
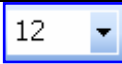



















FORMATTING TOOLBAR

This toolbar contains the most commonly used formatting commands, such as changing the font type and size, applying bold, italics, or underlining to text, alignment, etc. Just as the Standard toolbar has buttons that commonly appear for all programs, so does the Formatting toolbar. These buttons are listed in the following table:

Button	Used to
Font 	Change the type of font to be used in the document. To use this feature, just click on the arrow on the right-hand side of the box.
Font Size 	Change the size of the font. The choices range from 8 to 72 point.
Bold 	Make the selected text darker so it will stand out in the document.
Italics 	Italicize selected text in a document.
Underline 	Underline selected text in a document.
Left Alignment 	Align text evenly at the left margin of the cell. The right margin of the cell is not aligned evenly.
Center Alignment 	Align text evenly between the left and right margin of a cell.
Right Alignment 	Align text evenly at the right margin of the cell. The left margin of the cell is not aligned evenly.
Indent	Set the distance between the beginning and/or ending of a cell.
Decrease Indent 	Move the indented text to the left (back) one level.
Increase Indent 	Move the indented text to the right (forward) one level.
Borders 	Insert a border around, above, below, and/or to the right or left of a selected cell.
Font Color 	Change the color of selected text in a document.

In addition to the common buttons on the Formatting toolbar in Excel, there are additional buttons on the Formatting toolbar that are specific to Excel only. These buttons include:

Button	Used to
Merge and Center 	Merge selected cells together and center the text in the newly created cell.
Currency Style 	Format a selected range of cells with decimals and dollar signs.
Percent Style 	Format a selected range of cells with a percentage sign. This option formats the cells with zero decimal points.

Comma Style		Format a selected range of cells with a comma in the thousands place without any decimal places.
Increase Decimal		Increase the number of decimal places in a selected range of cells.
Decrease Decimal		Decrease the number of decimal places in a selected range of cells.
Fill Color		Create a background color for a cell or selected range of cells.
