

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Font Color

Alignment: Left, Center, Right, Justify, Indent, Decrease Indent, Increase Indent, Merge & Center, Unmerge

Number: General, Text, Percentage, Decimal, Fraction, Scientific, Date, Time, Accounting

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
31	16	17	18	19	20	21	22														
32	23	24	25	26	27	28	29														
33	30																				
34																					
35	May																				
36	Mon	Tue	Wed	Thu	Fri	Sat	Sun														
37		1	2	3	4	5	6														
38	7	8	9	10	11	12	13														
39	14	15	16	17	18	19	20														
40	21	22	23	24	25	26	27														
41	28	29	30	31																	
42																					
43																					
44	June																				
45	Mon	Tue	Wed	Thu	Fri	Sat	Sun														
46					1	2	3														
47	4	5	6	7	8	9	10														
48	14	15	16	17	15	16	17														
49	18	19	20	21	22	23	24														
50	25	26	27	28	29	30															
51																					
52																					