Excel Part 3 - Customizing the Ribbon

The Ribbon on your computer may not look like the Ribbon in this course. Excel lets you customize it. You can show a tab, hide a tab, change the order of the tabs, and make your own tab with your own groups. The Ribbon in this course was arranged for the lessons, so it shows a custom tab called Edit. Everything is done in one place: File, Options, Customize Ribbon.

1. Open Customize Ribbon

To open it, click File, and then click Options at the bottom of the list. The Excel Options window opens. On the left, click Customize Ribbon. On the right is the list of Main Tabs. Each tab has a box. A tab with a tick in its box is shown. A tab with an empty box is hidden. Below the list are three buttons: New Tab, New Group, and Rename. At the bottom right, OK saves your changes, and Cancel closes the window without saving them.

2. Change your Ribbon

To hide a tab, clear its box, and click OK. To show a tab, tick its box. To change the order of the tabs, select a tab, and click the up arrow or the down arrow at the right of the list. To make your own tab, click New Tab. Excel adds a new tab with one new group. Click Rename to give the tab and the group your own names. Then choose a command in the list on the left, select your group, and click Add. The Reset menu can bring a tab, or the whole Ribbon, back to its original settings.

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Example: Let us say you cannot see the Developer tab. What you do is click File, then Options, then Customize Ribbon. Find Developer in the list of Main Tabs, tick its box, and click OK. The Developer tab now appears in the tab row, between Automate and Help.

Summary

You now know where to customize the Ribbon: File, Options, Customize Ribbon. You can show, hide, and reorder tabs, and make your own tab with its own groups. The Reset menu brings the Ribbon back to its original settings. The Developer tab stays hidden until you tick its box. Next, we open the File tab.

Sources

- Microsoft Support - Customize the Ribbon in Office – https://support.microsoft.com/en-us/office/customize-the-ribbon-in-office-00f24ca7-6021-48d4-9b21-5c2c1bb2b9e5
- Microsoft Support - Show the Developer tab – https://support.microsoft.com/en-us/office/show-the-developer-tab-406c0207-f711-40ef-9ae8-36349f0ab292
- Screens checked in a real copy of Microsoft Excel for Windows (November 2026): Excel Options > Customize Ribbon, Developer tab shown and hidden

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