

Home Insert Page Layout Formulas Data Review View Developer Add-Ins

Clipboard: Paste, Copy, Paste with Pictures, Paste as Text Only, Paste as Text Only with Merged Cells, Paste as Values Only, Paste as Values Only with Merged Cells

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

Alignment: Left, Center, Right, Top, Middle, Bottom, Merge Cells, Unmerge Cells, Wrap Text, Shrink to Fit, Orientation

Number: General, Currency, Percentage, Increase Decimal, Decrease Decimal

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: Sort & Filter, Find & Select

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