



FORMATTING CELLS AND DATA



Display the Format Cells dialog box



Apply the Percentage format with no decimal places



Display the Style dialog box



Apply the Date format using day, month and year



Apply a border to a cell or selection



Apply the Time format using the 12-hour clock



Remove a border from a cell or selection



Insert a hyperlink



Apply the Currency format with two decimal places



Display Quick Analysis options for selected cells that contain data



Apply the Number format

WORKING WITH FORMULAS



Begin a formula



Apply the Percentage format with no decimal places



Insert an AutoSum function



Apply the Date format using day, month and year



Apply a border to a cell or selection



Apply the Time format using the 12-hour clock



Remove a border from a cell or selection



Insert a hyperlink

