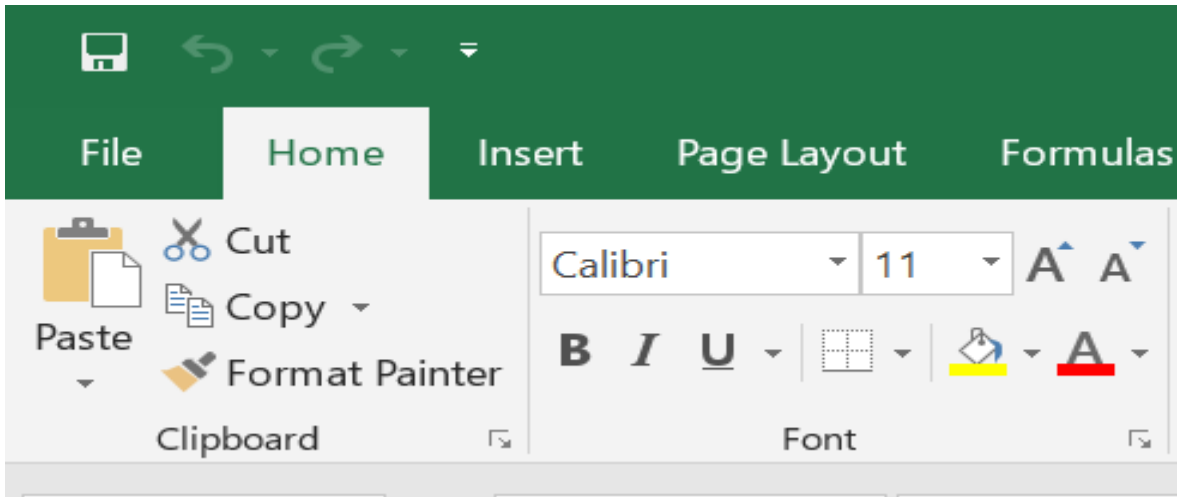


Home Tab Tools

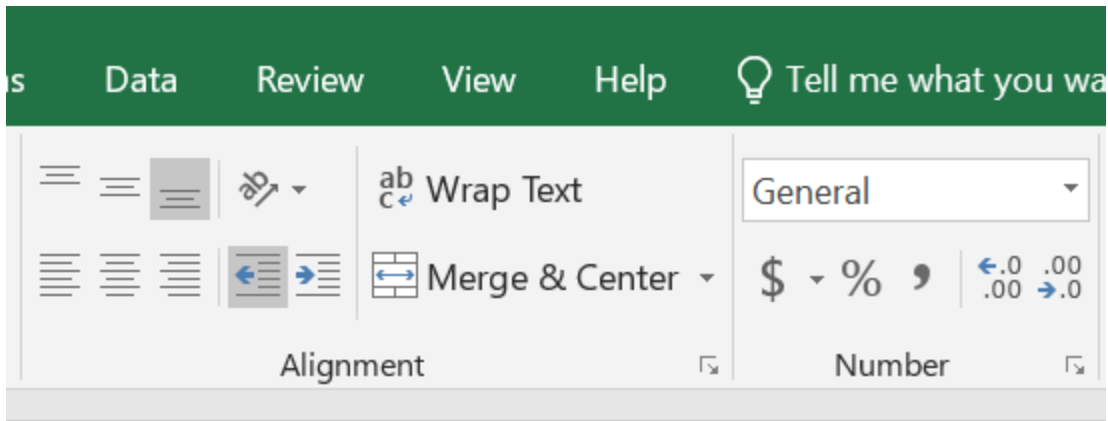
Directions: Describe the tools found in the home tab of Excel. For the tools listed in the table, describe what they do. For other tools not listed in the table, label each tool on the image. Finally, use a highlighter to draw attention to any tool that has a drop down menu.



Cut	
Copy	
Paste	
Format Painter	

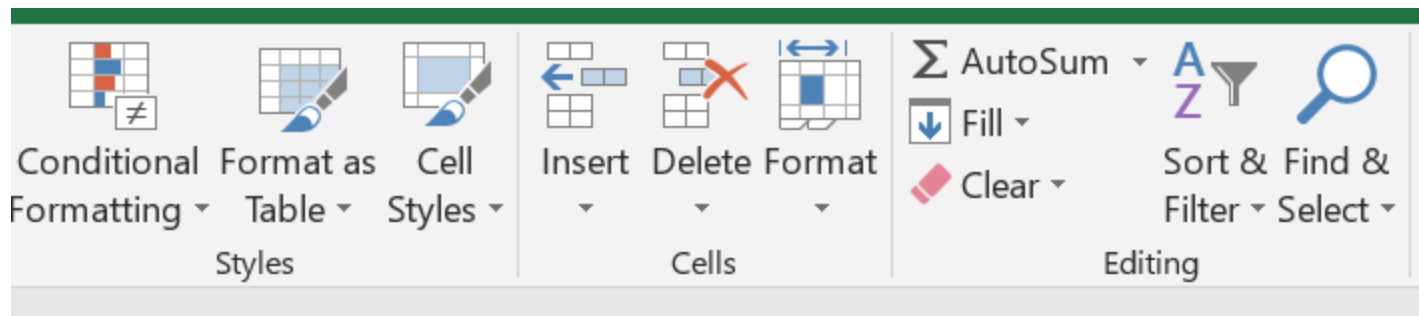
Other tools in this section:

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	
Merge & Center	
Number formatting drop down options	

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. Increase indent
16. Decrease indent



Conditional formatting	
Format as a table	
Cell styles	
Insert	
Delete	
Format	
AutoSum	
Fill	
Clear	
Sort & Filter	
Find & Select	