

How to hide and show the Ribbon toolbar in Word and Excel

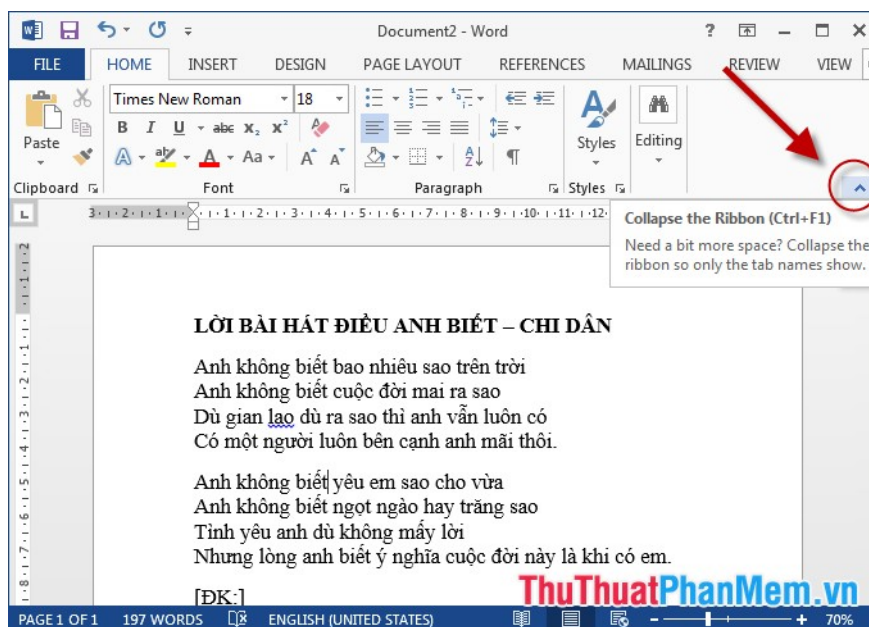
How to hide and show the Ribbon toolbar in Word and Excel. Starting from MS Office 2007 onwards, Microsoft supports users to work with a more intuitive interface with the Ribbon toolbar.

Starting from MS Office 2007 onwards, Microsoft supports users to work with a more intuitive interface with the **Ribbon** toolbar, but sometimes during **Ribbon** work occupies a large area affecting the work. your. Therefore the following article shows **how to hide / show the Ribbon toolbar in Word and Excel**.

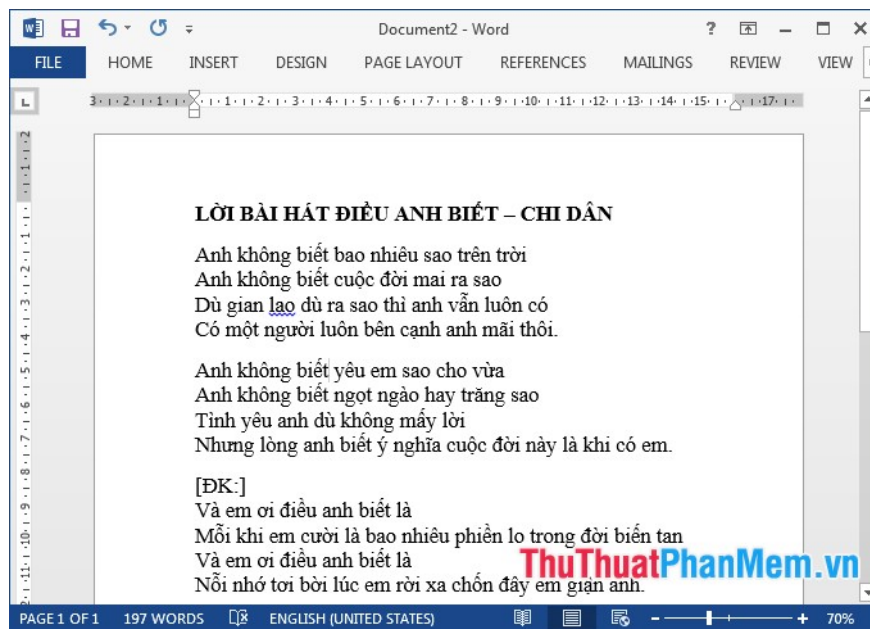
The hidden and visible **Ribbon** bar in Word and Excel is the same, so in this article, the instructions on Word. With Excel you do the same thing.

1. Hide the Ribbon bar.

- The easiest way to hide the **Ribbon** toolbar is to simply click on the up and down arrow in the right corner of the software:

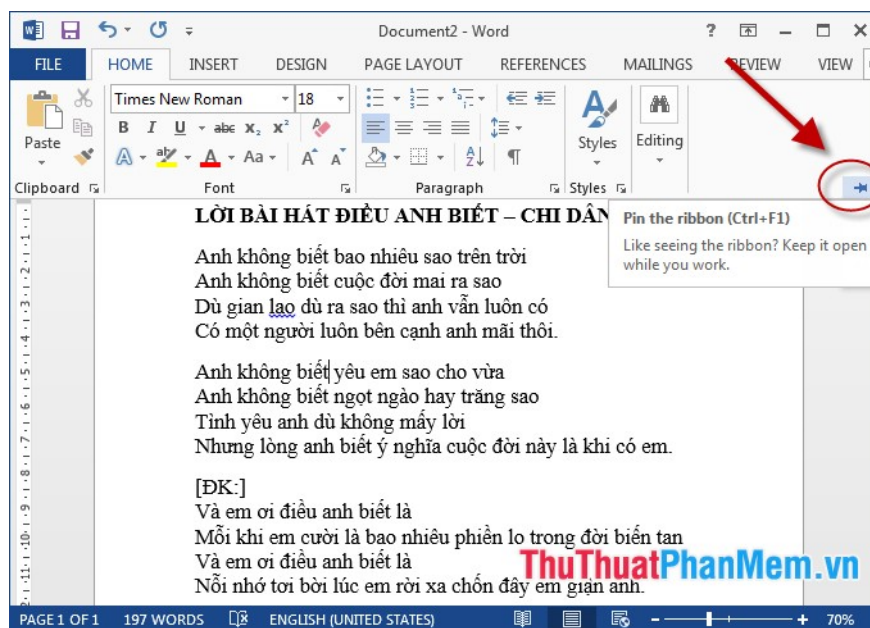


- Toolbar results are hidden:

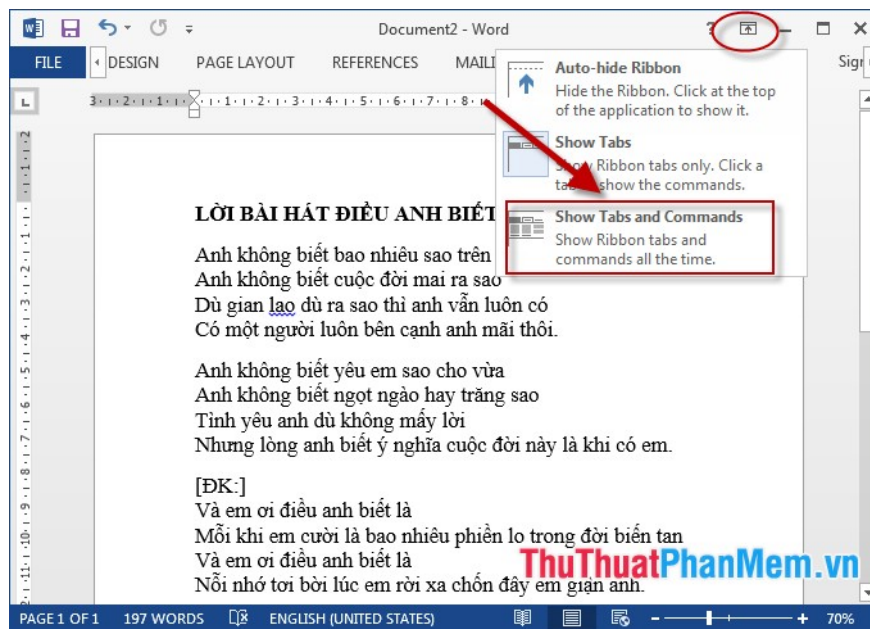


- To display the **Ribbon** in two ways:

+ **Option 1:** Click on any one card, for example, select the **Home** tab -> select the **Pin the ribbon** icon or press **Ctrl + F1**:



Method 2: Click on the icon in the upper right corner of the interface -> **Show Tabs and Commands:**

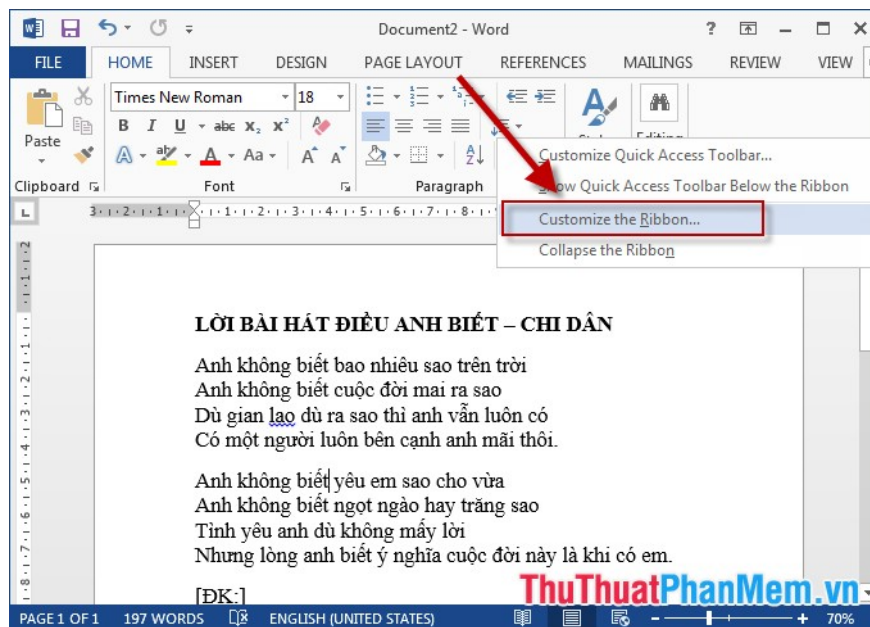


With the simple way as above, you can customize / show the **Ribbon** as you like.

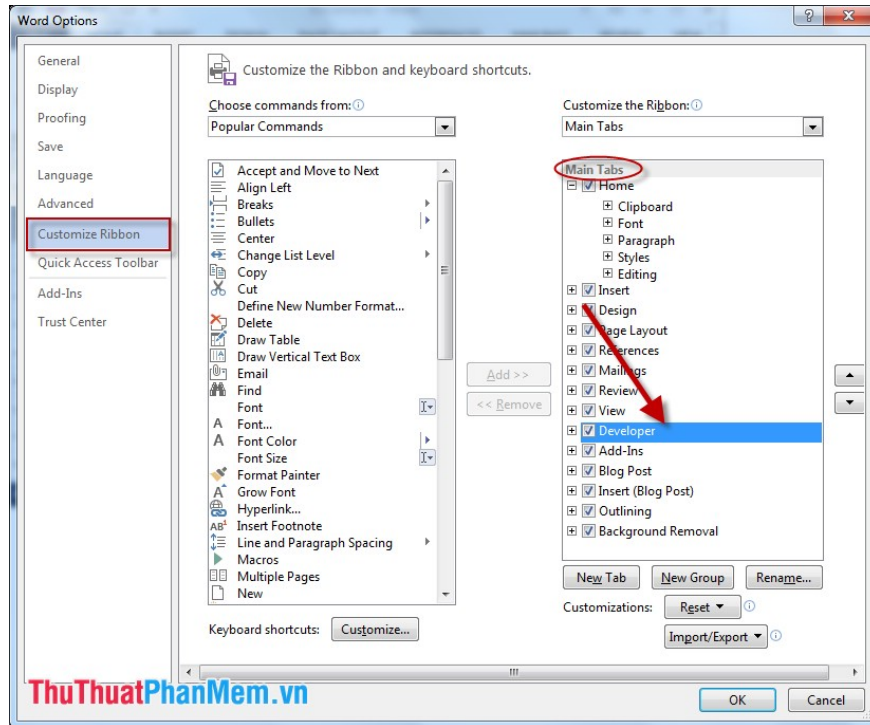
2. Hide the Ribbon with a selection

Want to hide or show the command tags, or properties in the tabs on the **Ribbon**, for example, want to display

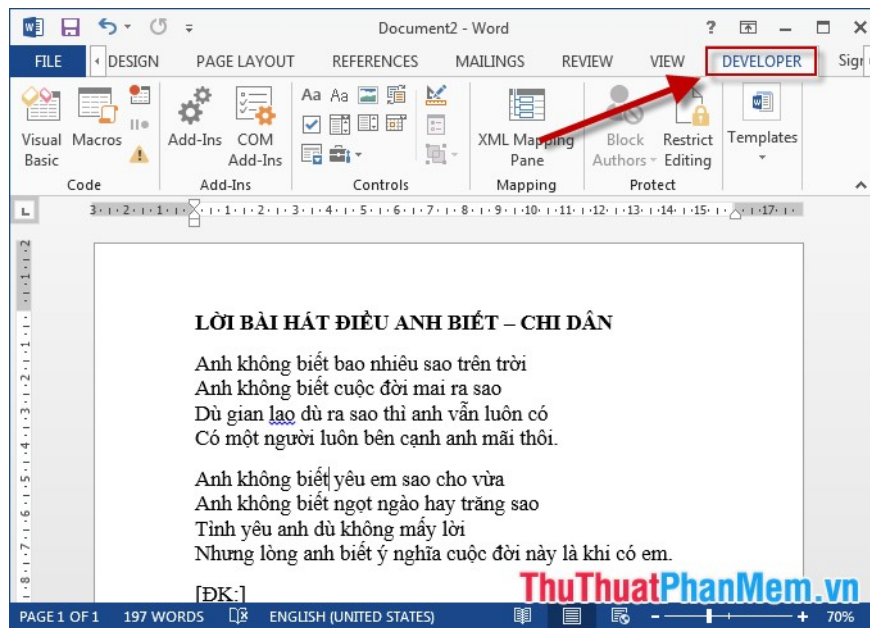
Step 1: Click anywhere on the **Ribbon** -> **Customize the Ribbon** (or go to the **File / Options / Customize the Ribbon tab**)



Step 2: The Word Option dialog box appears, select **Customize Ribbon** -> in **Main Tabs**, select the tab and the properties of the card you want to display on the **Ribbon**, for example, you want to display the **Developer** tab -> **OK**



Step 3: After clicking **OK**, go back to the test text on the **Ribbon** , the **Developer** tab appears :



Similarly, you can select or hide some attributes of the tags according to your needs and job needs.

Above is a detailed guide on how to hide and display the **Ribbon** in Word, Excel from the 2007 version onwards. Good luck!

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