Lecture 14: MS Excel 2013 – Customize User Interface

User Interface:

Customizing the Ribbon:

In Excel 2013 you can customize the Ribbon itself. This means you can have a whole ribbon tab with your own icons and groups of icons, or you can just change one of the preset Ribbon tabs to suit. To Customize the Ribbon:

1. Click File
2. Click Options
3. Click Customize the Ribbon
You will now see two columns, on the left are the available icons that can be added to the Ribbon (1). On the right are the different Ribbon tabs (2) and groups of icons (3).

You can choose commands from the list of Popular Commands or from one of the other drop down options.

**Create a New Group on an Existing Ribbon Tab:**

1. Click on the Ribbon you wish to customize
2. Click New Group
Rename the new group:

1. Select the New Group (Custom)
2. Click on Rename
3. Type in your new name
4. Click OK

Add Icons to the New Group:
1. Click on the icon you want to add from the list on the left
2. Click Add
3. The icons now appear in the group you selected

Create a new Ribbon Tab:

If you want to create a brand new Ribbon Tab rather than modify an existing one, click *New Tab*

Rename the Tab:

1. Click on the New Tab (Custom)
2. Click on Rename

Type a Name for the New Ribbon:

1. Type in the name
2. Click OK
3. Then rename the New Group (Custom) as above
Now Add Icons to the New Ribbon And Group:

Find the icons you want and add them to the group you renamed – I am adding my favorite Sorting and Subtotal features.

Moving Tabs around:

1. Click on the Ribbon you want to move
2. Click the Move Up button or the Move Down Button
Remove a tab:

1. Click on the tab you want to remove
2. Click Remove