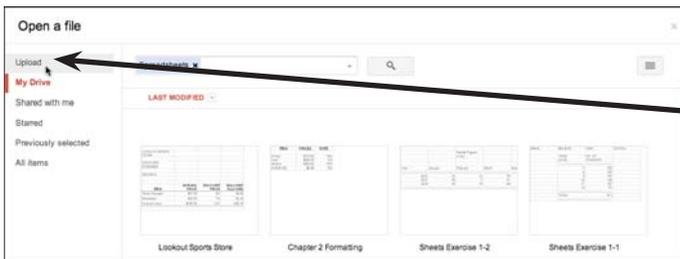


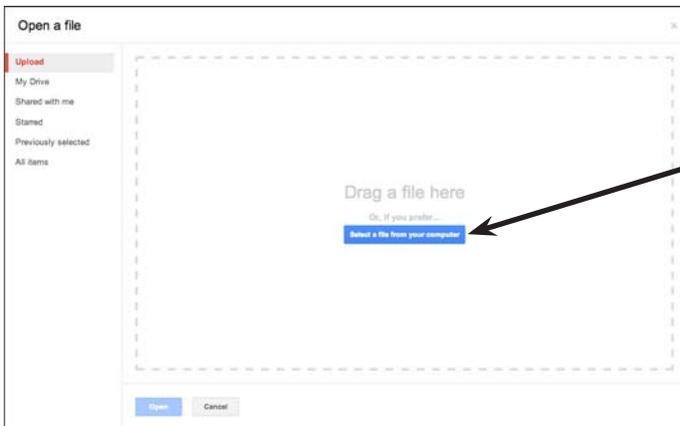
Further Formatting

To practice your formatting skills and to look at some different types of formats, an unformatted spreadsheet has been prepared for you. Its worksheet will display the income earned from agriculture by some countries.

- 1 Load Google Sheets.
- 2 Display the FILE menu and select OPEN.

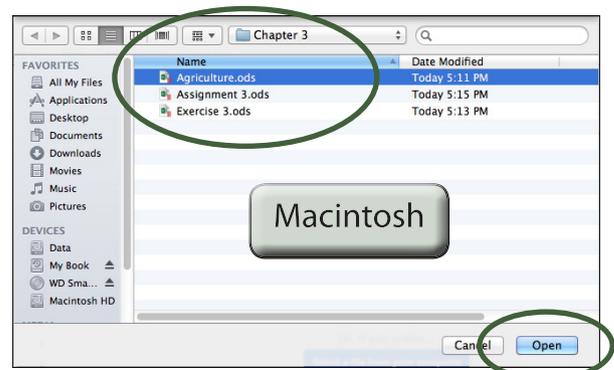
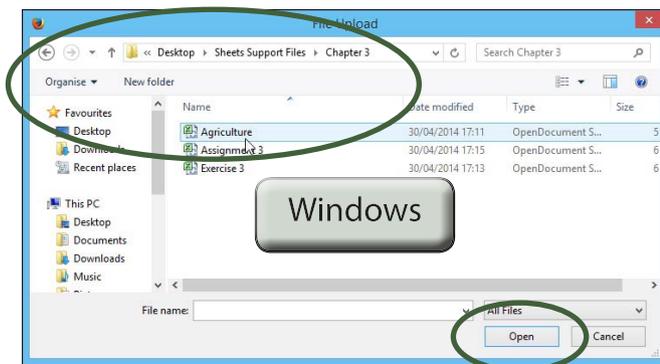


- 3 In the OPEN A FILE dialogue box click on the UPLOAD option.



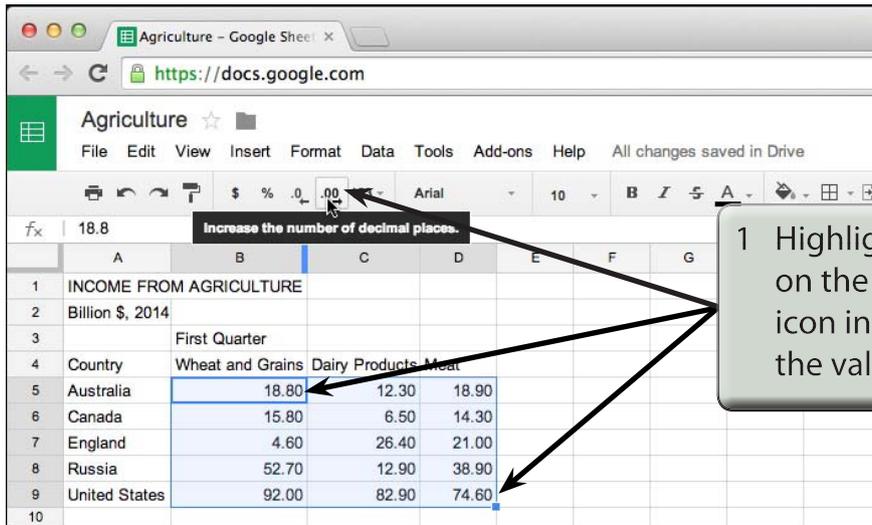
- 4 Click on the SELECT A FILE FROM YOUR COMPUTER button.

- 5 Access the SHEETS SUPPORT FILES, open the CHAPTER 3 folder and open the AGRICULTURE file referring to the following diagrams.



Formatting the Values

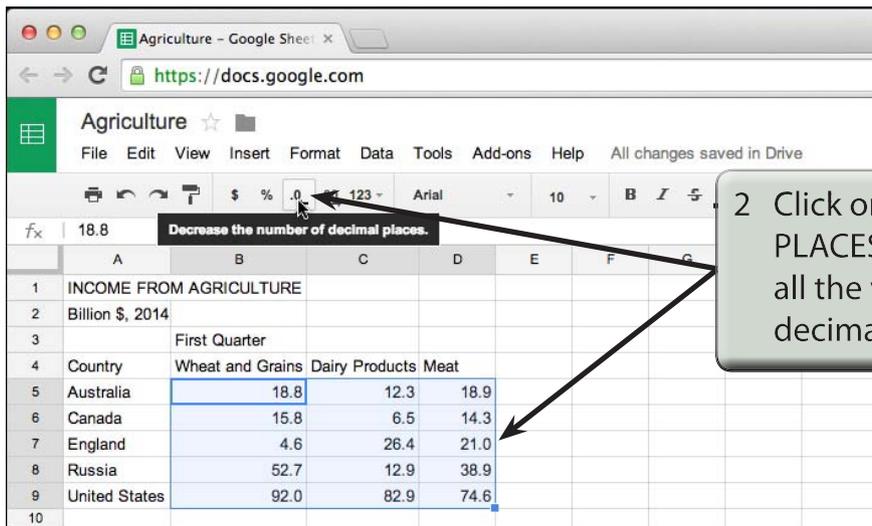
The values, which are fictitious, represent billions of dollars so we will just format the values to one decimal place. The Billion \$ label at the top of the sheet provides the unit.



1 Highlight cells B5 to D9 then click on the INCREASE DECIMAL PLACES icon in the TOOLBAR to increase all the values to two decimal places.

NOTE:

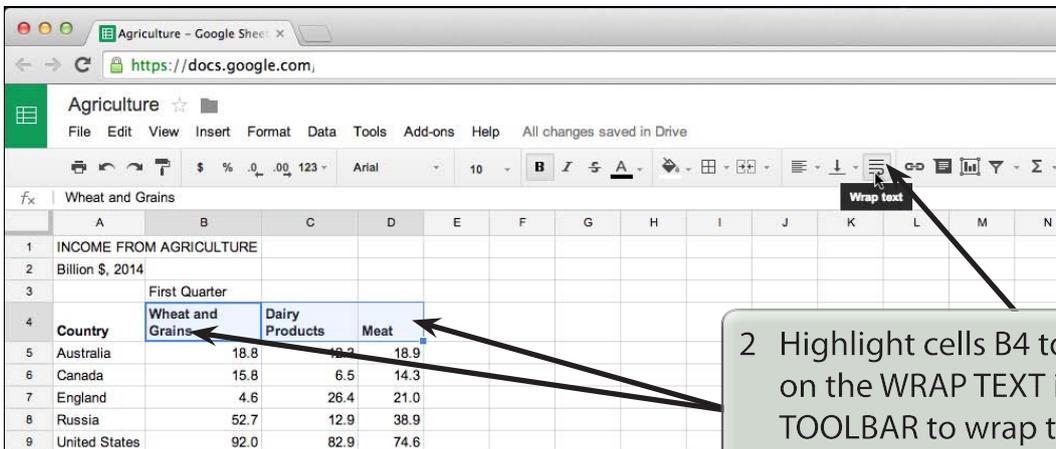
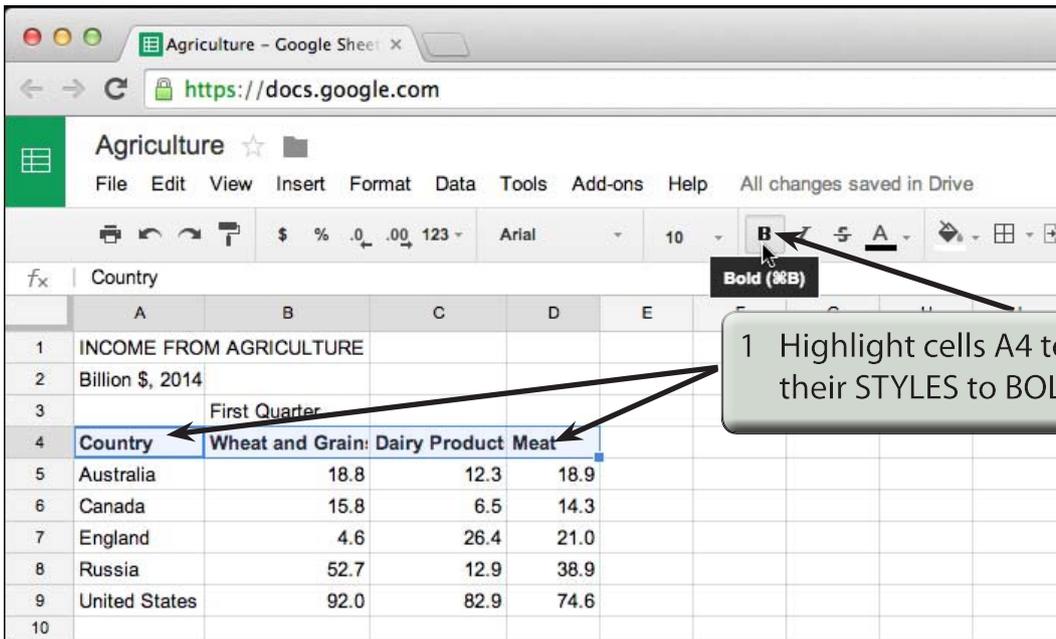
- i When you increase the decimal places of highlighted cells all the values are set to the highest number of decimal places.
- ii When you import files from other programs such as Microsoft Excel, extra icons are added to the TOOLBAR, such as the DECIMAL PLACES icons. CUSTOM DECIMAL PLACES from the MORE FORMATS section of the MORE FORMATS icon can also be used.



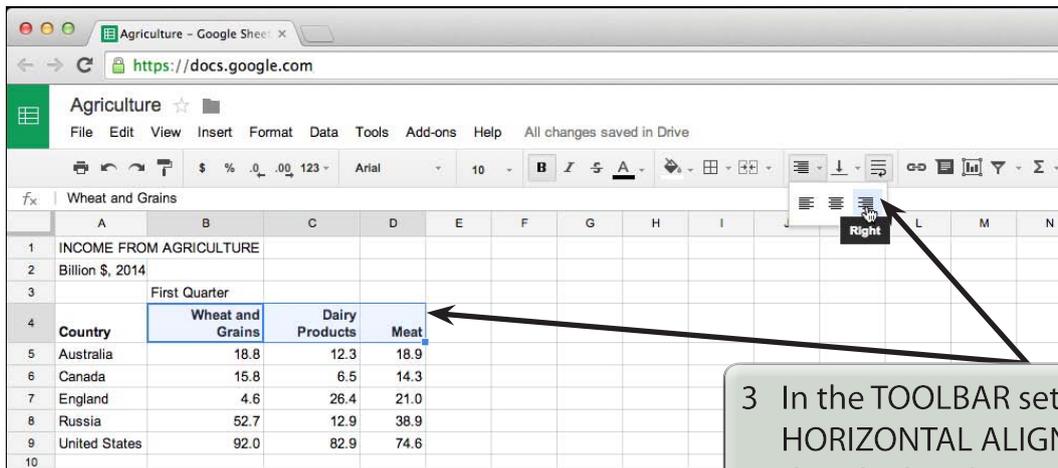
2 Click on the DECREASE DECIMAL PLACES icon in the TOOLBAR and all the values will be set to one decimal place.

Formatting the Table Headings

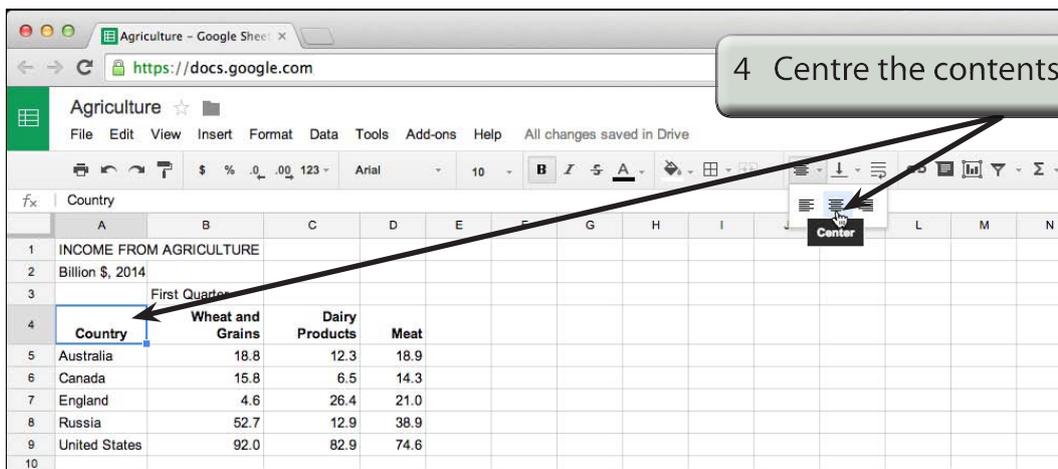
The table headings can be formatted to be wrapped within their cells.



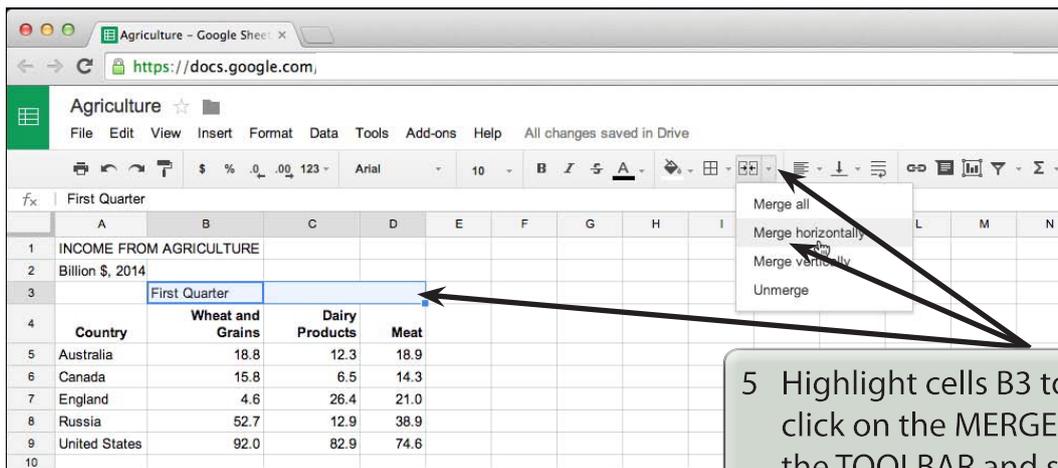
Learning Google Sheets



3 In the TOOLBAR set the HORIZONTAL ALIGN to RIGHT so that the headings are over their data.



4 Centre the contents of cell A4.



5 Highlight cells B3 to D3 then click on the MERGE icon arrow in the TOOLBAR and select MERGE HORIZONTALLY.