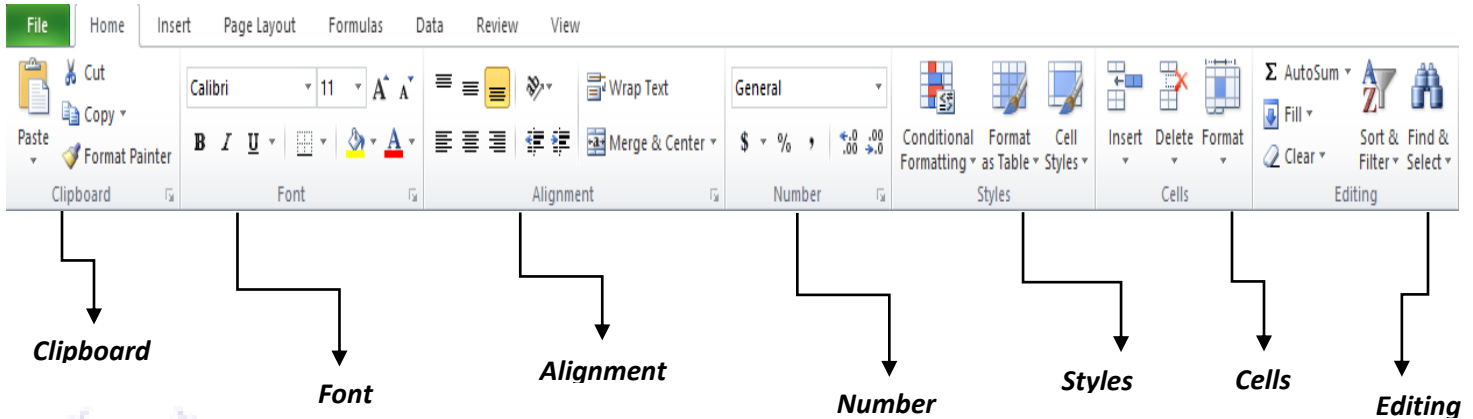


Lesson – 2

Home Toolbar (Menu)

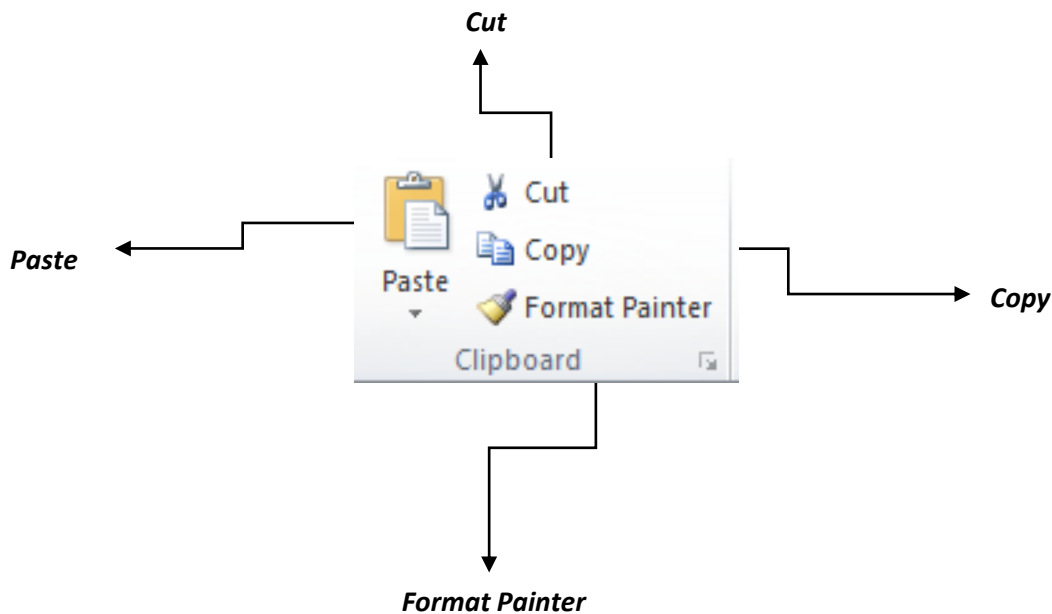
The Home Toolbar is the first toolbar of MS Excel this toolbar always display on the top of the MS Excel Screen like as:



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In this clipboard very simple options are available like as:

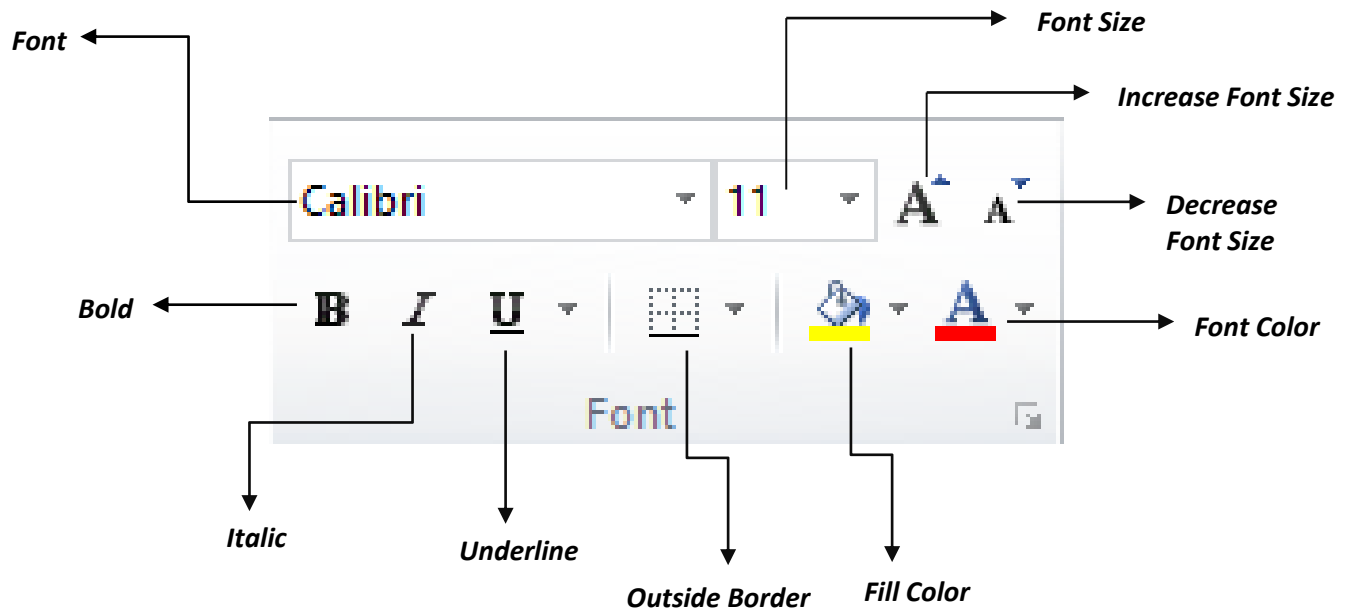
- Cut** (*Ctrl+X*) : Cut selected matter.
- Copy** (*Ctrl+C*) : Copy selected matter.
- Paste** (*Ctrl+V*) : Paste Cut / Copy Matter.
- Format Painter** (*Ctrl+Shift+C*) : Copy formatting from one place and apply it to another place



Font

The Font toolbar is just like MS Word, but few options are change in the bar so go with these options like as:

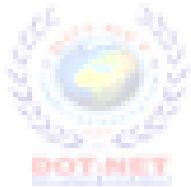
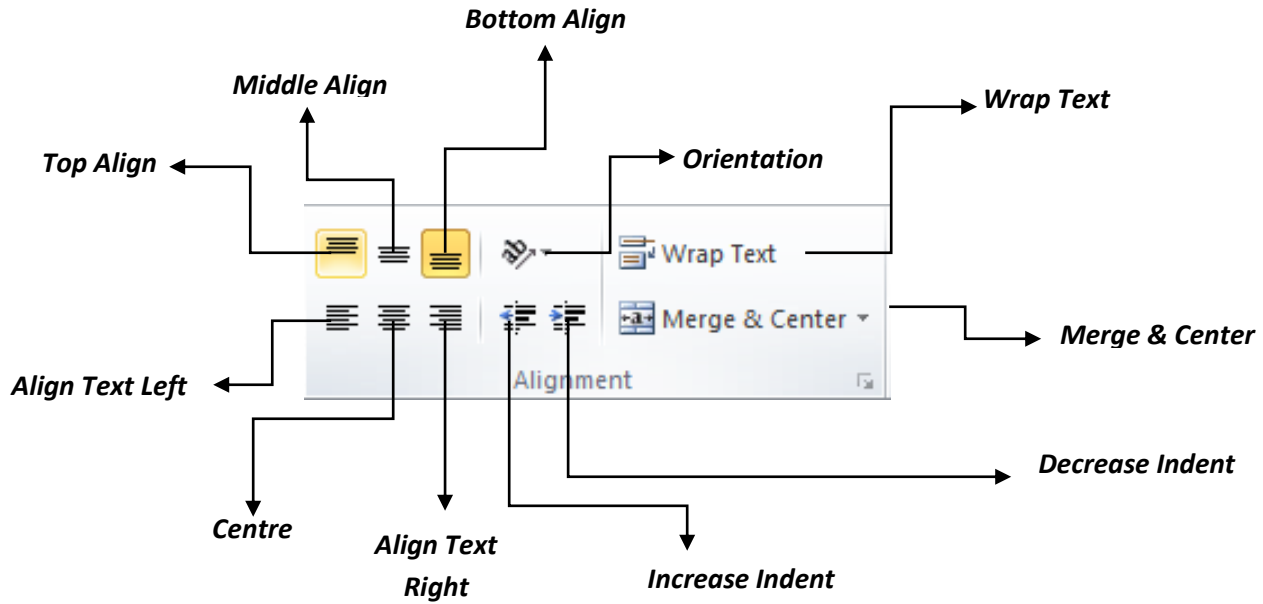
Font (<i>Ctrl+Shift+F</i>)	:	Change the font face.
Font Size (<i>Ctrl+Shift+P</i>)	:	Change the font size.
Grow Font (<i>Ctrl+></i>)	:	Increase the font size.
Shrink Font (<i>Ctrl+<</i>)	:	Decrease the font size.
Bold (<i>Ctrl+B</i>)	:	Make the selected text bold.
Italic (<i>Ctrl+I</i>)	:	Italicize the selected text.
Underline (<i>Ctrl+U</i>)	:	Underline the selected text.
Bottom Border	:	Apply boarder to the currently selected cells.
Fill Color	:	Color the background of selected cells.
Font Color	:	Change the text color.



Alignment

The alignment toolbar is very much useful in MS Excel this is useful for alignment of text with cells like as:

- Top Align** : Align text to top of the cell.
- Middle Align** : Align text so that it is a centered between the top and bottom of the cell.
- Bottom Align** : Align text to bottom of the cell.
- Orientation** : Rotate text to diagonal angle or vertical orientation.
- Align Text Left** : Align text to the left.
- Centre** : Centre Text.
- Align Text Right** : Align text to the right.
- Decrease Indent** : Decrease the indent level of paragraph.
- Increase Indent** : Increase the indent level of paragraph.
- Wrap Text** : Make all content visible within a cell by displaying it on multiple lines.
- Merge & Center** : Join the selected cells into one larger cell and centre the contents in the new lines.



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