Using the right-click option, to access the formatting menus.

- Border tab
- Font color
- Font (font size)
- Bold
- Italic
- Underline
- Font style
- Font family
- Font size
- Superscript
- Subscript
- Text case

Right-click on the cell(s) whose formatting you would like to change. Click on 'Format Cells' and navigate to the Home tab and click on the 'Format' ribbon. The 'Borders' option can be accessed in various ways in Excel.
2.3.1. Activities Used in a Spreadsheet

Workbook

- The window is below the workbook and displays information regarding the workbook.
- A workbook
- Sheet tabs
- A specific cell
- Zero sum.
- A specific cell
- Conditional formatting
- The windows are:
  - Database
  - Pivot tables
  - Database.

Workbook window

- Various control menus functions
- Edit the spreadsheet functions
- Insert new columns and rows
- Paste formulas
- Copy and move data
- Present.
- Print a workbook
- Change the format of a spreadsheet
- Change the spreadsheet
- Move and shuffle data
- Preparing worksheets
- Preparing activities
- Value.
- Preparing worksheets.
2. COMPONENTS OF A SPREADSHEET WINDOW

TRAY

2.2 ELECTRONIC SPREADSHEET DEVELOPMENT PROCESS

An electronic spreadsheet can function as a complete without recording if a menu bar:

STANDARD TOOLBAR

This is the second bar in the window below the title bar. This contains pull-downs for:

• Vertical Command:
• This is the very top of the window. Each button is known as an "Icon"

• MENU BAR