

Font Style



www.itslearning365.co.uk

Font Size



www.itslearning365.co.uk

Font Colour



www.itslearning365.co.uk

Table



www.itslearning365.co.uk

Border



www.itslearning365.co.uk

Background Colour



www.itslearning365.co.uk

Copy



www.itslearning365.co.uk

Cut



www.itslearning365.co.uk

Paste



www.itslearning365.co.uk

Bold



www.itslearning365.co.uk

Italics



www.itslearning365.co.uk

Underline



www.itslearning365.co.uk

Formula



www.itslearning365.co.uk

Function



www.itslearning365.co.uk

Currency



www.itslearning365.co.uk

Numbers



www.itslearning365.co.uk

List



www.itslearning365.co.uk

Align



www.itslearning365.co.uk

Left Align



www.itslearning365.co.uk

Right Align



www.itslearning365.co.uk

Align Centre



www.itslearning365.co.uk

Top



www.itslearning365.co.uk

Align Middle



www.itslearning365.co.uk

Columns



www.itslearning365.co.uk

Align Bottom



www.itslearning365.co.uk

=SUM



www.itslearning365.co.uk

= AVERAGE



www.itslearning365.co.uk

= MIN



www.itslearning365.co.uk

=MAX



www.itslearning365.co.uk

=ROUND



www.itslearning365.co.uk

=COUNT



www.itslearning365.co.uk

=COUNTA



www.itslearning365.co.uk

Add +



www.itslearning365.co.uk

Subtract -



www.itslearning365.co.uk

*Multiple **



www.itslearning365.co.uk

Divide /



www.itslearning365.co.uk

IF Statement



www.itslearning365.co.uk

Clipart



www.itslearning365.co.uk

Shapes



www.itslearning365.co.uk

Images



www.itslearning365.co.uk

Flip Horizontal



www.itslearning365.co.uk

Flip Vertical



www.itslearning365.co.uk

Text Box



www.itslearning365.co.uk

Tables



www.itslearning365.co.uk

Row Number



www.itslearning365.co.uk

Column Letter



www.itslearning365.co.uk

Line Colour



www.itslearning365.co.uk

Column



www.itslearning365.co.uk

Row



www.itslearning365.co.uk

Cell



www.itslearning365.co.uk

Cell Reference



www.itslearning365.co.uk

Cell Range



www.itslearning365.co.uk

Text Wrap



www.itslearning365.co.uk

Bring to Front



www.itslearning365.co.uk

Send to Back



www.itslearning365.co.uk

Find



www.itslearning365.co.uk

Replace



www.itslearning365.co.uk

Find



www.itslearning365.co.uk

Fill



www.itslearning365.co.uk

Absolute Cell \$



www.itslearning365.co.uk

Help Function



www.itslearning365.co.uk

Relative Cell



www.itslearning365.co.uk

Open



www.itslearning365.co.uk

Close



www.itslearning365.co.uk

Save



www.itslearning365.co.uk

Save As



www.itslearning365.co.uk

Worksheet



www.itslearning365.co.uk

Spreadsheet



www.itslearning365.co.uk

Tabs



www.itslearning365.co.uk

Spell Check



www.itslearning365.co.uk

Grammar



www.itslearning365.co.uk

Zoom



www.itslearning365.co.uk

Toolbars



www.itslearning365.co.uk

Commands



www.itslearning365.co.uk

Close



www.itslearning365.co.uk

Minimise



www.itslearning365.co.uk

Maximize



www.itslearning365.co.uk

Show/Hide



www.itslearning365.co.uk

Blank Row



www.itslearning365.co.uk

Blank Column



www.itslearning365.co.uk

Undo



www.itslearning365.co.uk

Redo



www.itslearning365.co.uk

Sort



www.itslearning365.co.uk

Search



www.itslearning365.co.uk

Ascending



www.itslearning365.co.uk

Descending



www.itslearning365.co.uk

Autofill



www.itslearning365.co.uk

Move



www.itslearning365.co.uk

Column Width



www.itslearning365.co.uk

Row Height



www.itslearning365.co.uk

Freeze/Unfreeze



www.itslearning365.co.uk

Row Height



www.itslearning365.co.uk

#Name?



www.itslearning365.co.uk

#DIV/O



www.itslearning365.co.uk

#Ref!



www.itslearning365.co.uk

Error



www.itslearning365.co.uk

Equals =



www.itslearning365.co.uk

Greater Than >



www.itslearning365.co.uk

Less Than <



www.itslearning365.co.uk

Decimals



www.itslearning365.co.uk

Date



www.itslearning365.co.uk

Short Date



www.itslearning365.co.uk

Medium Date



www.itslearning365.co.uk

Per Cent %



www.itslearning365.co.uk

Merge Cells



www.itslearning365.co.uk

Split Cells



www.itslearning365.co.uk

Merge & Centre



www.itslearning365.co.uk

Split Cells



www.itslearning365.co.uk

Layout



www.itslearning365.co.uk

Landscape



www.itslearning365.co.uk

Portrait



www.itslearning365.co.uk

Margin



www.itslearning365.co.uk

Header



www.itslearning365.co.uk

Footer



www.itslearning365.co.uk

Upper Case



www.itslearning365.co.uk

Lower Case



www.itslearning365.co.uk

All Caps



www.itslearning365.co.uk

Small Caps



www.itslearning365.co.uk

Group



www.itslearning365.co.uk

Ungroup



www.itslearning365.co.uk

Print



www.itslearning365.co.uk

Print Preview



www.itslearning365.co.uk

Resize



www.itslearning365.co.uk

Rotate



www.itslearning365.co.uk

Menu Tabs



www.itslearning365.co.uk

Commands



www.itslearning365.co.uk

Group



www.itslearning365.co.uk

Menu Ribbon



www.itslearning365.co.uk

Minimise



www.itslearning365.co.uk

Maximise



www.itslearning365.co.uk

Toolbar



www.itslearning365.co.uk

Maximise



www.itslearning365.co.uk

Chart



www.itslearning365.co.uk

Chart Title



www.itslearning365.co.uk

Bar Chart



www.itslearning365.co.uk

Pie Chart



www.itslearning365.co.uk

Line Chart



www.itslearning365.co.uk

Column Chart



www.itslearning365.co.uk

Data Labels



www.itslearning365.co.uk

Chart Area



www.itslearning365.co.uk

Margins



www.itslearning365.co.uk

Page Size



www.itslearning365.co.uk

Header



www.itslearning365.co.uk

Footer



www.itslearning365.co.uk

Grid Lines



www.itslearning365.co.uk

Page Size



www.itslearning365.co.uk

Print



www.itslearning365.co.uk

Print Preview



www.itslearning365.co.uk

Title Rows



www.itslearning365.co.uk

Row/ Column Headings



www.itslearning365.co.uk