



Home Insert Page Layout Formulas Data Review View Developer

Clipboard: Cut, Copy, Paste, Format Painter

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

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals, Fractions

Styles: Conditional Formatting, Format as Table, Normal, Bad, Good, Neutral

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1																			
2																			
3		All Day Event			Categories														
4		Yes			Consolidation														
5		No			Holiday														
6					Important														
7					Month End														
8					Must Attend														
9					Personal														
10					Vacation														
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