

File Edit View Insert **Format** Tools Data Window Help

Default Formatting Ctrl+M

Cells... Ctrl+1

Row

Column

Sheet

 Merge Cells

Page...

Print Ranges

 Character... Paragraph...

Change Case

 Styles and Formatting F11 AutoFormat...

Conditional Formatting...

Anchor

 Alignment

Arrange

Flip

Group

Graphic

 Properties... Form... Define Add Remove Edit...

A1:G14

1 **March**

2 SUNDAY

3 28

4

5 7

6

7 14

8

9 21

10

11 28

12

13 4 5 6 7 8 9 10

14

15

16

17

18

19

20

E F G 2021

DAY FRIDAY SATURDAY

4 5 6

11 12 13

17 18 19 20

24 25 26 27

31 1 2 3

7 8 9 10

11 12 13

17 18 19 20

24 25 26 27

31 1 2 3

7 8 9 10

11 12 13

17 18 19 20

24 25 26 27

31 1 2 3

7 8 9 10