



Module 11 : Create a Custom Tab

11.1 Create a Custom Tab

Within Excel you can use the Ribbon customization tool to change the layout of your work space to make it more suitable for your needs.

This can be useful if you find it cumbersome to sift through multiple options to get to a certain function or command that you use regularly. With the ribbon customization tool you can ensure that all of the regularly used commands and functions are easily accessible to you in a layout that you find is best suited to how you use your work space. What's more, one of the customizable options at your disposal is the ability to create a custom tab to contain your most used commands. Custom tabs can then be used to contain just those items that you need.

11.2 Video Instruction

Create a Custom Tab - 2m 00s

11.3 Task

Estimated Time: 10 minutes

Download the worksheet that accompanies this video by clicking below. Once downloaded, follow the video above and you will see how to Create a Custom Tab.

[Download Worksheet](#)

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