



Text

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Line spacing

Columns

Bullets & numbering

Headers & footers

Page numbers

Table

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Clear formatting Ctrl+Z

Borders & lines

**B** Bold Ctrl+B

*I* Italic Ctrl+I

U Underline Ctrl+U

~~&~~ Strikethrough Alt+Shift+S

X<sup>²</sup> Superscript Ctrl+=

X<sub>2</sub> Subscript Ctrl+=

Size (Q)

Capitalization (J)



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# Google Spreadsheet Manual

**Ahmed Musa**



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