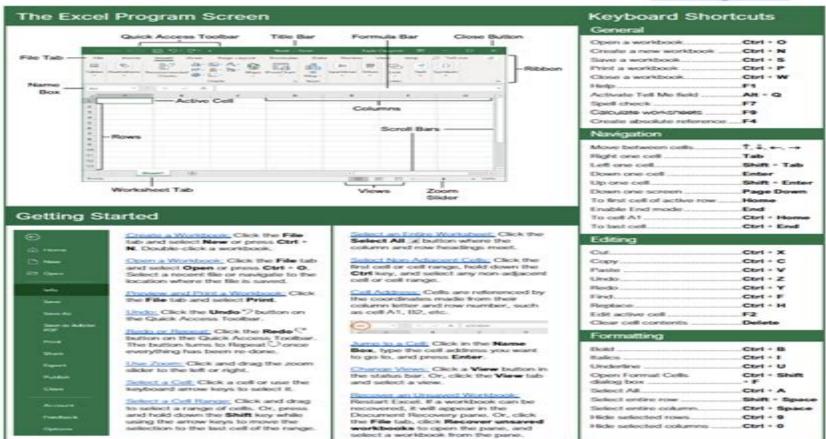




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Out or Copy Date: Select cell(s) and click the Cut i or Copy Doutton on the Home tab.

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Preview an Item Before Pasting: Place the insertion point where you want to paste, click the Paste _button list arrow in the Clipboard

Basic Formatting

Text: Use the commands in the Font group on the Home tab, or click the dialog box tauncher is in the Font group to open the dialog

ormal Values. Use the commands in the Number group on the Home tab, or click the dialog box fauncher ", in the Number group to open the Format Cells dialog box.

Weap Text in a Cell. Select the cell(s) that contain text you want to wrap and click the Wrap Text * button on the Home tab.

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Series Using AutoFill, Select the cells that define the pattern, i.e. a series of months or years. Click and drag the fill handle to adiacent blank cells to complete the series.

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