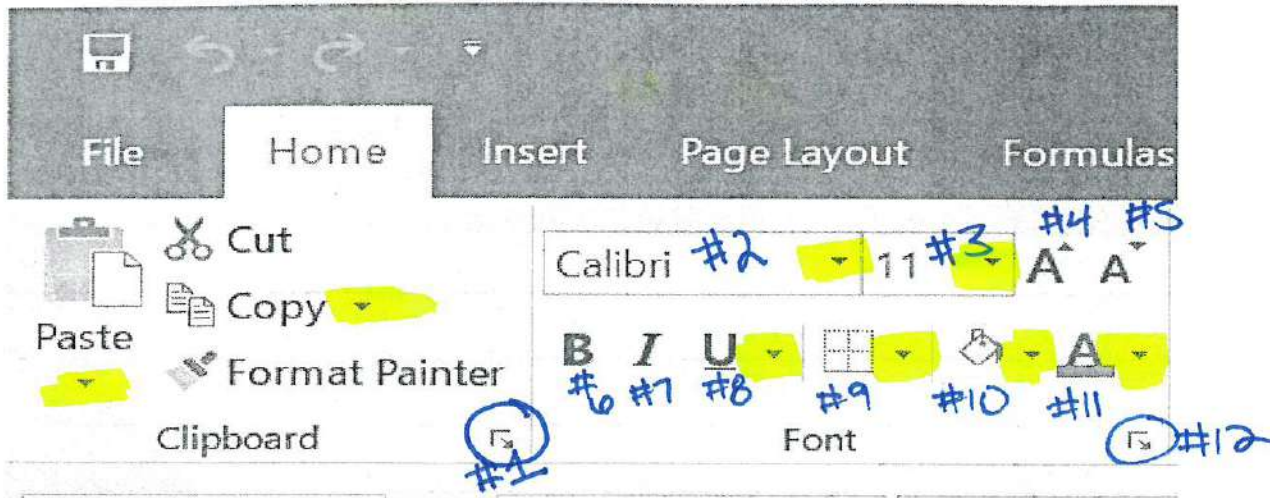


Home Tab Tools

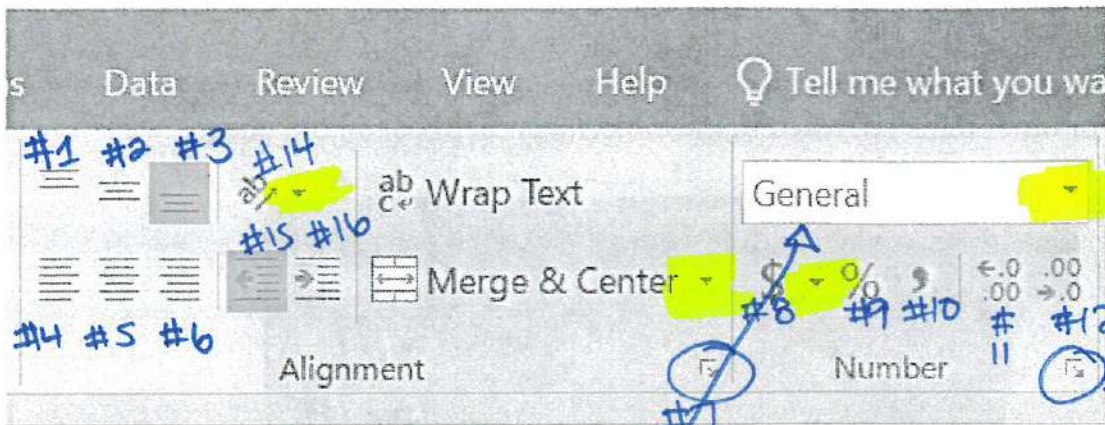
Directions: Describe the tools found in the Home Tab of Excel. For the tools listed in the table, describe what they do. For other tools not listed in the table, label each tool on the image.



Cut	removes content from the cells to paste elsewhere
Copy	duplicates (or makes a second version)
Paste	puts the content that was previously copy/cut
Format Painter	copies the <u>formatting</u> of one cell to others

Other tools in this section:

1. Clipboard group "more options" (open the dialogue box)
2. Font Style
3. Font Size
4. Increase font size
5. Decrease font size
6. Bold
7. Italics
8. Underline
9. Borders
10. Shade (fill)
11. Font Color
12. Font group "more options" (open the dialogue box)



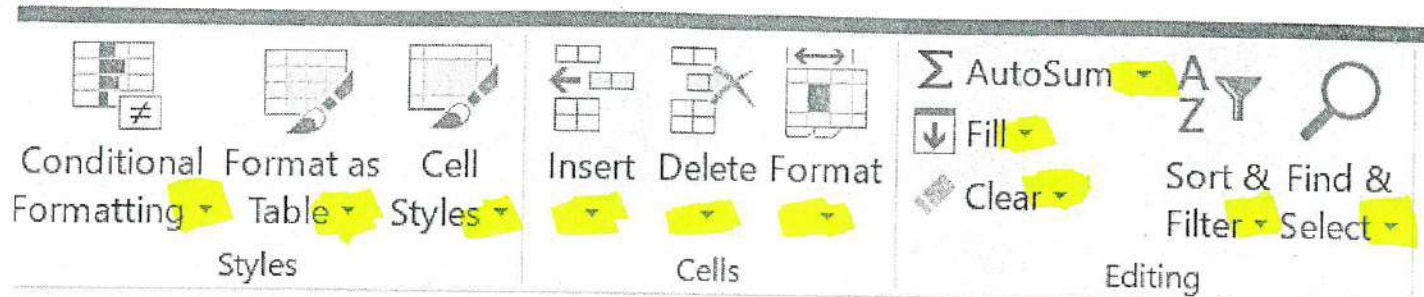
Wrap Text	Keeps the width of the column + stacks text
Merge & Center	Two or more cells into one big one
Number formatting drop down options	Most commonly used formatting features

1. Vertical aligned top
2. Vertical aligned middle
3. Vertical aligned bottom
4. Horizontal left aligned
5. Horizontal center aligned
6. Horizontal right aligned
7. Alignment group "more options" (open the dialogue box)
8. Currency
9. Percentage
10. Comma style
11. Increase Decimal
12. Decrease decimal
13. Number group "more options" (open the dialogue box)

14. Orientation (text direction)

15. Decrease Indent

16. Increase Indent



Conditional formatting	Spots trends or patterns in the data
Format as a table	Turns cell range into a table w/ color
Cell styles	Preset font options to easily apply to cells
Insert	add more cells, rows, or columns
Delete	remove cells, rows, columns
Format	Row height, column width, hide, protect
AutoSum	auto add the cells above where applied
Fill	Continue series or pattern into other cells
Clear	remove formatting OR content
Sort & Filter	Organize data by criteria
Find & Select	Search a workbook for a word or phrase