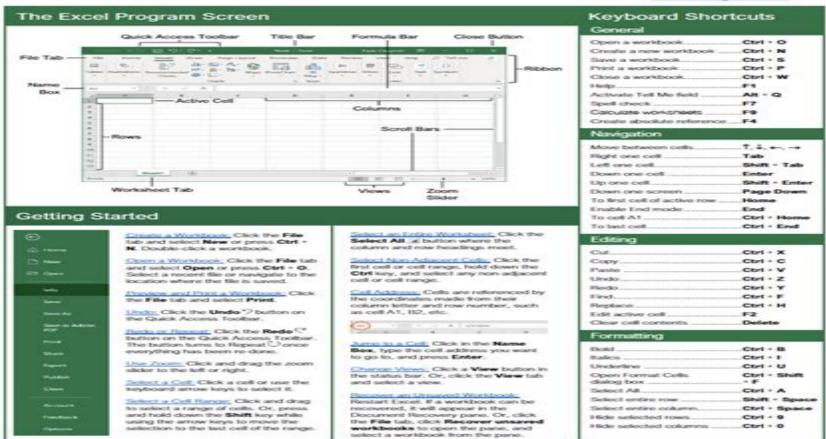




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Dear a Cell's Contents. Select the cell(s) and press the **Delete** key. Or, click the **Clear**  $\phi$ button on the Home tab and select Clear Combonto

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

Paste Data: Select the cell where you want to paste the data and click the Paste D button in the Clipboard group on the Home tab.

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.

Moroo Colls: Select the cells you want to merge. Click the Merge & Center button list arrow on the Home tab and select a merge contion.

#### Insert Objects

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.

Insert an Image: Click the Insert tab on the ribbon, click either the Pictures of or Online Pictures To button in the Businstons group. select the image you want to insert, and click

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