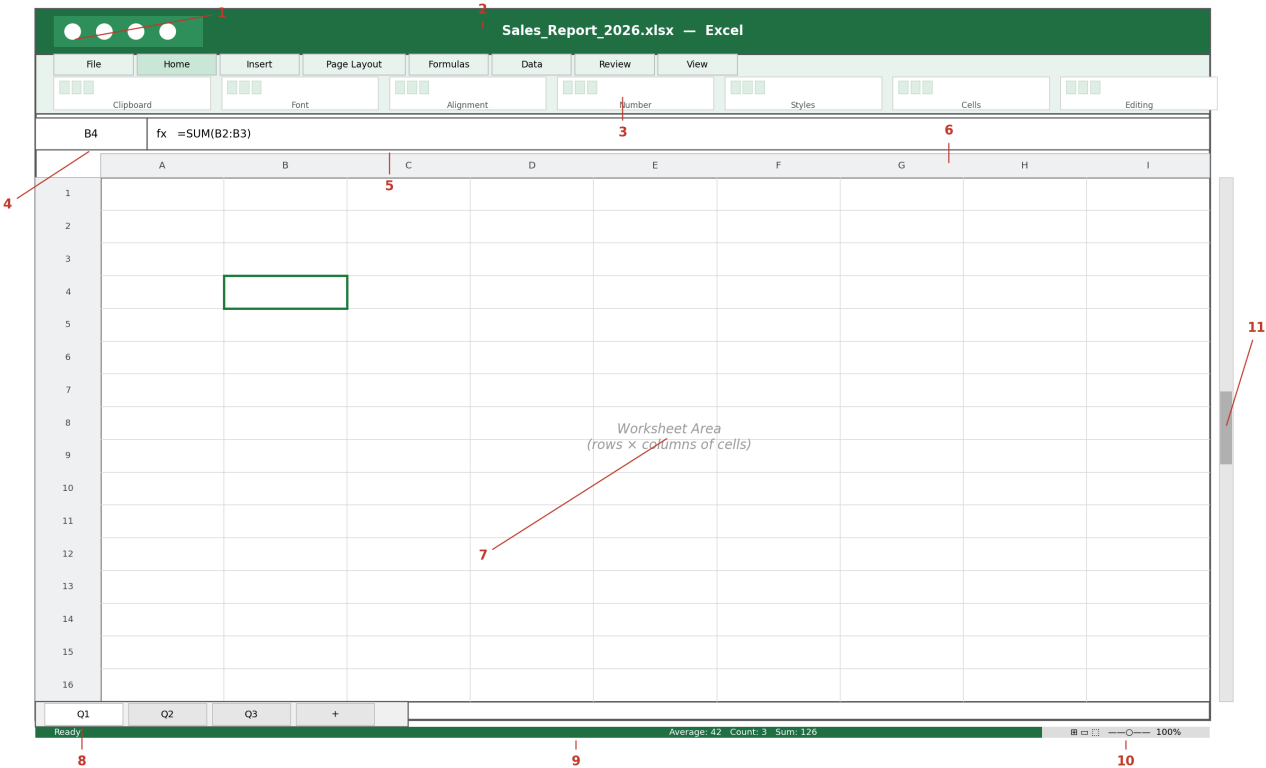


A free, printable reference covering all 11 core parts of the Excel 365 window — what each one is called, where to find it, and what it does.

The Labeled Diagram

Each numbered callout below corresponds to the matching entry in the reference table on the next page.

Parts of the Excel 365 (2026) Window



The 11 Parts of the Excel Window — Explained

1	Quick Access Toolbar (QAT) A small, customizable strip of one-click shortcuts (Save, Undo, Redo, and any commands you pin) that stays visible no matter which Ribbon tab is open.
2	Title Bar Runs across the very top of the window. Displays the current file name, the app name, and (in Excel 365) your signed-in Microsoft account.
3	Ribbon The tabbed command center (Home, Insert, Page Layout, Formulas, Data, Review, View). Each tab organizes related commands into labeled groups such as Font, Alignment, and Number.
4	Name Box Shows the address of the cell that is currently selected. Type any cell address or a named range here and press Enter to jump straight to it.
5	Formula Bar Displays and lets you edit the contents — text, number, or formula — of the active cell. Longer formulas can be expanded for easier editing.
6	Column Headers The row of letters (A, B, C...) along the top of the grid. Click a letter to select an entire column, or drag its right edge to resize it.
7	Worksheet Area The main grid of rows and columns where all data, formulas, and formatting live. This is where the actual spreadsheet work happens.
8	Sheet Tabs Located at the bottom-left of the window. Switch between worksheets in the same workbook, and use the "+" button to add a new one.
9	Status Bar The strip along the very bottom. Shows the current mode (Ready, Edit, Enter) on the left and quick calculations — Sum, Average, Count — for any selected range on the right.
10	View Buttons + Zoom Control Sits at the bottom-right. Switch between Normal, Page Layout, and Page Break views, and drag the slider to zoom in or out.
11	Scroll Bars The vertical and horizontal bars along the right and bottom edges of the grid, used to navigate around large worksheets.

Tip: Right-click any Ribbon command and choose "Add to Quick Access Toolbar" to pin your most-used tools to item #1 above — it is the fastest way to speed up repetitive work in Excel.