TWO SETS OF MINIMIZE, RESTORE/MAXIMIZE AND CLOSE BUTTONS

Min-Max-Close MINIMIZE, RESTORE/MAXIMIZE AND CLOSE BUTTONS. Over on the right of the screen, you have the option to minimize the screen by clicking on the minus sign, expand the screen by clicking on the maximize button, or close Excel by clicking on the X.

Immediately below that, you can see a second set of minimize, maximize, and close buttons. (As shown in Screenshot A) That set of buttons is just for the active workbook. If you click the minus sign, the workbook all but disappears. (As shown in Screenshot B) To return it to its previous size, click on the maximize button (the center of the three buttons). Clicking on the X would close the workbook, but leave Excel open. If you are not able to see the three buttons, left click (holding the button down) on the title bar and move the workbook to the left.