HIDING THE RIBBON

In Microsoft 2007 the ribbon, which has replaced the menus and toolbars found in earlier versions, can quickly be hidden to give you more room to work in your spreadsheet, presentation or document.

To Hide the Ribbon Commands:

- Double click on one of the ribbon tabs - such as Home, Insert, or Page Layout.

  OR

- Press the CTRL + F1 keys on the keyboard.

Only the tabs will be left showing above your spreadsheet.

To Show the Ribbon Commands Again:

- Click on one of the ribbon tabs - such as Home, Insert, or Page Layout.

  OR

- Press the CTRL + F1 keys on the keyboard a second time.