The Drawing Tools

Graphics can be used to enhance the appearance of spreadsheets. The DRAWING TOOLS can be used to create the graphics, or images can be imported from a file or online. In this chapter you will create the following spreadsheet. The logo at the top will be created using the DRAWING TOOLS and the pet sketches will be imported.
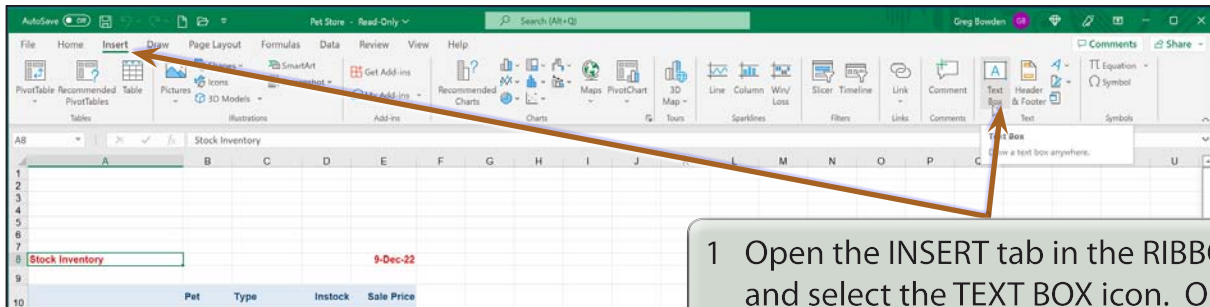

Opening the Prepared Template

A workbook has been prepared for you and it will need to be opened from the EXCEL 2022 SUPPORT FILES.

1   Load Microsoft Excel and click on the OPEN icon in the QUICK ACCESS TOOLBAR or select OPEN from within the FILE tab or FILE menu.

2   Access the EXCEL 20122 SUPPORT FILES folder and open the CHAPTER 10 folder.

3   Open the PET STORE template, selecting YES to the READ-ONLY dialogue box.
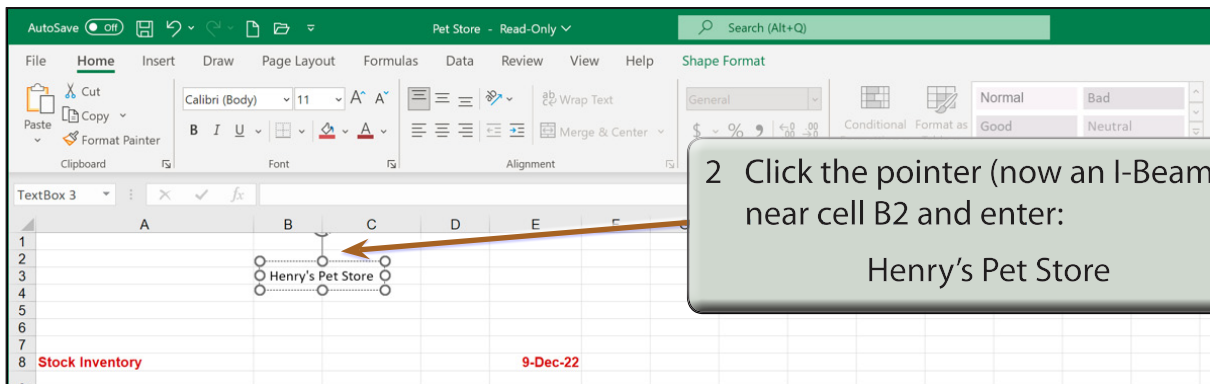
Creating the Logo

The TEXT BOX tool will be used to create the logo. The text created using the TEXT BOX tool is an object that can be moved anywhere over the worksheet.
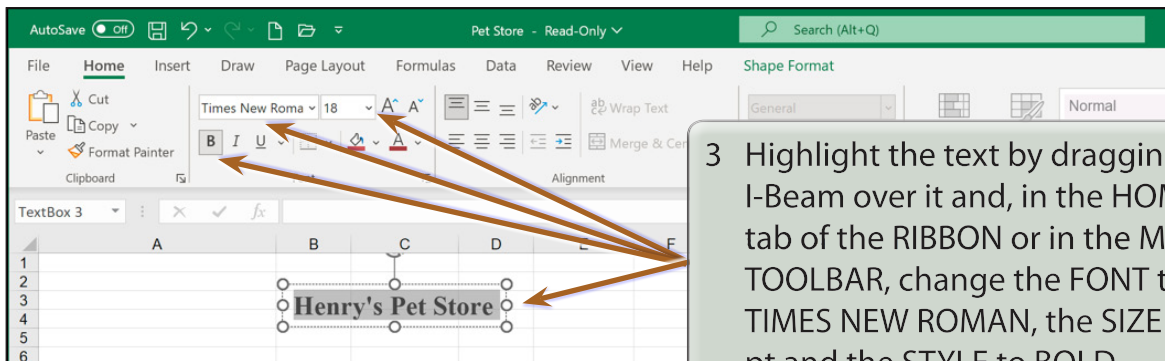
A   Inserting a Text Box

1   Open the INSERT tab in the RIBBON and select the TEXT BOX icon. On smaller screens you may have to click on the TEXT icon first.
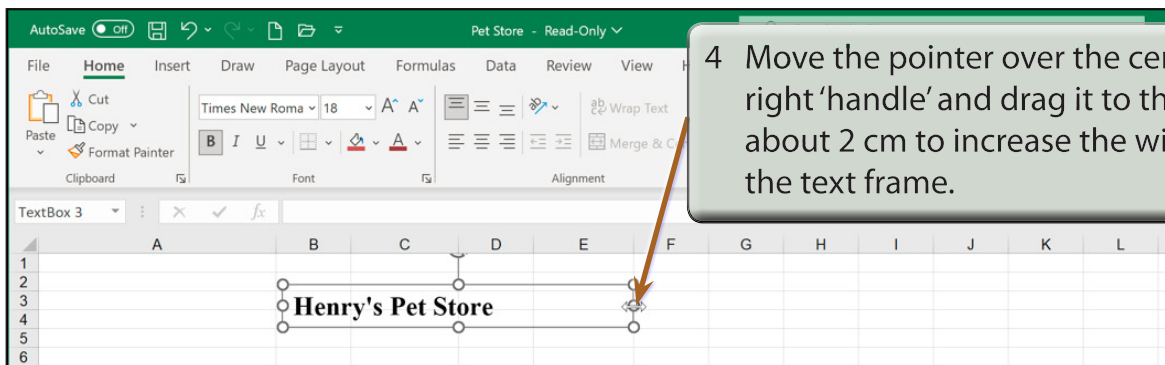

2   Click the pointer (now an I-Beam) near cell B2 and enter:

   Henry's Pet Store

NOTE: i   The text frame is not part of a cell.

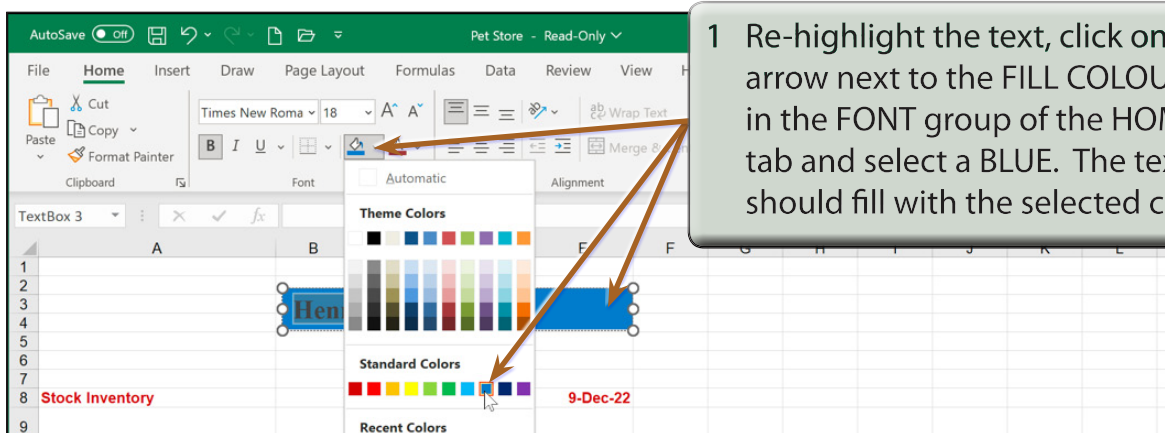   ii   The text frame will adjust in size as you enter the text.

3   Highlight the text by dragging the I-Beam over it and, in the HOME tab of the RIBBON or in the MINI TOOLBAR, change the FONT to TIMES NEW ROMAN, the SIZE to 18 pt and the STYLE to BOLD.
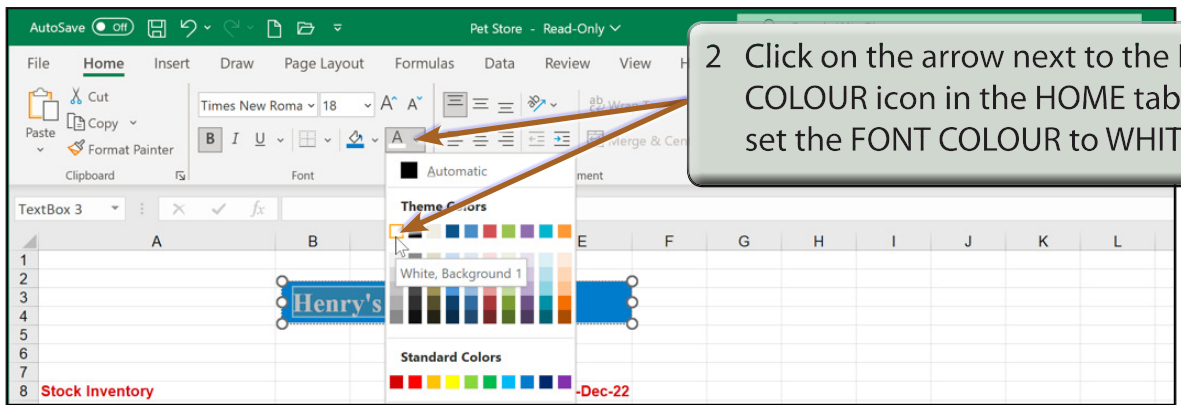

4   Move the pointer over the centre right 'handle' and drag it to the right about 2 cm to increase the width of the text frame.
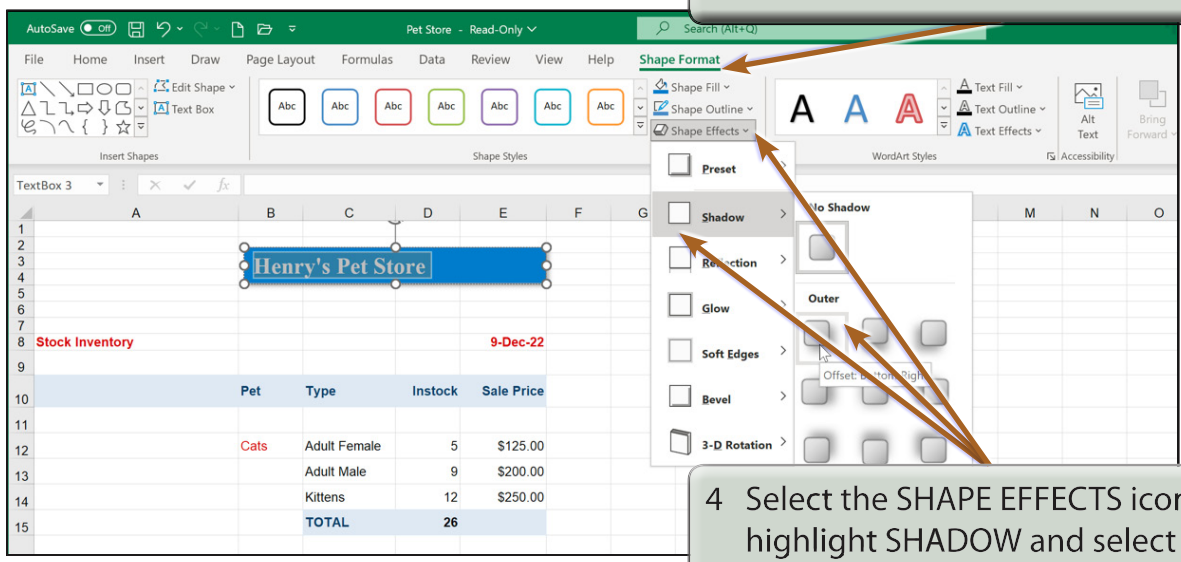
B   Adjusting the Text Box Shading

We can change the fill shading of the text box and the text colour.

1   Re-highlight the text, click on the arrow next to the FILL COLOUR icon in the FONT group of the HOME tab and select a BLUE. The text box should fill with the selected colour.

2 Click on the arrow next to the FONT COLOUR icon in the HOME tab and set the FONT COLOUR to WHITE.

3 To add a shadow to the text box click on the SHAPE FORMAT tab in the RIBBON.

4 Select the SHAPE EFFECTS icon, highlight SHADOW and select an OUTER shadow.

NOTE: You can click outside the text box to turn the 'handles' off to see how the shadow looks, then click back on the text box border to re-select it and change the shadow style if need be.