

METHOD

To see Property Bar definitions:

1. On the Property Bar, point to the button, list or arrow.
2. Read the definition provided.

To use the Property Bar:

1. If necessary, select the cell or block of cells.
2. On the Property Bar, click the button, list, or arrow.
3. If necessary, from the drop-down list, select the option.

EXERCISE

In the following exercise, you will use the Property Bar to view button definitions and to change properties.

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| 1. Select cell A1 | |
| 2. On the Property Bar, point to the Background color button | <i>A description of the list appears.</i> |
| 3. On the Property Bar, click the Background color button | <i>The Property Bar list of background colors appears.</i> |
| 4. Select black (row 1, column 2) | <i>Cell A1 becomes black.</i> |
| 5. On the Property Bar, click the Background color button | <i>The Property Bar list of background colors appears.</i> |
| 6. Select white (row 1, column 4) | <i>The cell returns to its previous color.</i> |

END