

Property Bar Button	Property Bar Button Description
Font typeface list	Shows the font typeface of the selected text. Clicking the drop-down arrow shows a list of the available typefaces.
Font size list	Show the font size of the selected text. Clicking the drop-down arrow shows a list of the available font sizes.
Bold button	Clicking the Bold button bolds the selected text.
Italics button	Clicking the Italics button italicizes the selected text.
Underline button	Clicking the Underline button underlines the selected text.
Style list	Clicking the Style list provides a list of formats available, and selecting a style formats the selected text.
Alignment list	Clicking the Alignment list provides a list of the available horizontal alignments. Selecting an alignment from this list applies the alignment to the selected text.
Line drawing button	Clicking the drop-down arrow provides a list of lines available for drawing around and inside a cell. Once a drawing is selected, you can click the Line drawing button to apply it to a cell or block.
Background color buttons	Clicking the drop-down arrow provides a list of colors available for cell backgrounds. Once a background color is selected, you can click the Background color button to apply it to a cell or block.
Text color button	Clicking the Text color button drop-down arrow provides a list of colors available for text.
Properties button	Clicking the Properties button displays all the properties of the selected cell or block.

Table 1-2: Description of Property Bar Buttons