

File

Home

Insert

Page Layout

Formulas

Data

Review

View

Tell me what you want to do



Cut

Copy

Format Painter

Clipboard

Calibri

11

A A

B *I* U



A

Font



Wrap Text



Merge & Center

Alignment

General

\$ % ,

Number



Conditional Formatting



Format as Table



Cell Styles

Styles



Insert



Delete



Format

Cells



AutoSum

Editing



Sort & Filter

Editing

A2

X

✓

f_x

John

A

B

C

D

E

1 Name

2 John

3 Roni

4 Vijay

5 Samir

6 Khaled

7 Shahriar

8 Ajay

9 Vijay

10 Rahul

11 Manoj

12 SHAHRIAR

13 Manju

14

15

Conditional Formatting

!	6
x	4
✓	9
!	7
x	3

Easily spot trends and patterns in your data using bars, colors, and icons to visually highlight important values.

[? Tell me more](#)