In an Excel worksheet, Pick from the following Taps; Home, Insert, Page Layout, Formula and Data and under each, identify the ribbons found and indicate their roles.

ASSIGNMENT ONE

GEOFFREY DZOTSI

HOME TAP	
Ribbon	**Role**
Paste	Paste a content that was previously copied
Cut	Remove a selection to be pasted somewhere else
Copy	Make a selection and paste somewhere else without necessarily removing it
Format Painter	Imitate the look of a particular selection
Bold	Makes a text bold
Italic	Italicize a selected text
Underline	Underline a selected text
Font	The style of your text font
Font Size	Determines the size of text
Bottom Border	Apply borders to a selected text
Increase Font Size	Make your text a bit bigger
Decrease Font Size	Make your text a bit smaller
Fill Color	Color the background of cells
Font Color	Change the color of text
Top Align	Align text to the top
Align Left	Align your text content to the left
Decrease Indent	Move your content closer to the cell border
Middle Align	Align text so that it is centered between top and bottom of the cell
Centre	Centre your text
Increase Indent	Move your content farther away from the cell border
Bottom Align	Align text to the bottom
Align Right	Align your content to the right
Orientation	Rotate your text diagonally or vertically
Wrap Text	Wrap extra-long text into multiple lines in one cell
Merge and Centre	Combine and Centre the content of the selected cells in a new larger cell
Number Format	Helps you to choose the format of your cell such as Percentage, Currency, Time or Date
Accounting Number Format	Format such as Dollar, Euro and other currencies
Increase Decimal	Show more decimal places for a precise value
Percent Style	Format as a Percentage
Decrease Decimal	Show fewer decimal places
Comma Style	Format with a thousand separator
Conditional Formatting	Easily spots trends and patterns in a particular data
Format as Table	Quickly convert a range of cells to a table with its own style
Cell Style	Makes your data standout by giving it a unique color
Insert	Add a new row, column or sheet to your workbook
Delete	Delete rows, columns, cells or sheets from a workbook
Format	Change the row height or column width, organize sheets, or protect or hide cells
Sum	Automatically add it up
Fill	Continue a series or pattern into neighboring cells in any direction
Clear	Delete everything in the cell or remove just the formatting contents, comments or hyperlinks

Sort and Filter	Organize your data so it is easy to analyze
Find and Select	Helps you with options for finding a text in you document

INSERT TAP	
Ribbon	Role
Pivot Table	Easily arrange and summarize complex data in a Pivot Table
Recommended Pivot Table	Recommends a Pivot Table
Table	Create a table to organize and analyze related data
Illustrations	Illustrations
Store	Find add-ins in the office store
Insert an Add-in	Insert an add-in and use the web to enhance your work
Visio Diagrams	Quickly and easily visualize your data into polished Visio diagrams within Excel
Bing Maps App	Makes it easy to plot locations and visualize your data through Bing Maps in Excel.
Transform Tap	Transform cold data into cool picture.
Recommended Charts	Recommends good charts to showcase your data
Insert Column/Bar Chart	Use this Chart type to visually compare values across a few categories
Insert line or Area chart	Use this Chart to shoe trends overtime (years, months and days) or categories
Insert Pie/Doughnut Chart	Use this Chart to show proportions of a whole
Insert Hierarchy Chart	Use this Chart type to compare parts to a whole or when several columns of categories form a hierarchy
Insert Statistic Chart	Shows statistical analysis of your data
Insert Scatter (X,Y) or Bubble Chart	Shows the relationship between sets of values
Insert Waterfall/Stock Chart	Shows cumulative effect of a series of positive and negative values. Shows the trends of stock performance over time.
Insert Combo Chart	Highlights different types of information
Insert Surface or Radar Chart	Shows trends in values across two dimensions in a continuous curve. Shows values relative to a center point.
Pivot Chart	Use Pivot Chart to geographically summarize data and explore complicated data.
3D Map	See your geographic data on a 3D map visualized over time.
Line Sparkline	Mini charts placed in single cells, each representing a row of data in your selection.
Column Sparkline	Mini charts placed in single cells, each representing a column of data in your selection.
Slicer	Help to filter data visually.
Timeline	Filter dates interactively.
Hyperlink	Create a link in your document for quick access to webpages or files.
Text	Insert text/signature on document.
Symbols	Insert mathematical equations or symbols

PAGE LAYOUT TAP	
Ribbon	Role
Theme	Help you to personal your theme
Theme colors	Help you to personal the color of your theme
Theme Fonts	Help you to personal the font of your theme
Theme Effects	Change the general look of objects in your document

Adjust Margin	Set margin sizes for the entire document or the current selection
Orientation	Give your page a portrait or landscape layout
Size	Paper size for your document
Print Area	Select an area on the sheet you would like to print
Break	Add a break where you want the next page to begin in the printed copy
Background	Choose a picture for your background
Print Titles	Choose rows and columns you would like to repeat on each printed page
Width	Shrink the width of your print out to fit a certain number of pages.
Height	Shrink the height of your print out to fit a certain number of pages.
Scale	Stretch or shrink your printout to a percentage of its actual size
Gridlines	Show gridline or Heading with or without print view
Bring Forward	Bring the selected object forward one level or bring it in front of all the other object.
Send Backward	Bring the selected object backward one level or bring it behind of all the other object.
Selection Pane	Makes it easier to select objects, change their order, or change their visibility.
Align	Change the placement of your selected objects on the page
Group Objects	Join object together to move and format them as if they were a single object
Rotate	Rotate or flip the selected object.

FORMULAR TAP

Ribbon	Role
Insert Function	Works with the formula in the current cell
Auto Sum	Automatically add it up
Recently Used	Quickly choose from function you recently used
Financial	Add a financial function to your sheet
Logical	Add a logical function to your worksheet
Text	Add a text function to your worksheet
Date & Time	Add that time function
Lookup & References	Add a lookup or reference function to your worksheet
Math & Trigonometry	Add a math or trigonometry function to your worksheet
More Function	Browse more function
Name Manager	Create, edit, delete and find all the names used in the workbook
Define Name	Define and apply name
Use in Formula	Choose a name used in this workbook and insert it into the current formula
Create from Selection	Automatically generate names from the selected cells
Trace Precedents	Show arrows that indicate which cells affect the value of the currently selected cell
Trace Dependents	Show arrows that indicate which cells affect the value of the currently selected cell
Remove All arrows	Remove the arrows drawn by Trace Precedents or Trace Dependents
Show Formulas	Display formulas in each cell instead of the resulting value
Error Checking	Check for common errors that occur when using formulas
Evaluate Formula	Debug a complex formula, evaluating each part of the formula individually
Watch Window	Add cells to the Watch Window list to keep an eye on their values as you update other parts of the sheet

Calculation Options	Choose to calculate formulas automatically or manually
Calculate Now	Calculate the entire workbook now
Calculate Sheet	Calculate the active sheet now

DATA TAP

Ribbon	Role
Get External data	Source data from other locations
New Query	Easily discover, connect and combine data from multiple sources, then shape and refine it to meet your needs.
Show Query	View the list of queries in this workbook
From Table	Create a new query linked to the selected Excel Table
Recent Sources	Manage and connect to recent sources
Refresh All	Get the latest data by refreshing all sources in the workbook
Connections	Display all data connections for the workbook
Properties	Specifies how data connection to certain sources will update what content from the source will be displayed etc.
Edit Links	View all of the other file this spreadsheet is linked to so that you can update or remove the links.
Sort A to Z	Sort from the lowest to the highest
Sort Z to A	Sort from the highest to the lowest
Sort	Find values quickly by sorting your data
Filter	Turn on filtering for the selected cells
Clear	Clear the filter and sort state for the current range of data
Reapply	Reapply and filter and sort on the current range so that changes made are included
Advanced	Options for filtering using complex criteria
Text-to columns	Split a single column of text into multiple columns
Flash Fill	Automatically fill in values
Remove Duplicates	Delete duplicate rows from a sheet
Data Validation	Pick from a list of rules to limit the type of data that can be entered in a cell
Consolidate	Summarize data from separate ranges, consolidating the results in a single output range
Relationship	Create or edit relationships between tables to show related data from different tables on the same report
What-If Analysis	Try out various values for the formulas in your sheet using scenario manager, Goal Seek and Data Tables
Forecast Sheet	Create a new worksheet to predict data trends
Group	Group rows or columns or automatically create an outline
Ungroup	Ungroup a range of cells that were previously grouped
Subtotal	Quickly calculate rows of related data by inserting subtotals and tables
Show Details	Expand a collapsed group of cells
Hide Details	Collapse a group of cells