

KEY TAKEAWAYS

CHAPTER TITLE

Excel Basics: Getting Started

VIDEO TITLE

Other Essential Features

- 1 **Merge & Center** option combines multiple cells into one cell and centers the content horizontally within the merged cell.
- 2 **Format Painter** quickly copies and applies cell formatting to other cells or ranges in your spreadsheet.
- 3 **Format Cells** dialog box helps you customize cell appearance and behavior in your spreadsheet.
- 4 **Wrap Text** lets you display the cell contents over multiple lines instead of one.
- 5 Excel provides several **security features** to help protect your spreadsheet from unauthorized access or modification.

