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.

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

Font size has been changed into 24

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

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** | _I_ |

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

Bold text

Shopping List	
Item	**Taka**
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
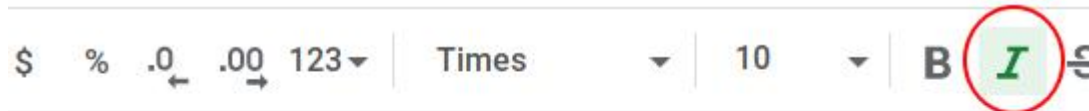
Border

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.

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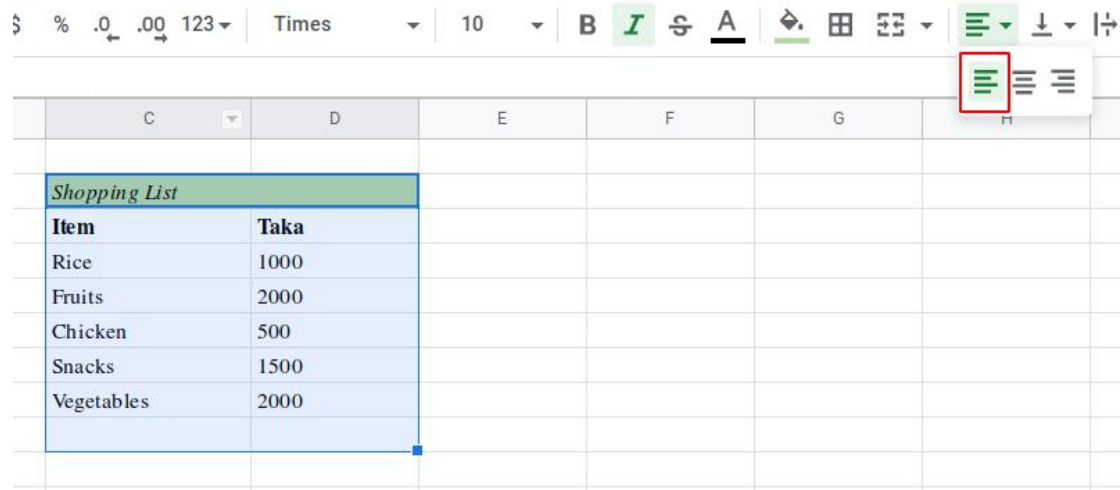
Look , the text of our shopping list goes from middle to left.

Send it to right