

Load Excel. A blank spreadsheet will be displayed on your screen.

1. Drawing lines

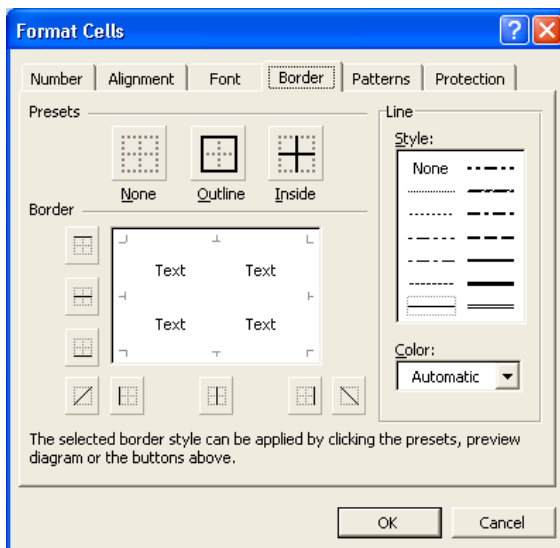
Task

Draw lines around a table to improve the overall presentation.

Basic steps

- Retrieve the SALES.XLS. The file displayed on your screen shows the sales figures for three companies for the period 1994-1996
- Now draw a line around the table as follows:
Click and drag on the cells A1 to G7. These cells should be highlighted.
Select **Format** and **Cells**

The **Format Cells** window is now displayed.



Click on the **Border** tab near the top of this window

- Click on the **Inside** in the **Presets** box and on the Left, Right, Top and Bottom boxes in the **Border** section. A line should appear in each of these boxes.
Click on **OK**

You will see that lines have been drawn around all of the cells in the selected range as shown below.

	A	B	C	D	E	F	G	H
1	Year		Company X		Company Y		Company Z	
2								
3	1994		540		620		490	
4	1995		630		650		510	
5	1996		700		750		480	
6								
7	Total Sales		1870		2020		1480	
8								

Note that lines will not appear where text overlaps two cells.

2. Changing line styles

Task

Draw a thicker border around the table.

Basic steps

- The table amended in the previous task is displayed on your screen.
Click and drag on the range of cells A1 to G7.
Select **Format** and **Cells**
- Choose a thicker line width from the Style area by clicking on the required style.
- Click on **Outline** in the **Border** area.
- Click **OK**

You will now see that the table has a thicker outline border.


3. Shading

Task

Shade the column labels in the SALES table.

Basic steps

- The SALES table edited in the previous task is displayed on your screen.
Click and drag on the cells A1 to G1.
- Select **Format** and **Cells**
Click on the **Patterns** tab near the top of the **Format Cells** window.
- Select the type of shading you want by clicking on it in the **Cell Shading** area.
Click on **OK**.
The selected cells have now been shaded.
- Now shade the row labels in the first column (i.e. A1 to A7) using an alternative method as shown below:
 - Click and drag on the cells A1 to A7.

- Click on the arrow that is pointing down to the right of the **Fill Color**  icon.
- Select an appropriate colour or shading.
The cells have now been shaded accordingly.

The spreadsheet will look like the one below:

	A	B	C	D	E	F	G
1	Year		Company X		Company Y		Company Z
2							
3	1994		540		620		490
4	1995		630		650		510
5	1996		700		750		480
6							
7	Total Sales		1870		2020		1480
8							

4. Changing alignment

Task




Centre text in cells in order to improve the overall presentation.

Basic steps

- The SALES spreadsheet is displayed on your screen.
Labels in a spreadsheet can be positioned (aligned) on the left, right or centre of a cell.
The labels in the first column in this table, i.e. Year, 1994, 1995 and 1996, can be centred as follows:
 - Click and drag on the selected range A1 to A7.
 - Select **Format** and **Cells**
 - Click on the **Alignment** tab near the top of the **Format Cells** window.
- Click on **Centre** in the **Horizontal** area.
- Click on **OK**. All cells have now been centred.

The spreadsheet will look like the one below:

	A	B	C	D	E	F	G
1	Year		Company X		Company Y		Company Z
2							
3	1994		540		620		490
4	1995		630		650		510
5	1996		700		750		480
6							
7	Total Sales		1870		2020		1480
8							

- An alternative method of aligning labels in a selected range is to use the **Align Left** , **Align Right**  and **Center**  icons on the Formatting toolbar.

5. Changing text style

Task

Change the style of the column headings in this table to a bold font and insert a new line at the top of the table to enter the Title **COMPANY SALES FIGURES** in a large font.

Basic steps

- The SALES spreadsheet is displayed on your screen.
Click and drag on the cells A1 to G1.
Choose **Format** and **Cells**
Click on the **Font** tab near the top of the **Format Cells** window.
- Click on **Bold** in the Font Style area.
Click on **OK**.
The column headings are now displayed in the bold font.
- Alternatively, change the text style for a selected range of cells by using the **Bold** **B**, **Italic** **I**, and **Underline** **U** icons.
- Insert a new row at the top of the table as follows:
Move the highlight to the first row.
Choose **Insert** and **Rows**
A new row will appear in the spreadsheet.
- Move to cell B1
Type **COMPANY SALES FIGURES**
Press **<Enter>**
- Now change the font of this cell
Ensure the highlight is still on cell B1
Select **Format** and **Cells**
Click the size of the font, for example **20** in the **Size** area. (You may need to use the scroll bar to move down to the 20).
Click on **OK**
The heading on this table is displayed in a new font size.

The spreadsheet will look like the one below:

	A	B	C	D	E	F	G	
1		COMPANY SALES FIGURES						
2	Year		Company X		Company Y		Company Z	
3								
4	1994		540		620		490	
5	1995		630		650		510	
6	1996		700		750		480	
7								
8	Total Sales		1870		2020		1480	
9								

- Save this spreadsheet as SALES2.

Using colour

Task

Use colour to highlight the total sales in the table.

Basic steps

- The SALES2 spreadsheet is displayed on your screen.
- Click and drag on the cells A8 to G8.
- Choose **Format** and **Cells**
- Click on the arrow that is pointing down in the Colour area.
- Click on the required colour.
- Click on **OK**


Similarly you can use the colour icon. Erase this spreadsheet without saving these changes.

7. Previewing spreadsheets

Task

Preview the SALES2 spreadsheet before printing.

Basic steps

- Open the SALES2 spreadsheet.
The SALES2 spreadsheet should be displayed on your screen.
Select **File** and **Print Preview**
The screen should show how the spreadsheet would be printed.
- Click on **Close** to return to the spreadsheet.
- Alternatively, click on the **Print Preview**  icon to obtain a print preview.
You can then print out the spreadsheet if desired.