

Formatting 1

There are many ways that the appearance of a spreadsheet can be improved. This is called formatting. The data and text are not actually changed, just the way they appear on the sheet changes. Formatting should make the data in a spreadsheet easier to read. Inserting rows and columns, changing font size and colour, shading cells, formatting numbers and centring text are just some of the formatting features.

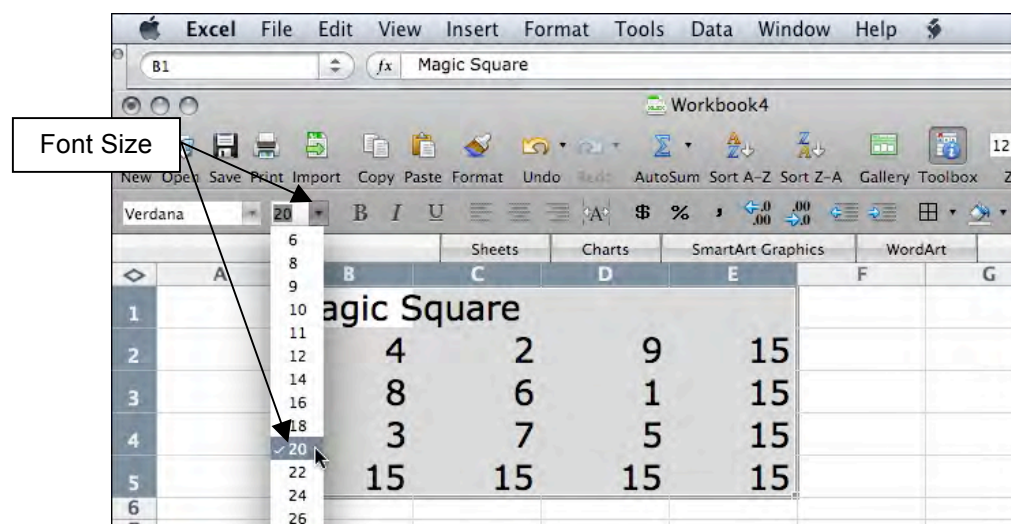
Most of the formatting options are available on the **Formatting** toolbar. If you have used Microsoft Word or PowerPoint you will probably be familiar with the buttons that format text size, style and colour.

You are going to format this spreadsheet below to look like that to the right.

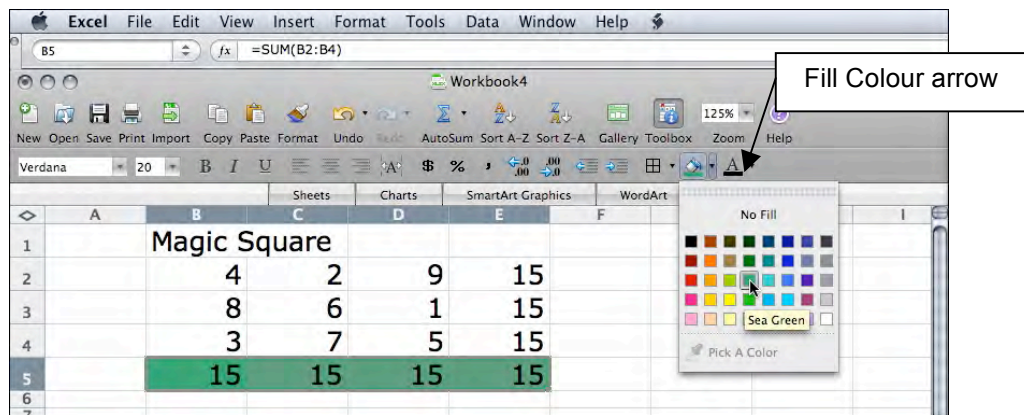
	A	B	C	D	E	F
1		Magic Square				
2		4	2	9	15	
3		8	6	1	15	
4		3	7	5	15	
5		15	15	15	15	
6						

	A	B	C	D	E	F
1		Magic Square				
2		4	2	9	15	
3		8	6	1	15	
4		3	7	5	15	
5		15	15	15	15	
6						

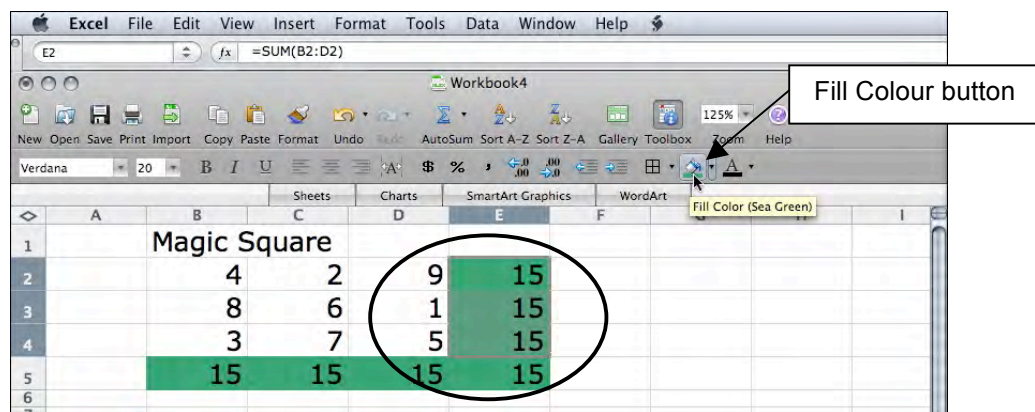
1. Open the file **Magic** created in the challenge for exercise 4 or create it now.
2. Highlight all the cells **B1:E5**, click the **Font Size** arrow in the **Formatting** Toolbar and click **20**.



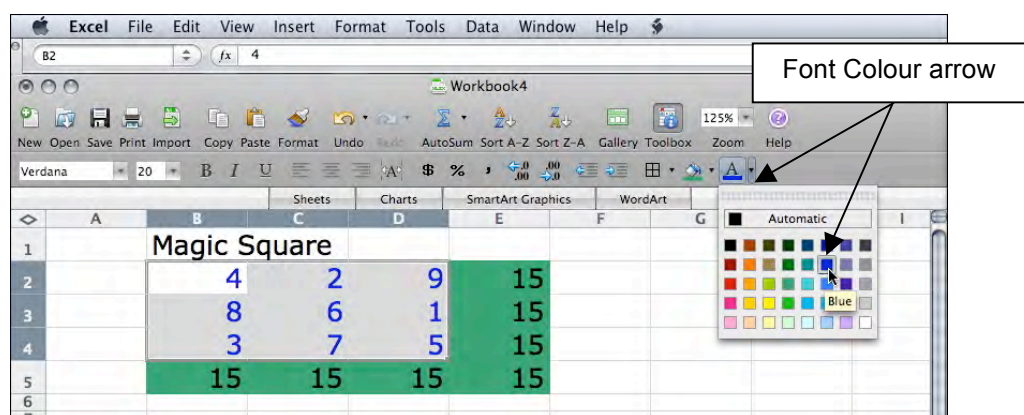
- Highlight the cells **B5 to E5** to be filled with colour, click on the **Fill Colour** arrows in the **Formatting** Toolbar and select a colour.



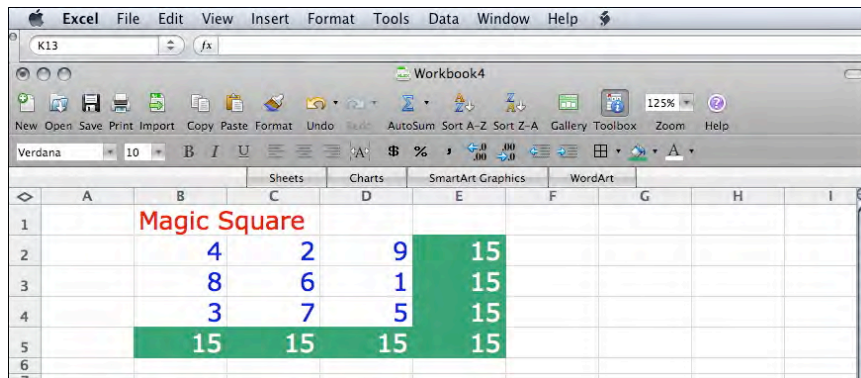
- Apply the same **Fill Color** to cells **E2 to E4**. You can click directly on the **Fill Colour** button to apply the same colour as before.



- Highlight the cells **B2 to D4** which are to have their font colour changed
- Click on the **Font Colour** arrow and select a **Blue** colour.

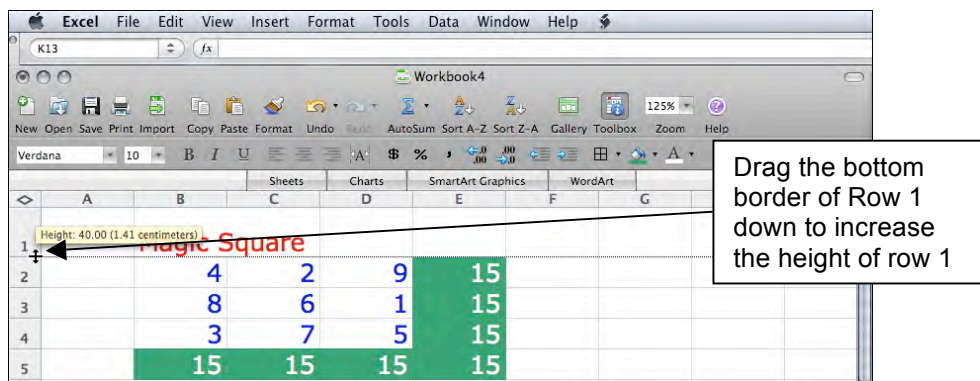


- Change the **Font colors** of other cells to match the picture below - remember the font color should be a contrasting color to the **Fill Color** so it is easy to read.



Column widths and row heights can be modified by dragging their borders.

- Move the mouse over the lower border of a row label until the pointer changes to a horizontal bar with vertical arrows. Click, hold and drag down to the required row height.



- Move the mouse over the right border of a column label until the pointer becomes a vertical bar with horizontal arrows. Click, hold and drag the border to adjust the column width.

