The first column in the following table lists your objective. In an Excel spreadsheet, locate the correct command you need to use to achieve that objective. In the Command, Tab, and Group columns, note down the command name, and the tab and group to which it belongs, respectively. If a command does not belong to a group, note “N/A” in the Group column.

|  |  |  |  |
| --- | --- | --- | --- |
| Your objective | Command | Tab | Group |
| Open a new spreadsheet |  |  |  |
| Insert a break in your spreadsheet |  |  |  |
| Import data |  |  |  |
| View comments in your spreadsheet |  |  |  |
| Add a map chart |  |  |  |
| Add protection to your spreadsheet |  |  |  |
| Review accessibility |  |  |  |
| Add a formula |  |  |  |
| Add a math function |  |  |  |