



Module 15: Customise the Status Bar

15.1 Customise the Status Bar

In Excel the status bar at the bottom of the page will display the status of the options that have been selected to appear there.

With the customisable options you can have the status bar display the options that you find most useful in your work space.

To customise the status bar you can right click over it, and select the options you want displayed.

Some of the options available are:

- Cell Mode
- Caps Lock
- Num Lock
- Scroll Lock
- Fixed Decimal
- Overtyping Mode
- End Mode
- Macro Recording
- Page Number
- Average
- Count

- Numerical Count
- Minimum
- Maximum
- Sum
- View Shortcuts
- Zoom
- Zoom Slider
- Signatures
- Information Management Policy
- Permissions

15.2 Video Instruction

How to Customise the Status Bar in Excel - 1m 00s

15.3 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 Customise the Status Bar.

[Download Worksheet](#)

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