

EXCEL HOME TAB – PART – 2

Style Group

Conditional Formatting

Using conditional formatting to colours any number and text through a condition.

- Select data where you apply any condition
- Click home tab
- Click conditional formatting
- Choose condition you want to apply
 - For ex.** Highlight cell rules, top/bottom rules, data bars, color scales and icon sets etc.
- Type condition number or text and select color
- Ok

Clear all Conditional Formatting

It is used to clear all conditional formatting.

- Select cells where you applied conditional formatting
- Home tab
- Conditional Formatting
- Clear rules
- Clear rules from selected cells

Format as Table

After completing the work in Excel, select all the data and apply colorful formatting.

- Select data
- Home tab
- Format as table
- Select formatting you want to apply in excel data.

Cells Group

Insert Cells

For insert cells in excel.

- Home Tab
- Insert
- Insert Cells

Insert Sheet Row

For insert rows in excel.

- Click on cell where you want to insert row
- Home Tab
- Insert
- Insert Sheet Row

Note: - Row always insert top of the active cell.

Insert Sheet Column

For insert column in excel.

- Click on cell where you want to insert Column
- Home Tab
- Insert
- Insert Sheet Column

Note: - Column always insert left of the current column

Insert Sheet

For insert a sheet in excel.

- Home Tab
- Insert
- Insert Sheet

Delete Cells

For Delete cells in excel.

- Click on cell for delete
- Home Tab
- Delete
- Delete Cells
- Ok

Delete Sheet Row

For Delete rows in excel.

- Click on row where you want to delete.
- Home Tab
- Delete
- Delete Sheet Row

Delete Sheet Column

For Delete column in excel.

- Click on column where you want to delete.
- Home Tab
- Delete
- Delete Sheet Column

Delete Sheet

For delete a sheet in excel.

- Home Tab
- Delete
- Delete Sheet