

EXCEL HOME TAB

Clipboard Group

Cut , Copy , Paste 

➤ For Moving

- ❖ Select Object
- ❖ Cut
- ❖ Go to another Location where you want to move
- ❖ Paste

➤ For Copying

- ❖ Select Object
- ❖ Copy
- ❖ Go to another location where you want to copy
- ❖ Paste

Format Painter 

Copy format another text or picture.

- Click on the text where the format is applied
- Click home tab
- Format painter
- Select the text where you copy the format.

Font Group

Font Family 

- Change font or text language.

Font Size 

- Big and small size selected text.

Grow Font 

- Big size selected text.

Shrink Font 

- Small size selected text.

Bold 

➤ Bold selected text for ex. (**BOLD**)

Italic 

➤ Italic selected text for ex. (*italic*)

Underline 

Underline selected text for ex. (Underline)

Border 

We use this border option apply border top, bottom, left, right or all border

For Ex.

Excel Home Tab

Excel Home Tab

Excel Home Tab

Excel Home Tab

Excel Home Tab

Text Highlight Color 

➤ To fill in the background color for a cell or range of cells. Ex.

Font Color 

➤ Change font color in the cell. For Ex. Excel

Text align left

- Text left side in the cell.

Text align center

- Text center in the cell.

Text align right

- Text right side in the cell.

Top Align

- To vertically align the text in a cell at the top of the cell or range of cells.

Middle Align

- Vertically align the text in the middle of a cell.

Bottom Align

- Vertically align the text at the bottom of the cell.

Orientation

Rotate your text user according in the cell vertically or diagonally.

For ex.

Excel	Complete	Course
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 or

Excel	Complete	Course
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Increase Indent

- Text left to right in the cell.

Decrease Indent

- Text right to left in the cell.

Wrap Text

- When a word won't fit within the width of the cell, it will move to the text next line. The height of the cell will expand.

Merge and Center

➤ Merge & Center

- ❖ Combine two or more cells and center the contents.

➤ Merge Across

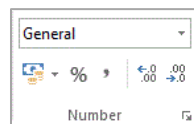
- ❖ Using merge across only combines the lines of the column but does not merge lines of the row.

➤ Merge Cells

- ❖ It is used only to merge cells.

➤ Unmerge Cells

- ❖ All cells are merged once to unmerge cells.



Number Group

After typing the number in Excel, use the number format to change it to another format like Integer, Decimal, Percentage, Currency or Date.

- Select Numbers
- Home tab
- Go to number format group
- Change general to any other format after click on general