

## 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
- Overtype Mode
- End Mode
- Macro Recording
- Page Number
- Average
- 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.

[Tweet "I just completed Module 15 of the Microsoft Excel Advanced Course"]

• Numerical Count

**Download Worksheet**