

Home Menu:

1. **Cut:** - This command is use to move the text of active cell form one position to another completely. Its shortcut is Ctrl + X.
2. **Copy:** - This command is use to create a duplicate of the active cell to the selected cell. Its shortcut is Ctrl + C.
3. **Paste:** - This command is use to place the cut or copy item in the active cell. Its shortcut is Ctrl + V.
4. **Format Painter:** - This command is use to copy the formatting style of the active cell to another cell. Its shortcut is Ctrl + Shift + C.
5. **Front Size:** - This command is use to change the front style of the text in the active cell. Its shortcut is Ctrl + Shift + F.
6. **Size:** - This command is use to change the size of the text within the active cell. It various between 8 to 72.
7. **Grow front:** - This command is use to increase the front + size to the text. Its increase up to 72 only. It shortcut is Ctrl + Shift + >.
8. **Shrink front:** - This command is use to decrease the front size of the text. It decreases up to 8 only. It shortcut is Ctrl + Shift + <.
9. **Bold:** - This command is use to give your text a darker effect. Its shortcut is Ctrl + B.
10. **Italic:** - This command is use to give your text slash effect. Its shortcut is Ctrl + I.
11. **Underline:** - This command is use to underline your text. Its shortcut is single underline is Ctrl + U and for double underline is Ctrl + Shift + D.