

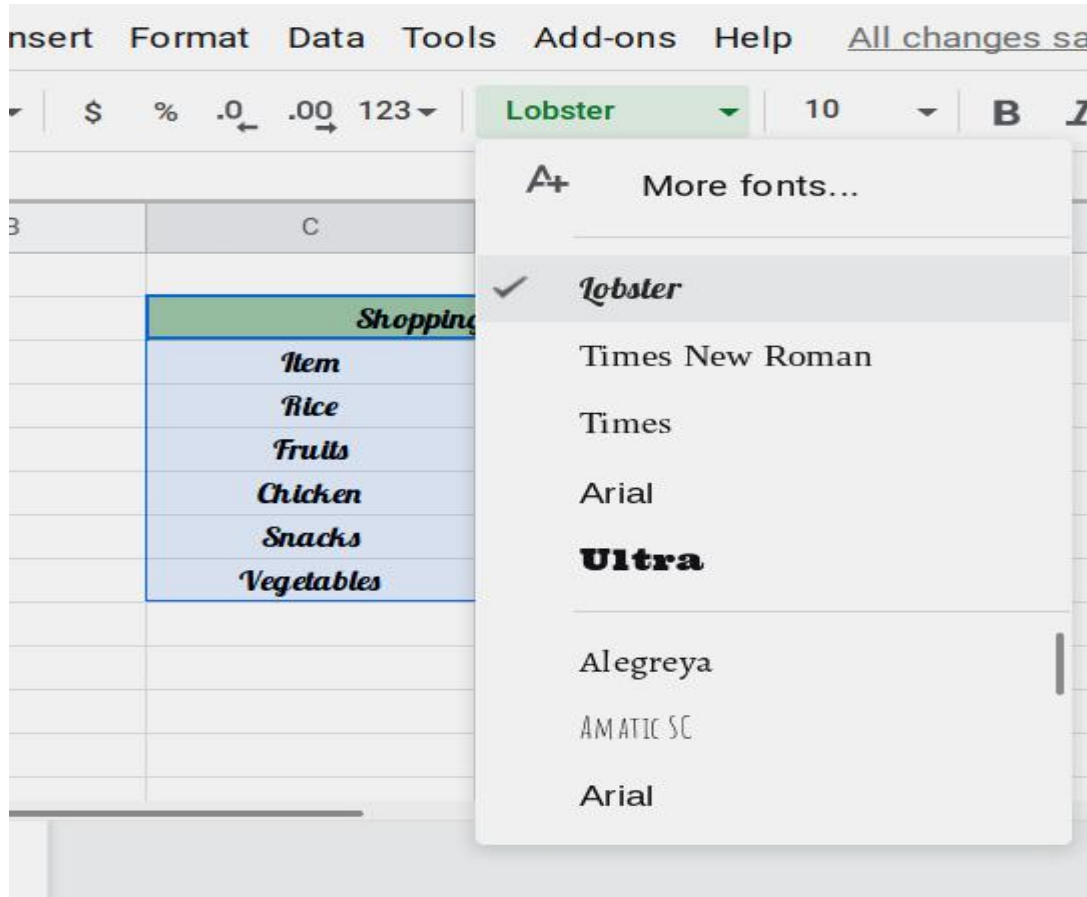


# Spreadsheet

Class VI  
lab 23



# Font

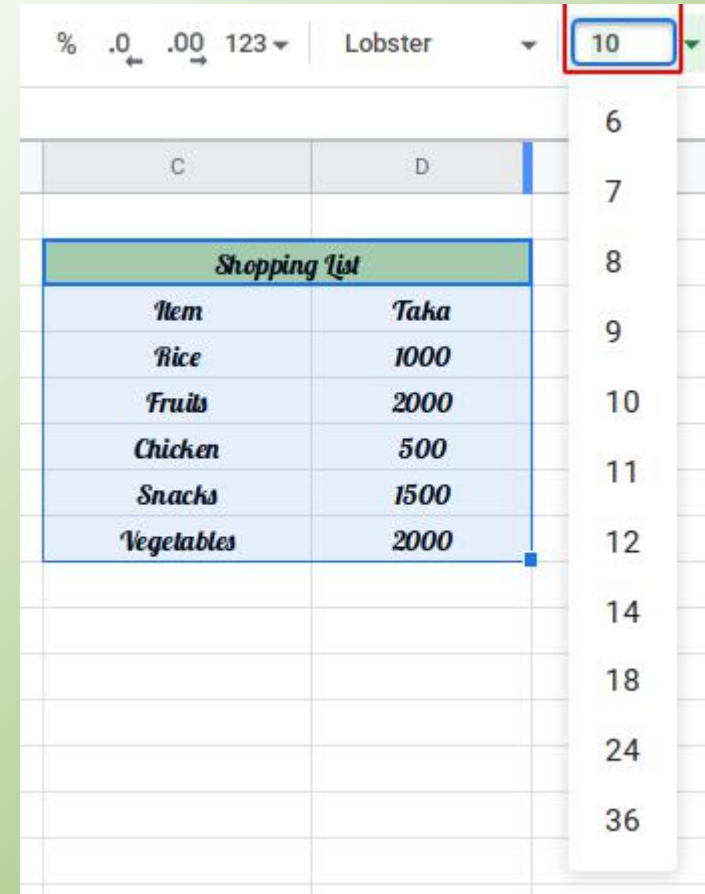


You can use any of your desired font from the font family



# Font Size

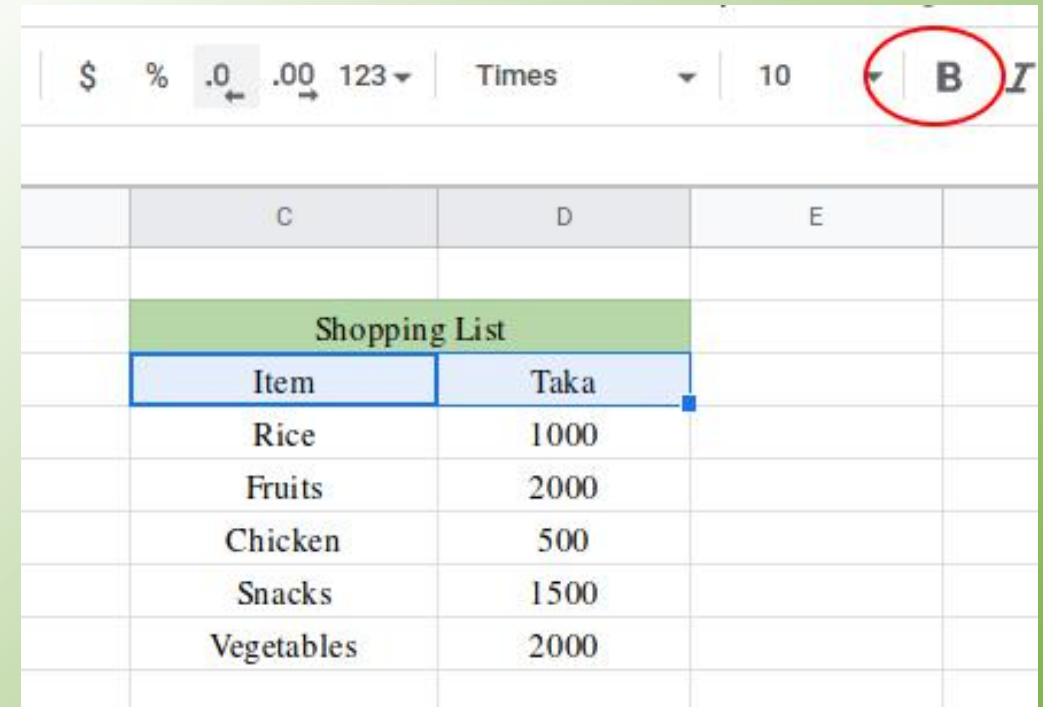
You can resize your font by mentioning the font size.





# Bold Font

Mark area and Click on B from menu to bold text



The screenshot shows a spreadsheet application interface. At the top, there is a formatting toolbar with various icons. The 'B' (Bold) button is circled in red. Below the toolbar, a table is visible with the following data:

	C	D	E
	Shopping List		
	Item	Taka	
	Rice	1000	
	Fruits	2000	
	Chicken	500	
	Snacks	1500	
	Vegetables	2000	



# Italic Font

Formatting toolbar: \$ % .0 .00 123 Times 10 B ***I***

	C	D	E	F
	<i>Shopping List</i>			
	<b>Item</b>	<b>Taka</b>		
	Rice	1000		
	Fruits	2000		
	Chicken	500		
	Snacks	1500		
	Vegetables	2000		

Mark area and Click on *I*  
from menu to italic text



# Border Specific Area

Insert Format Data Tools Add-ons Help All changes saved in Drive

Font settings: Times, 10, Bold, Italic, Underline, Color, Background Color, Borders, Styles, Conditional Formatting, Data Validation, Protection, Comments, Find & Replace, Spelling, Language, Text to Speech, Help.

Shopping List	
Item	Taka
Rice	1000
Fruits	2000
Chicken	500
Snacks	1500
Vegetables	2000

The image shows a Google Sheets interface with a table titled "Shopping List". The table has two columns: "Item" and "Taka". The rows are: Rice (1000), Fruits (2000), Chicken (500), Snacks (1500), and Vegetables (2000). The "Borders" menu is open, showing various border options. The "All changes saved in Drive" status is visible at the top.

Mark area and choose border type





# Text Alignment

Shopping List	
Item	Taka
Rice	1000
Fruits	2000
Chicken	500
Snacks	1500
Vegetables	2000

you can send your text to left,  
middle or right corner

Thank  
you!

