



# Spreadsheet

**Class Six**

**Lab 23**



## Lab Objectives:

- Text Formatting

Let's consider a shopping list

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

To change anything just mark the area then hit whatever you want.



## Font

You can use any of your desired font from the font family. To change font mark the are then select any font you like.

Insert   Format   Data   Tools   Add-ons   Help   [All changes saved](#)

Font: Lobster   Size: 10   Bold: B   Italic: I

More fonts...

- ✓ Lobster
- Times New Roman
- Times
- Arial
- Ultra**
- Alegreya
- AMATIC SC
- Arial

Item
Rice
Fruits
Chicken
Snacks
Vegetables



The new look of your shopping list is below

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

## Font Size

You can resize your font by mentioning the font size. By default the size is 10, change it to 24 and see

Font settings: % .0 .00 123 ▾ Lobster ▾ 10 ▾

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

Font size dropdown menu options: 6, 7, 8, 9, 10, 11, 12, 14, 18, 24, 36



Font size has been changed into 24

<i>Shopping List</i>	
<i>Item</i>	<i>Taka</i>
<i>Rice</i>	<i>1000</i>
<i>Fruits</i>	<i>2000</i>
<i>Chicken</i>	<i>500</i>
<i>Snacks</i>	<i>1500</i>
<i>Vegetables</i>	<i>2000</i>

## Bold

Suppose you have used any regular font for your shopping list and you want to bold some specific words. Just mark the area and click on “B” from the menu bar

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



If we need to bold 'Item' and 'Taka'

\$	%	.0	.00	123	Times	10	<b>B</b>
C		D		E			
		Shopping List					
		Item	Taka				
		Rice	1000				
		Fruits	2000				
		Chicken	500				
		Snacks	1500				
		Vegetables	2000				

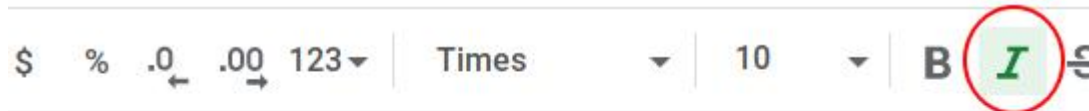
Bold text

Shopping List	
<b>Item</b>	<b>Taka</b>
Rice	1000
Fruits	2000
Chicken	500
Snacks	1500
Vegetables	2000



## Italic

To style a font like italic format mark the area and click on “/” from menu bar




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

## Border

Suppose you need a border over the area of your Shopping list. Mark the area then click on “Borders” from menu and select which border you want.



insert Format Data Tools Add-ons Help [All changes saved in Drive](#)

▼ \$ % .0 .00 123 ▼ Times ▼ 10 ▼ B I A ▼  ▼

B C D E F

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

A border will appear

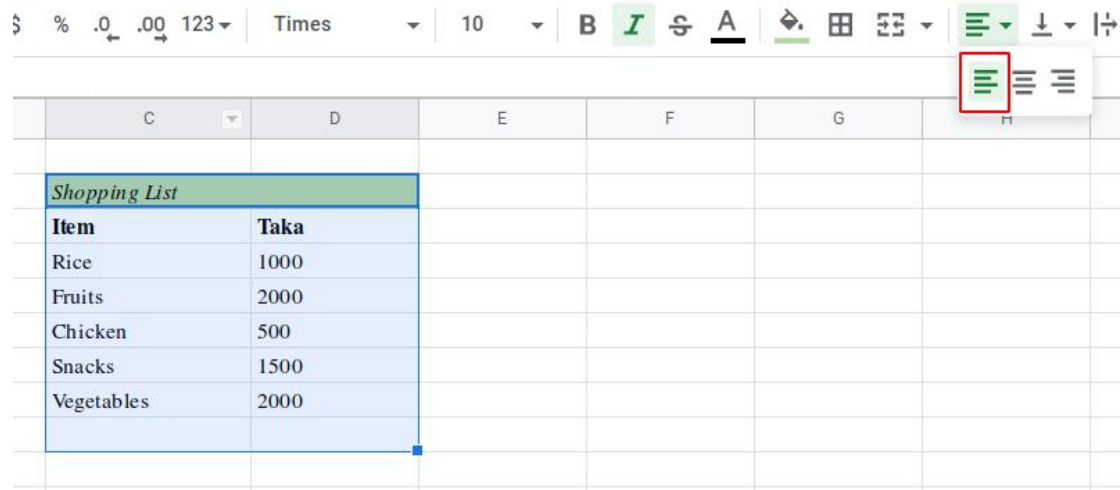
Shopping List	
Item	Taka
Rice	1000
Fruits	2000
Chicken	500
Snacks	1500
Vegetables	2000





## Alignment

You can align your text to left, middle or right according your list. Mark area and choose alignment



Look , the text of our shopping list goes from middle to left.

Send it to right

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