

Excel 2004 for Macs

Menu Bar

Standard ToolBar

Formatting ToolBar

Formula Bar

Select All Button

Cell Name

Range

Row

Cell

Column

View Buttons

Sheet Tabs

AutoCalculate Area

Vertical & Horizontal Scroll Bars

Zoom Box

Formatting Palette

Font

Name: Verdana

Size: 10 Color: A

Number

Format: General

Decimal: .0 .00

Alignment and Spacing

Horizontal: [align icons]

Vertical: [align icons]

Orientation: abc abc abc a b

Wrap text Shrink text to fit

Indentation and Merge

Indent: 0 Merge cells

Borders and Shading

Page Setup

If desired toolbars, formula bar, and/or formatting palette are not visible, go to VIEW menu and make corresponding selections.

Formatting Palette (displays many shortcut buttons for most options under FORMAT menu)