

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Font Color, Paragraph Spacing, Bullets, Numbering, Merge & Center

Alignment: Left, Center, Right, Indent Left, Indent Right, Wrap Text

Number: General, Percentage, Decimals, Fractions, Text, Scientific, Custom

Conditional Formatting: Conditional Formatting, Format as Table

Styles: Normal, Bad, Good, Neutral, Calculation, Check Cell, Explanatory..., Input, Linked Cell, Note

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Formula Bar: $=SUMIF(Sales!A:A,A3,Sales!B:B)$

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Product	Total Sales																						
2	Pen	15																						
3	Book	35																						
4	Bag	50																						
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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	Product	Amount																								
2	Pen		10																							
3	Book		20																							
4	Pen		5																							
5	Bag		50																							
6	Book		15																							
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