

FILE

HOME

INSERT

PAGE LAYOUT

FORMULAS

DATA

REVIEW

VIEW

DEVELOPER

Clipboard: Paste, Copy, Cut, Format Painter

Font: Verdana, 9, Bold, Italic, Underline, Text Color, Background Color, Font Color, Paragraph Spacing

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

Number: General, Percentage, Decimal, Fraction, More Numbering...

B4 : X ✓ fx January

	A	B	C	D	E	F	G	H
1								
2								
3								
4		January	John	2,406				
5		February	Joe	2,698				
6		March	Mike	1,119				
7		April	Rachael	3,004				
8		May	Arvind	4,196				
9		June	Xin	1,143				
10		July	Harry	4,292				
11		August	Tom	1,815				
12		September	Paul	3,122				
13		October	Stephen	3,461				
14		November	Rachael	3,088				
15		December	Paul	3,144				

Conditional Formatting, Format as Table, Cell Styles

- Highlight Cells Rules
- Top/Bottom Rules
- Data Bars
- Color Scales
- Icon Sets
- New Rule...
- Clear Rules
- Manage Rules...