























The Standard Toolbar in Excel

There is no need to remember all of these buttons. Pausing your pointer over the button will activate a ScreenTip that tells you the function of the button.

	New Workbook
	Open File
	Save Workbook
	Print
	Print Preview
	Spell Checker
	Cut
	Copy
	Paste
	Format Painter
	Undo
	Redo
	Insert Hyperlink
	AutoSum
	Paste Function
	Sort Ascending
	Sort Descending
	Chart Wizard
	Drawing Toolbar
	Zoom View
	Help
	Create <i>Adobe</i> PDF