



ELEMENTS

- 1. **File menu** - Contains commands for opening, saving, and printing files.
- 2. **Edit menu** - Contains commands for editing text and formulas.
- 3. **Format menu** - Contains commands for formatting cells and text.
- 4. **Data menu** - Contains commands for data manipulation.
- 5. **Tools menu** - Contains commands for various tools and utilities.
- 6. **Window menu** - Contains commands for managing windows.
- 7. **Help menu** - Contains commands for accessing help resources.
- 8. **Standard toolbar** - Contains icons for common actions like Save, Print, and Undo.
- 9. **Formatting toolbar** - Contains icons for text and cell formatting.
- 10. **Charting toolbar** - Contains icons for creating and editing charts.
- 11. **Worksheet grid** - The main area for entering and editing data.
- 12. **Formula bar** - Used for entering and editing formulas and text.
- 13. **Task pane** - Provides context-sensitive tasks and options.
- 14. **Navigation pane** - Shows the structure of the workbook.
- 15. **Zoom slider** - Used to adjust the view of the worksheet.
- 16. **Sheet tabs** - Used to switch between different worksheets.
- 17. **Application status bar** - Shows information about the current state of the application.

FORMATTING TOOLS

- 1. **Font color** - Changes the color of the text.
- 2. **Text color** - Changes the background color of the text.
- 3. **Text background color** - Changes the background color of the cell.
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STANDARD TOOLS

- 1. **Save** - Saves the current workbook.
- 2. **Print** - Prints the current worksheet.
- 3. **Undo** - Reverses the last action.
- 4. **Redo** - Repeats the last action.
- 5. **Cut** - Removes the selected content and places it on the clipboard.
- 6. **Copy** - Copies the selected content to the clipboard.
- 7. **Paste** - Inserts the content from the clipboard.
- 8. **Find** - Searches for specific text or values.
- 9. **Replace** - Replaces text or values with new ones.
- 10. **Format Painter** - Copies the formatting from one cell to another.
- 11. **AutoSum** - Automatically inserts a sum formula.
- 12. **Sort** - Sorts the data in the selected range.
- 13. **Filter** - Filters the data based on specific criteria.
- 14. **Zoom** - Adjusts the view of the worksheet.
- 15. **Help** - Accesses the application help.

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CHART TOOLS

- 1. **Chart Wizard** - Guides you through the steps of creating a chart.
- 2. **Chart Tools** - Provides options for customizing the chart's appearance.
- 3. **Chart Area** - The area containing the chart data.
- 4. **Legend** - Identifies the data series in the chart.
- 5. **Axis** - The horizontal and vertical axes of the chart.
- 6. **Gridlines** - Horizontal and vertical lines that help read the chart.
- 7. **Background** - The background color and pattern of the chart.
- 8. **Font** - The font used for the chart's text.
- 9. **Border** - The border color and style of the chart.
- 10. **3D** - Options for creating 3D charts.
- 11. **Dynamic Data Range** - Allows the chart to update automatically as data changes.
- 12. **Chart Options** - Provides advanced options for chart customization.
- 13. **Chart Layout** - Provides options for the chart's layout and position.
- 14. **Chart Design** - Provides options for the chart's design and style.
- 15. **Chart Elements** - Provides options for the chart's elements and components.

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Daniela Niemeyer



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