

SPREADSHEETS-3

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NUMBERS/DATES

- Spreadsheets can be used to store and manipulate numbers and dates. When entering numbers into a spreadsheet, it is important to format them correctly. For example, you should use a comma to separate thousands and a decimal point to separate whole numbers from fractional parts.

EXAMPLES

To format a number as a currency, select the cell and then click the Currency button on the toolbar.

To format a number as a percentage, select the cell and then click the Percentage button on the toolbar.

To format a number as a date, select the cell and then click the Date button on the toolbar.

CONTENTS

- Spreadsheets can also be used to store and manipulate text and other types of content. For example, you can use a spreadsheet to create a list of customers, track your inventory, or manage your project tasks.

EXAMPLES

01

To enter text into a spreadsheet, simply type it into the cell.

02

To insert a hyperlink into a cell, select the cell and then click the Hyperlink button on the toolbar.

03

To insert an image into a cell, select the cell and then click the Picture button on the toolbar.

ALIGNMENT

- You can use the alignment buttons on the toolbar to align the contents of a cell to the left, right, center, or justify them. You can also align the contents of a cell vertically to the top, bottom, or center.





EXAMPLES

- To center the contents of a cell, select the cell and then click the Center button on the toolbar.
- To justify the contents of a cell, select the cell and then click the Justify button on the toolbar.
- To align the contents of a cell vertically to the center, select the cell and then click the Center Vertically button on the toolbar.



BORDER EFFECTS

- You can use the border buttons on the toolbar to add borders to cells and ranges of cells. You can also use the border effects button to change the style, color, and thickness of borders.

EXAMPLES

1

To add a border to a cell, select the cell and then click the **Border** button on the toolbar.

2

To add a border to a range of cells, select the range of cells and then click the **Border** button on the toolbar.

3

To change the style of a border, select the border and then click the **Border Effects** button on the toolbar.

CREATE & EDIT

- To create a new spreadsheet, click the File menu and then select New > Spreadsheet. To edit a spreadsheet, simply double-click on the spreadsheet file.

EXAMPLES



To create a new worksheet in a spreadsheet, click the Insert menu and then select Worksheet.



To rename a worksheet, right-click on the worksheet tab and then select Rename.



To delete a worksheet, right-click on the worksheet tab and then select Delete.

END

