|  |  |  |  |
| --- | --- | --- | --- |
| 1.1 |  |  |  |
| **DATA** |  |  |  |
| Cut and paste | |  |  |
| Use copy and paste | |  |  |
| use cell widening | |  |  |
| use format painter | |  |  |
| use cell font ,colour and borders | | | |
| use wrap text  use merge cells  use number, date and currency as a format  use conditional formatting | |  |  |
|  |  |  |  |