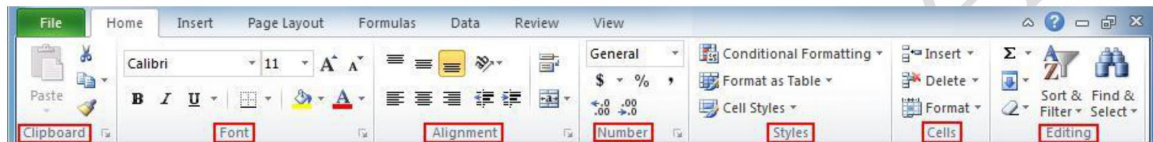


The Home Tab

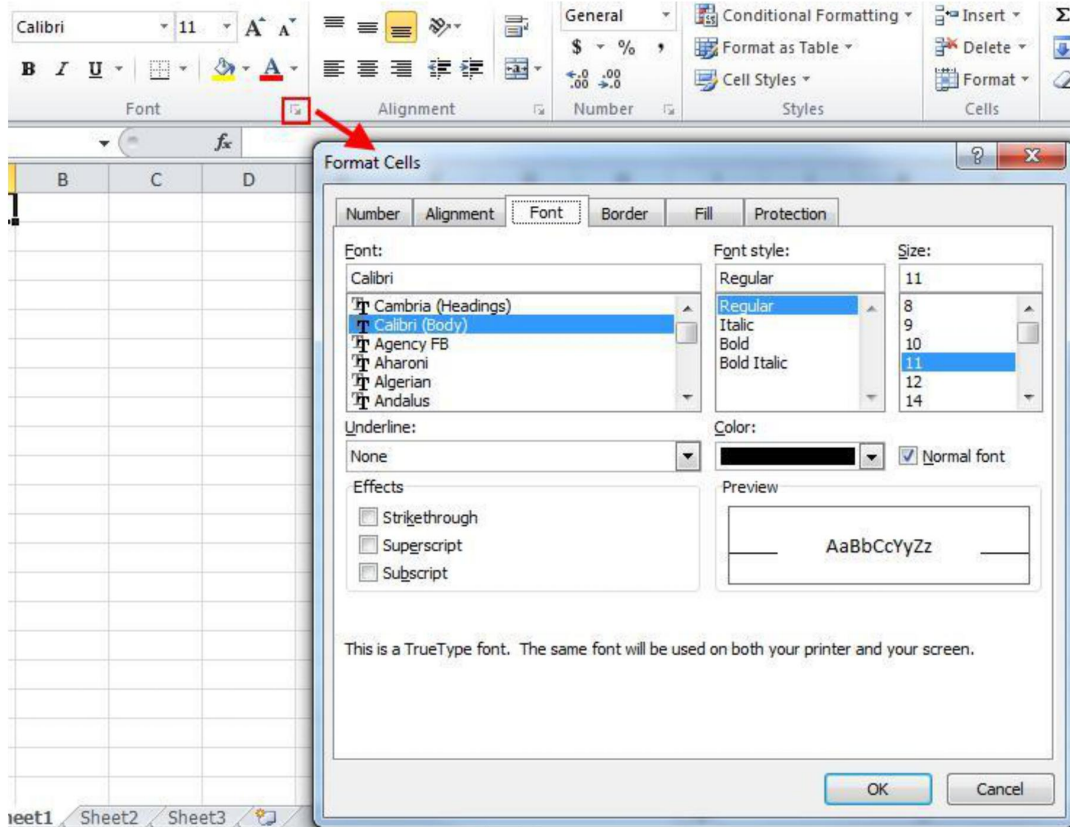
In this lesson, and the rest of the lessons in this section, we will cover the command groupings in each tab. Before we go into the details of the Home tab, let's take a quick look at the structure of tabs.

Understanding Tabs and Groups

The current tab is outlined with a border to differentiate it from the others. The actual commands are found in the ribbon, and split into **groups**. Each group is identified with a name. Here, we can see that the Home tab contains seven groups, with the names outlined in red:



Some groups feature an **option button** beside the group name. Click this button to open a dialog with more specific controls relating to this group and other commands in the tab:

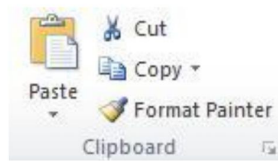


The Home tab contains the most commonly-used commands.

Clipboard Commands

The clipboard group offers commands for Cut, Copy, and Paste, three commands that you should be familiar with. **Cut** (Ctrl + X) will remove material from highlighted cells. **Copy** (Ctrl + C) will record the information from highlight cells. **Paste** (Ctrl + V) will place the Cut or Copied information to a new location.

The **Format Painter** works like the Copy command, but it only copies the formatting applied to data in a cell, not the cell data. Copy formatting from a single cell and “paint” the other cells with the same formatting.



Click the option button to open the **Office Clipboard**. The clipboard saves up to 24 cut/copy operations and allows you to pick and choose which value/data you want to paste. We will cover the clipboard later in this manual.

Font Commands

The Font group lets you apply formatting to your worksheet. Choose the font, font size, text formatting, cell outlines, highlighting, and cell colors here.



Click the option button to open the **Format Cells** dialog. This dialog offers more specific formatting for fonts and cells including number formatting, alignment within the cell, and borders.

Alignment Commands

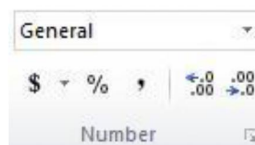
The Alignment group lets you position data within a cell. You can also choose justification for the cell data, wrap the text to fit within the cell width, and merge two or more adjacent cells together.



Click the option button to open the **Alignment tab** of the **Format Cells** dialog, which is also available by clicking the option button in the Font group.

Number Commands

Since most worksheets deal with numbers, Excel offers a range of number formatting commands that let you apply specific number formatting, add currency, percentage, and command formatting, and increase/decrease the number of decimal places.



Click the option button to open the **Number tab** of the **Format Cells** dialog, which is also available by clicking the option button in the Font group.

Styles Commands

You can increase the readability of worksheets by formatting the cells to reflect their value or draw attention to information. Use the conditional formatting commands to change the way data looks based on its value, format a group of cells to look like a stand-alone table, and apply various coloring to indicate contained values.



Cells Commands

The Cells group lets you modify cells within a worksheet. Insert/delete individual cells or rows/columns. You can also format cells to adjust their height and width, format the worksheet tabs, and lock down certain cells to make them un-editable.



Editing Commands

The Editing group provides commands to work with bulk amounts of data. You can add various AutoSum commands to find the sum, average, maximum/minimum value, etc. The Fill command lets you continue a pattern of data in a certain direction, just like clicking and dragging the small black square of the active cell to continue filling data in a direction. You can also clear a cell or groups of cells, sort and filter a group of data, and search the worksheet/workbook for a certain value.

