Home Menu:

1. **Cut:** - This command is used to move the text of the active cell from one position to another completely. Its shortcut is Ctrl + X.

2. **Copy:** - This command is used to create a duplicate of the active cell to the selected cell. Its shortcut is Ctrl + C.

3. **Paste:** - This command is used to place the cut or copy item in the active cell. Its shortcut is Ctrl + V.

4. **Format Painter:** - This command is used to copy the formatting style of the active cell to another cell. Its shortcut is Ctrl + Shift + C.

5. **Front Size:** - This command is used to change the font style of the text in the active cell. Its shortcut is Ctrl + Shift + F.

6. **Size:** - This command is used to change the size of the text within the active cell. It varies between 8 to 72.

7. **Grow font:** - This command is used to increase the font size to the text. Its increase up to 72 only. Its shortcut is Ctrl + Shift + >.

8. **Shrink font:** - This command is used to decrease the font size of the text. It decreases up to 8 only. Its shortcut is Ctrl + Shift + <.

9. **Bold:** - This command is used to give your text a darker effect. Its shortcut is Ctrl + B.

10. **Italic:** - This command is used to give your text a slant effect. Its shortcut is Ctrl + I.

11. **Underline:** - This command is used to underline your text. Its shortcut is single underline is Ctrl + U and for double underline is Ctrl + Shift + D.