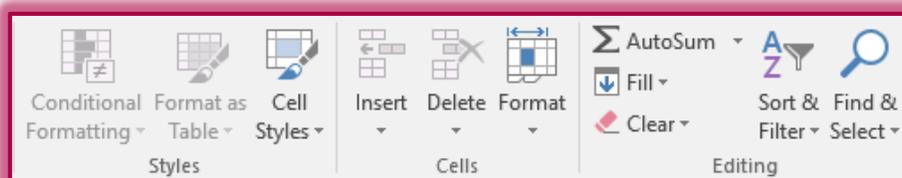


## EXCEL HOME TAB

The Excel Home Tab is used to perform common commands such as bold, underline, copy, and paste. It is also used to apply formats to cells in a worksheet. The table below describes the commands in each of the groups in the Home Tab.



Groups/Buttons	Description
<b>Clipboard Group</b>	
<b>Paste</b>	To insert data that has been placed on the clipboard into a worksheet cell, click this button.
<b>Cut</b>	This button is used to remove data from a worksheet cell and place it on the clipboard. Once the data has been placed on the clipboard, it can be inserted into another cell in the same worksheet or into a different worksheet.
<b>Copy</b>	To copy data from a cell in a worksheet so that it can be placed into another area of the worksheet, click this button. The data that is copied is placed on the clipboard.
<b>Format Painter</b>	Click this button to apply formatting from one cell in a worksheet to another cell or range of cells in the same worksheet. Clicking the button once will apply the formatting to only one other cell or range. Double-clicking makes it possible to apply the formatting to more than one cell or range of cells.
<b>Clipboard Task Pane Launcher</b>	This button is used to open the <b>Clipboard Task Pane</b> . It is located in the bottom right corner of the <b>Clipboard Group</b> . The task pane shows the items that have been added to the Clipboard. Items can then be pasted into the worksheet.
<b>Font Group</b>	
<b>Font Type</b>	This button is used to change the style of the font within a cell or a range of cells in a worksheet. A list of different font styles will appear. Move the mouse pointer over the style to see a Live Preview.
<b>Font Size</b>	To change the size of the font in a cell or range of cells in a worksheet, click this button. Move the mouse pointer over each of the sizes to see a Live Preview. A list of different font sizes will appear. Click the desired size to select it.

Groups/Buttons	Description
<b>Increase Font Size</b>	This button is used to increase the font size within a cell or range of cells. Each time the button is clicked, the size of the font increases by one or two points.
<b>Decrease Font Size</b>	Click this button to decrease the size of the font by one or two point increments. Each time the button is clicked, the size of the font will decrease one or two points.
<b>Bold</b>	To apply <b>bold</b> formatting to a cell or range of cells, click this button.
<b>Italics</b>	To change the style of the font to <i>italics</i> , click this button.
<b>Underline</b>	Click this button to <u>underline</u> the text in a cell or range of cells.
<b>Border</b>	This button is used to apply a border around a cell or a range of cells.
<b>Fill Color</b>	To fill in the background color for a cell or range of cells, click this button.
<b>Font Color</b>	Click this button to change the font for the text in a cell or a range of cells.
<b>Font Settings Dialog Box Launcher</b>	To open the <b>Format Cells</b> dialog box with the <b>Font Tab</b> selected, click this button. The button is located in the bottom right corner of the <b>Font Group</b> .
<b>Alignment Group</b>	
<b>Top Align</b>	To vertically align the text in a cell at the top of the cell or range of cells, click this button.
<b>Middle Align</b>	This button is used to vertically align the text in the middle of a cell.
<b>Bottom Align</b>	Click this button to vertically align the text at the bottom of the cell.
<b>Orientation</b>	To change the way text is displayed in a cell, click this button. The text will rotate in a different direction each time the button is clicked.
<b>Wrap Text</b>	When working with text in a cell, clicking this button will allow long text entries to wrap within the cell. When a word won't fit within the width of the cell, it will move to the next line. The height of the cell will expand to accommodate the text.
<b>Align Left</b>	To place text or numbers at the left margin of a cell, click this button. This is the default for all text items that are placed in a cell.
<b>Center</b>	Click this button to center text or numbers within a cell.
<b>Align Right</b>	This button is used to align text or number entries at the right margin of a cell. This is the default for all numbers that are placed in a cell.
<b>Decrease Indent</b>	An indent creates a temporary left margin within a cell. To decrease this temporary margin, click this button.
<b>Increase Indent</b>	An indent is used to set a temporary left margin within a cell. It usually is set in increments of .5 inches. To increase the temporary left margin, click this button.

<b>Groups/Buttons</b>	<b>Description</b>
<b>Merge and Center</b>	To center text across a range of cells, click this button. The purpose of this feature is to allow for the placement of a heading across a range of columns in a worksheet.
<b>Alignment Settings Dialog Box Launcher</b>	This button is used to open the <b>Format Cells</b> dialog box with the <b>Alignment Tab</b> selected. In this dialog box, it is possible to make changes to the horizontal and vertical cell alignment, as well as other alignment options. The button is located in the bottom right corner of the <b>Alignment Group</b> .
<b>Number Group</b>	
<b>Number Format</b>	Click the list arrow for this option to display a list of number formats. Click the format that is to be applied to the number.
<b>Accounting Number Format</b>	This format will display with a dollar sign and two decimal places. To select a different number format, such as the Euro symbol, click this button.
<b>Percent Style</b>	To display the value in the cell or range of cells as a percentage, click this button.
<b>Comma Style</b>	When this button is clicked, the values in the cell will display with a comma separator and two decimal places.
<b>Increase Decimal</b>	To increase the number of decimal places that are displayed for a value, click this button.
<b>Decrease Decimal</b>	Click this button to decrease the number of decimal places that are displayed for a value.
<b>Number Format Dialog Box Launcher</b>	This button is used to open the <b>Format Cells</b> dialog box with the <b>Numbers Tab</b> selected. It can be found in the lower right corner of the <b>Number Group</b> . This dialog box is used to make changes to the format of the numbers in the selected cells in the worksheet.
<b>Styles Group</b>	
<b>Conditional Formatting</b>	This button is used to select different formatting for cells based on particular criteria. It is possible to highlight interesting cells, emphasize unusual values, and visualize data using Data Bars, Color Scales, and Icon sets.
<b>Format as Table</b>	Click this button to quickly format a selected range of cells as a table using a gallery of table styles.
<b>Cell Styles</b>	This button is used to apply predefined formatting to a single cell. A gallery of styles will appear. Move the mouse pointer over the style to see a Live Preview of the style.
<b>Cells Group</b>	
<b>Insert</b>	To insert cells, sheet rows, or sheet columns, click this button. A list of possible options will appear. Click the option that is to be applied to the worksheet.
<b>Delete</b>	This button is used to delete cells, sheet rows, or sheet columns from a worksheet. If the arrow is clicked, a list of available options will appear.

<b>Groups/Buttons</b>	<b>Description</b>
<b>Format</b>	Click this button to change the row or column height and width, to organize worksheets in the workbook, to protect the document, or to hide a sheet in the workbook. A list of available options will appear when the arrow is clicked.
<b>Editing Group</b>	
<b>Auto Sum</b>	To display the sum of selected cells directly to the right or below the selection, click this button. Where the sum is displayed will depend on whether the selection range is a column or row.
<b>Fill</b>	Click this button to continue a pattern of values in a selected range of cells.
<b>Clear</b>	This button is used to clear the contents from the cells in the selected range. It can also be used to clear the formatting or comments associated with the cell selection.
<b>Sort and Filter</b>	To sort the data in a selected range of cells, click this button. It is also possible to filter out specific data in the selected cells.
<b>Find and Select</b>	Click this button to locate specific data in a worksheet or a range of cells. It is also possible to replace data within the worksheet or range of cells.