

# (3) エクセルのツールバーの使い方

## ① その1 : ホーム

The image shows the Microsoft Excel Home ribbon with several callouts explaining the functions of different toolbars:

- Clipboard:** A callout box labeled "コピー、切り取り" (Copy, Cut) points to the "貼り付け" (Paste) and "クリップボード" (Clipboard) icons.
- Font:** A callout box labeled "字体,位置" (Font, Position) points to the font settings (MS Pゴシック, size 11, bold, italic, underline, color, background color, text color, text alignment).
- Number:** A callout box labeled "数値・文字の表示" (Number, Text Display) points to the "標準" (Standard) dropdown and the number format options (%, comma, thousand separator, decimal places).

The spreadsheet content includes a header row with "ホーム" and "備考", and a table with columns "どちらでもない", "悪い", and "良い".