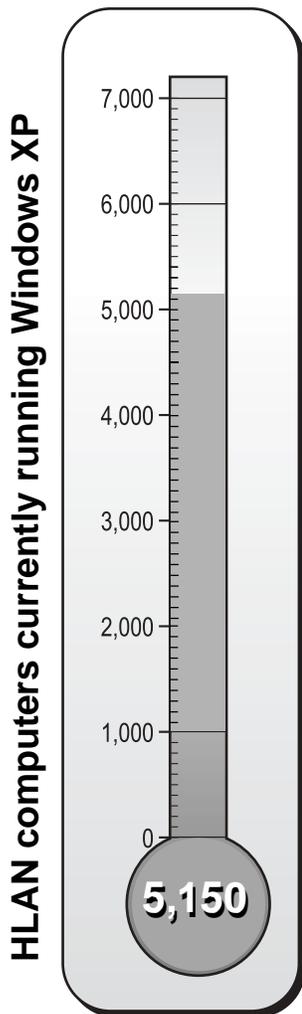


Hanford XP Migration Project update

Excel 2002 has improved formatting features

With the upgrade to Office XP, you can take advantage of a wide range of new and improved features in the Excel spreadsheet program. Some of the new or improved formatting features that you will find in Excel 2002 included in Office XP are the following:



Tab colors

You can now keep your workbooks organized by color-coding worksheet tabs. You can choose from a variety of colors to organize sections of a workbook. To do this, right-click the "Worksheet" tab, select "Tab Color" and choose a color of your choice.

Unmerge cells

With the "Merge and Center" button on the Formatting toolbar, you can unmerge a group of cells just as easily as you can merge cells. It is possible to unmerge even if the "Undo" option is no longer available.

Border drawing

Using the border-drawing pencil, you can easily draw cell borders in your spreadsheet. Options include changing the line color, weight and style, or even adding a border grid to their sheet. Simply select "Draw Borders" from the "Borders" button on the Formatting toolbar.

Formatting smart tags

"Smart Tag" buttons will appear automatically on your worksheet to help you with tasks such as automatic correction, pasting, automatic filling, inserting and formula error-checking. With a click of a button you can choose from options related to your task without leaving the worksheet or the cells you're working on.

For more information on new and improved features of Excel 2002, search for "What's New" in Excel 2002 Help.

XP Project Home Page

<http://www.rl.gov/xp>

XP Application Testing Matrix

<http://www.rl.gov/xp/apptesting.asp>

XP Project Mailbox

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