



### ELEMENTS

**File menu:** Contains commands for opening, saving, and printing files. Includes options like Open, Save, Print, and Exit.

**Edit menu:** Contains commands for editing data, such as Copy, Paste, and Undo.

**Format menu:** Contains commands for formatting cells, such as Bold, Italic, and Text Color.

**Data menu:** Contains commands for data manipulation, such as Sort and Filter.

**Tools menu:** Contains commands for data analysis, such as Data Analysis Tools and Solver.

**Window menu:** Contains commands for managing multiple windows, such as New Window and Close All.

**Help menu:** Contains commands for accessing help resources, such as Help and About.

**Standard toolbar:** A set of icons for common tasks like Save, Print, and Undo.

**Formatting toolbar:** A set of icons for text and cell formatting like Bold, Italic, and Text Color.

**Charting toolbar:** A set of icons for creating and editing charts.

**Navigation buttons:** Buttons for moving between worksheets and workbooks.

**Clipboard:** A temporary storage area for data copied from one place and pasted into another.

**Undo:** A command that reverses the last action performed in the spreadsheet.

**Redo:** A command that repeats the last action performed in the spreadsheet.

**Copy:** A command that copies the selected data to the clipboard.

**Paste:** A command that pastes the data from the clipboard into the selected cells.

**Print:** A command that prints the current spreadsheet or a range of cells.

**Save:** A command that saves the current spreadsheet to a file.

**Open:** A command that opens an existing spreadsheet file.

**Exit:** A command that closes the Excel application.

### FORMATTING TOOLBAR

**Font Face:** A dropdown menu to select the font type (e.g., Arial, Times New Roman).

**Font Size:** A dropdown menu to select the font size (e.g., 10, 12, 14).

**Bold:** A button to apply bold formatting to the selected text.

**Italic:** A button to apply italic formatting to the selected text.

**Text Color:** A button to change the color of the text.

**Background Color:** A button to change the background color of the selected cells.

**Number Format:** A dropdown menu to select a number format (e.g., General, Currency, Percentage).

**Text Alignment:** A dropdown menu to select text alignment (e.g., Left, Center, Right).

**Text Orientation:** A dropdown menu to select text orientation (e.g., Horizontal, Vertical).

**Text Wrapping:** A button to toggle text wrapping on or off.

### CHARTING TOOLBAR

**Chart Wizard:** A button to start the Chart Wizard, which guides you through creating a chart.

**Chart Type:** A dropdown menu to select the chart type (e.g., Column, Line, Pie).

**Chart Location:** A dropdown menu to select where to place the chart (e.g., As New Sheet, As Object in Sheet).

**Chart Data Source:** A dropdown menu to select the data source for the chart.

**Chart Title:** A dropdown menu to select the chart title.

**Chart Axes:** A dropdown menu to select the chart axes.

**Chart Gridlines:** A dropdown menu to select the chart gridlines.

**Chart Legend:** A dropdown menu to select the chart legend.

**Chart Data Table:** A dropdown menu to select the chart data table.



### STANDARD TOOLBAR

**Save:** Saves the current spreadsheet.

**Print:** Prints the current spreadsheet.

**Undo:** Reverses the last action.

**Redo:** Repeats the last action.

**Copy:** Copies the selected data.

**Paste:** Pastes the copied data.

**Find:** Finds text or values in the spreadsheet.

**Home:** Returns to the home screen.

**Help:** Accesses the help resources.

**Close:** Closes the current window.

**Maximize:** Maximizes the current window.

**Restore Down:** Restores the current window to its previous state.

**Close All:** Closes all open windows.

**Clipboard:** A temporary storage area for data copied from one place and pasted into another.

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# Microsoft Access Quick Access Computer Reference Charts

**Terry C. Jones**



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