

## Using the Property Bar

The Property Bar contains buttons, tools, and lists that automatically change depending on what is selected in your sheet.

Figure 1-5 shows the Property Bar with its default buttons, tools, and lists. Like the Toolbar, if you point to an item on the Property Bar, a definition of that button, tool, or list appears. Some of the buttons and tools on the Property Bar contain a drop-down list that appears underneath when you click the tool or button. From this list, you can select the desired change. For example, clicking the Style list on the Property Bar lets you select a type of format and apply it to a cell or block of cells. Table 1-2 describes the functions of each button on the Property Bar.

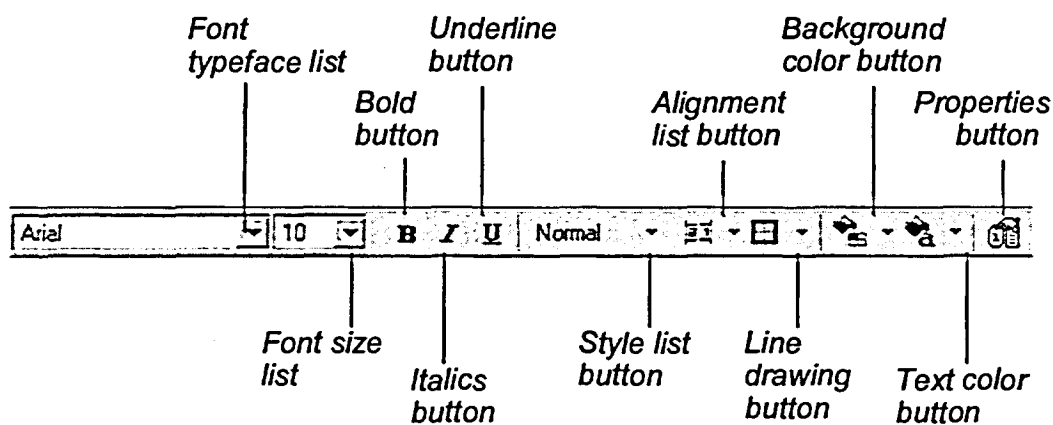


Figure 1-5: Default Settings of the Property Bar