

Skillzset Instruction Series

Excel Level 1

Professional Training for Everyday Workplace



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Thank you for purchasing this book.

Donna M. Parsons

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Publish Date 2025

Edition: First Printing

ISBN:

979-8-218-86384-5

BISAC Subject: COM054000

BISAC Audience: Computer Software

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Lesson 1D: The Home Tab

- The Clipboard Group
 - Contains the icons **Cut**, **Copy**, **Paste**, and **Format Painter** to copy, move, or duplicate data and apply formatting quickly within your worksheet.
- The Font Group
 - In this group you can change font styles, cell colors, borders, to enhance readability and emphasize data.
- Alignment Group
 - Provides options to control the placement of text within cell, and merge cells for better layout and presentation.
- Number Group:
 - This group will allow you to enhance your numbers or text with several customizable options.
- Styles Group
 - This section provides predefined formatting options such as Cell Styles.
- Cells Group
 - Allows you to insert, delete, and format cells, and rows,
- Editing Group
 - Includes tools for performing quick calculations like AutoSum to manage your data easily.

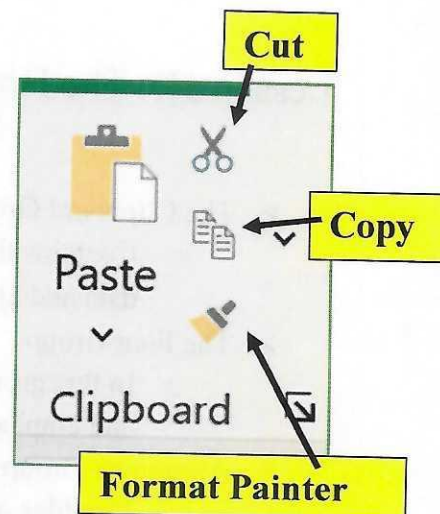
The Clipboard Group

What is the Clipboard Group in Excel?

The **Clipboard group** is a section located in the Home tab that helps you move or copy information from one place to another. It includes basic tools like **Cut**, **Copy**, **Paste** and **format painter**.

When you **cut** the cell's contents you want to move it. When you copy, you're making a duplicate of the cell's contents. The paste function places the cut/copied item to a new / desired location

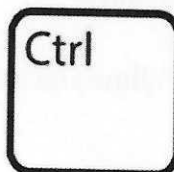
There's also a small icon in the bottom corner of the Clipboard group. If you click it, it opens a panel showing a list of the last items copied.



TIP

The keyboard short key to Copy is CTRL +C

The keyboard shortcut key to paste CTRL+V



Skillzset Lab

1. Open a blank new workbook and enter the data as shown

- ✓ A1 Date
- ✓ B1 Name

(Figure a)

(Figure a)

	A	B
1	Date	Name
2		
3		

2. Select cell a1

(Figure b)

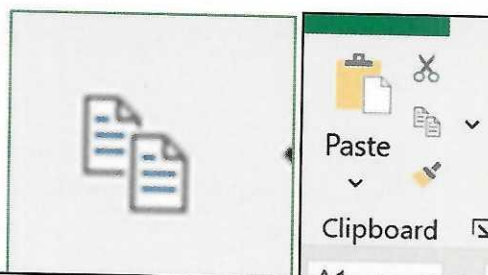
(Figure b)

	A
1	Date
2	

3. Select the copy icon in the clipboard group.

(Figure c)

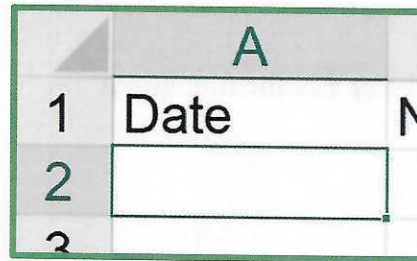
(Figure c)



-
4. Left click your mouse and Select cell A2

(Figure d)

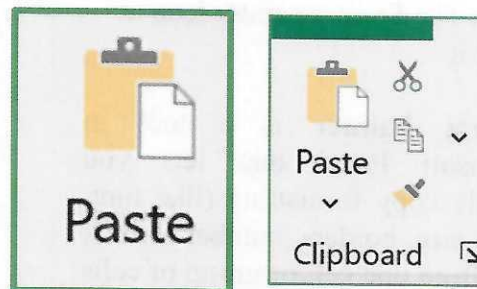
(Figure d)



-
5. Select (left click) the icon **Paste.**

(Figure e)

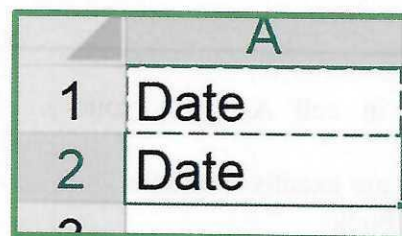
(Figure e)



-
6. The word Date will be copied to cell A2

(Figure f)

(Figure f)



-
7. To remove the dotted line around the cell, select the esc (escape) key on your keyboard.

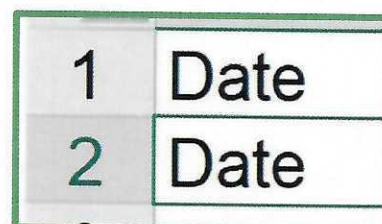
(Figure g)

(Figure g)



-
8. With your mouse select (left click) cell a2

(Figure h)



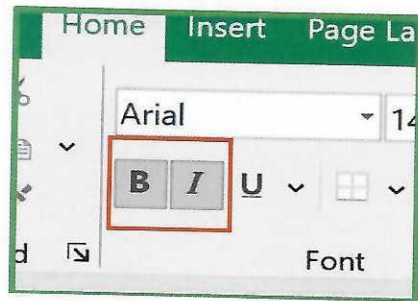
(Figure h)

(Figure i)

9. Select the Letter **B** in the font group

10. Select the letter *I* in the font group

(Figure i)

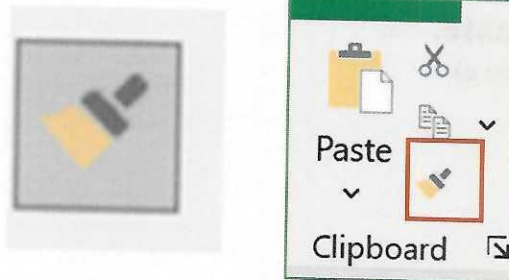


(Figure j)

11. Select The Format painter icon to select it

12. **Format Painter** is a tool in Microsoft Excel that lets you quickly copy formatting (like font, color, size, borders, number format, etc.) from one cell or group of cells and apply it to another — without affecting the actual data.

(Figure j)

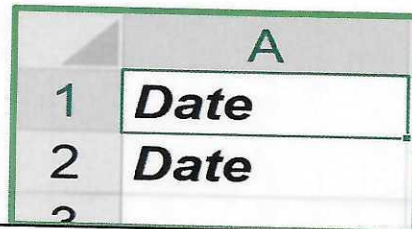


13. Left click in cell **A1** with your mouse

Note both cells are exactly the same

14. Close workbook

15. Do not save



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