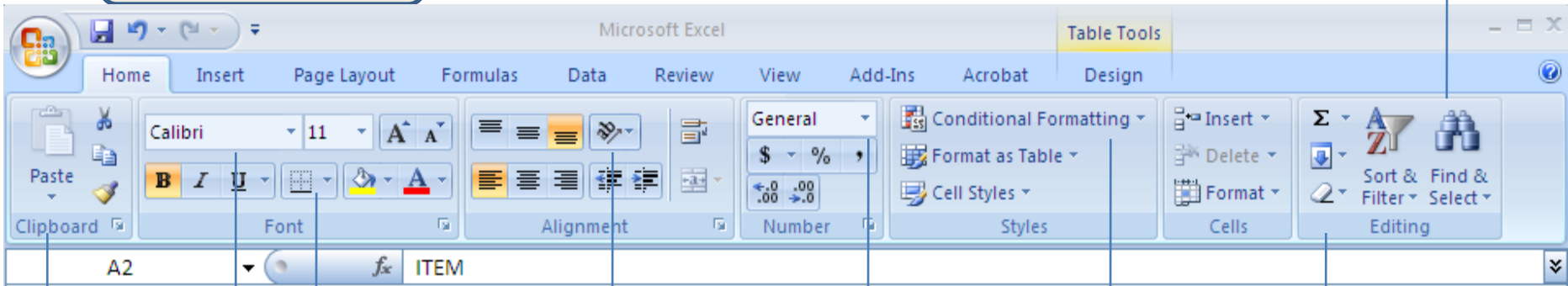


Excel Ribbon

Find numbers, names, labels, formulas

Home Tab



Cut, Copy, Paste

Formatting Font

Add borders to your cells

Align Font—vertically or at an angle

Format Cells—Text, Number, Currency, Date etc.

Conditional Formatting: highlight > or <, top ten % etc.

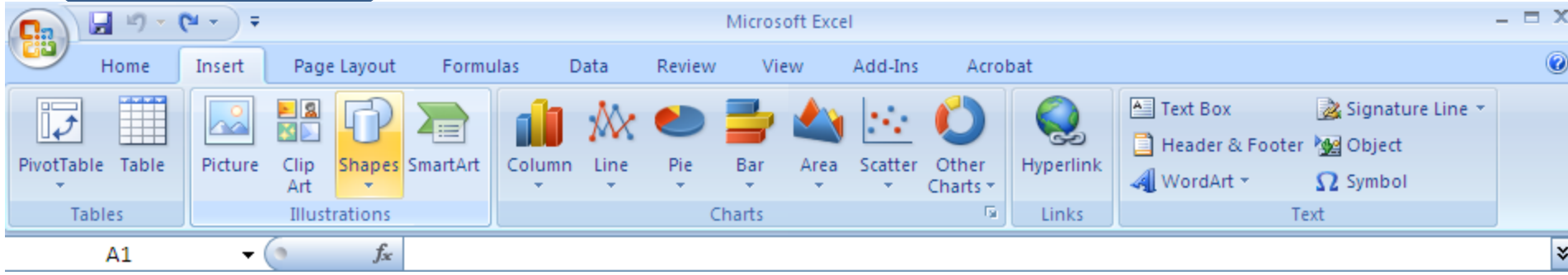
Format as Table: offers border and shading options

Σ = formulas or functions such as sum, average etc.

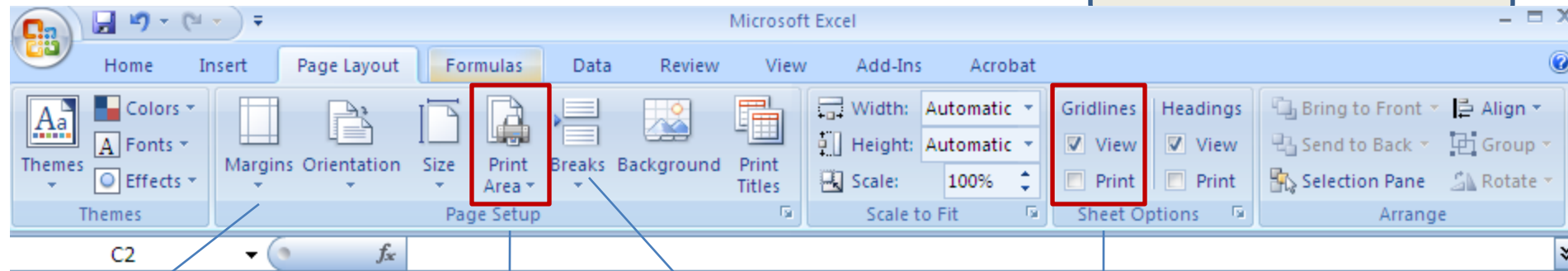


Sort A-Z or Z-A

Insert Tab



Page Layout Tab



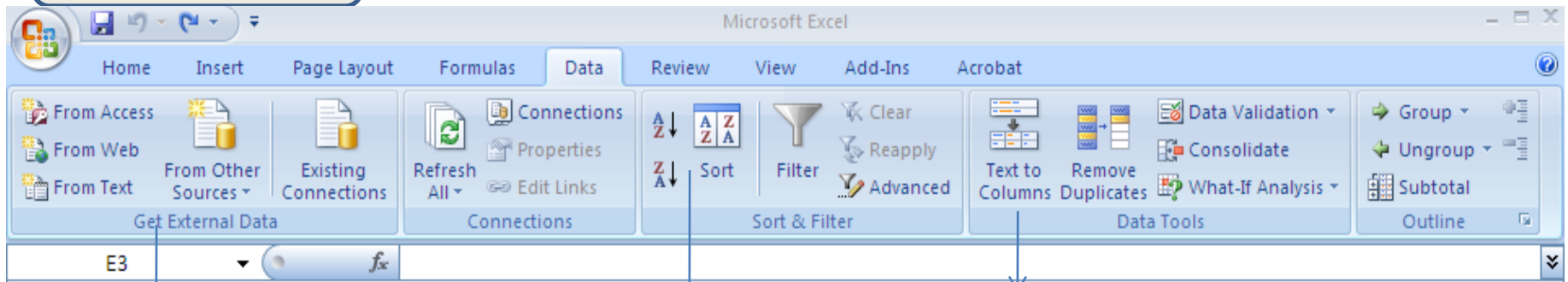
Set margins, paper orientation or paper size

Print Area allows you to select a range of cells and set it as the area to be printed

Insert or remove page breaks

Choose to view and/or print gridlines and/or headings

Data Tab

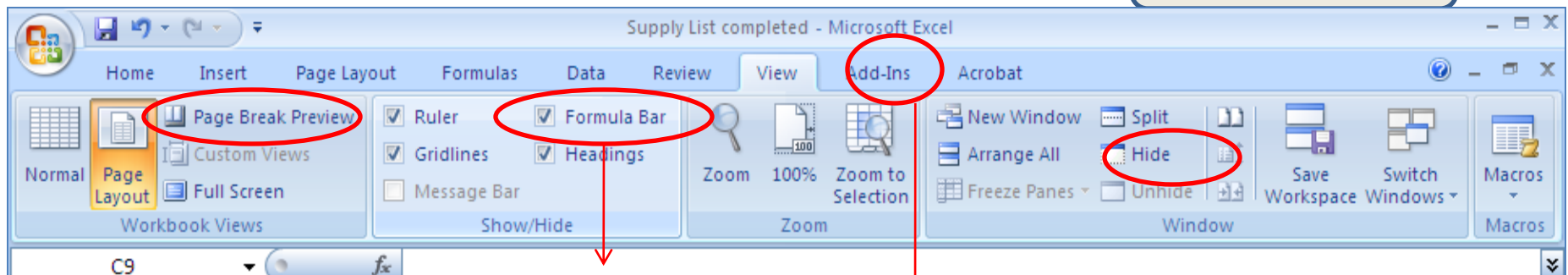


Import data from Access, web, text files or other sources

Sort data alphabetically and numerically

Separate data in one cell into separate columns (e.g names → to first name, last name)

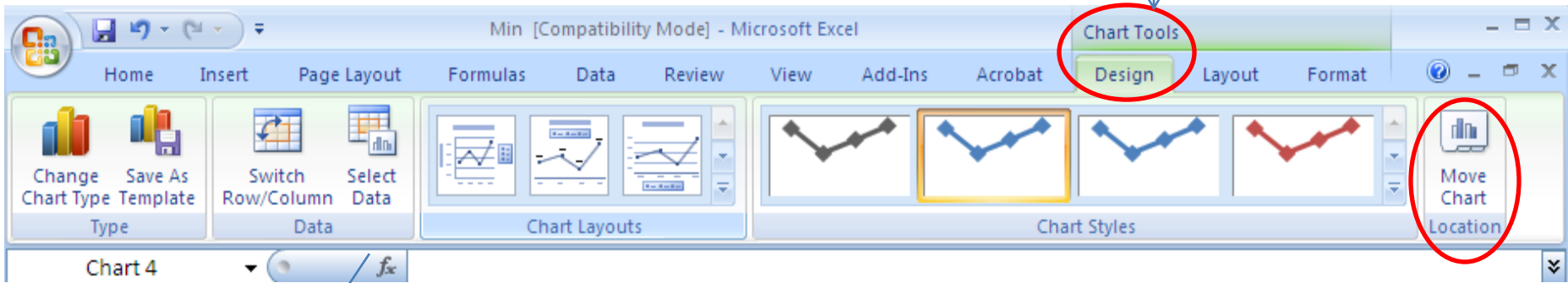
View Tab



Avery wizard for labels

Highlight your data, select the Insert tab and choose the appropriate chart

With your chart select, the Chart tools tabs will appear.



Select Data allows you to change your data range and edit your axis labels so they do not graph

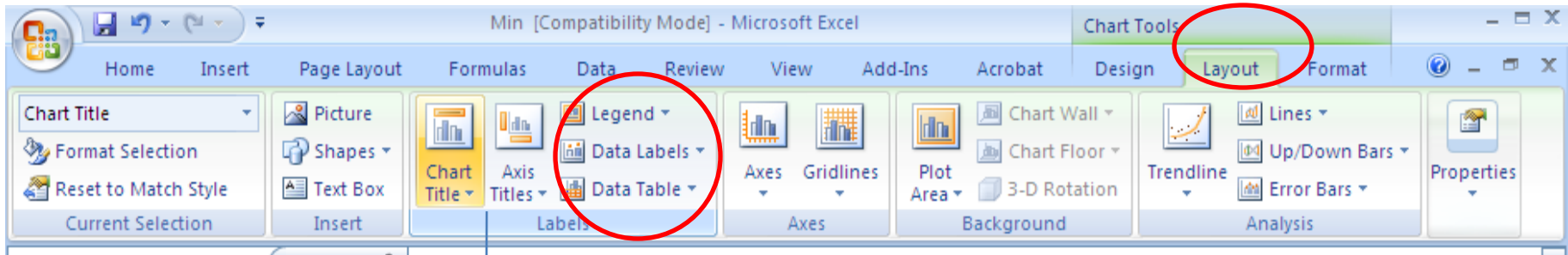


Chart title and Axis Titles