# Chip’s MS Excel Bits

PFWR 3170 | January 30, 2018

## on the Home Tab

* Format painter
* Themes
* Format cells
  + Especially “number, text, dates, etc.”
* Alignment (highlight cells, right-click, select “Format Cells” and view tabs)
* Styles (expand for more options)
* Sort A-Z (and expand section)

## on the insert Tab

* **Charts**
  + Copy and paste into other documents
  + Scatter chart
  + Pie chart
  + Bar chart
* Copying and pasting into word—tables and charts

## on the page layout Tab

* Margins
* Orientation
* Size

## on the review Tab

* Insert comments
* View all comments
* Deleting comments