# MS Excel

## Formatting Values

❖ **Text Formatting:**

Bold

Italic

Underline

Border

Background Color

Font Color

Font 1

Font 2

Font 3

Increasing and Decreasing Font Size

❖ **Text Alignment (inside a cell):**

Horizonal - Left, Center, Right

Vertical - Top, Middle, Bottom

Text Orientation

❖ **Format Dialog Box:** Ctrl + 1 / Dead Icon / Right Click

❖ **Number Formatting**

❖ **Date Formatting**

❖ **Currency Formatting**

o **Usage of Functions**

o **Formula Copy / Fill**