

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 clip art. In this chapter you will create the following spreadsheet. The logo at the top of the page will be created using the DRAWING TOOLS and the pet sketches will be imported.

Henry's Pet Store				
Stock Inventory			18-Apr-14	
Pet	Type	Instock	Sale Price	
	Cats	Adult Female	5	\$25.00
		Adult Male	9	\$20.00
		Kittens	12	\$15.00
		TOTAL	26	
	Dogs	Adult Female	15	\$35.00
		Adult Male	10	\$30.00
		Pups	18	\$25.00
		TOTAL	43	

Opening the Prepared Spreadsheet

A spreadsheet has been prepared for you and it will need to be opened from the SHEETS SUPPORT FILES.

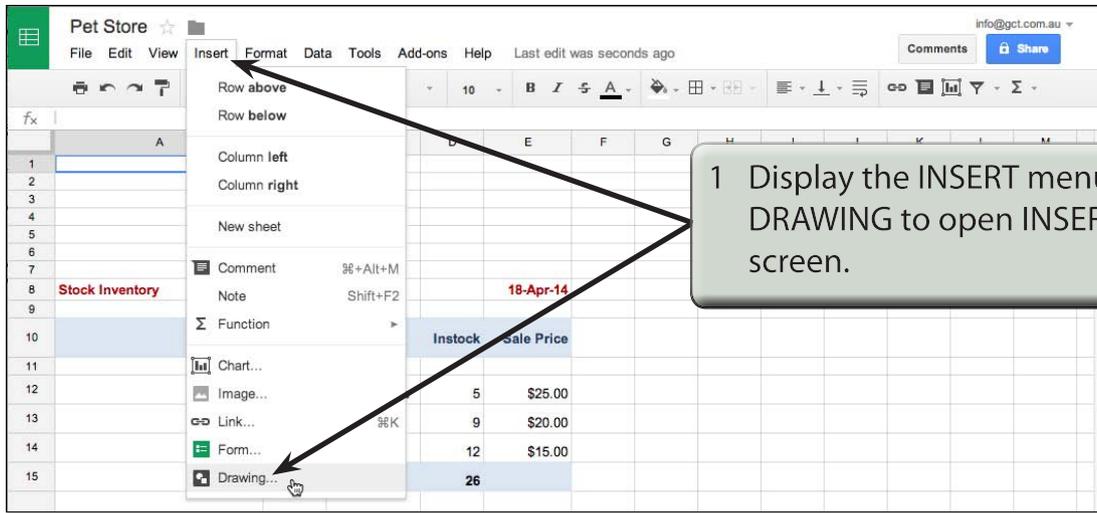
- 1 If you are starting a new session, load Google Sheets.
- 2 Display the FILE menu and select OPEN.
- 3 Click on UPLOAD followed by SELECT A FILE FROM YOUR COMPUTER.
- 4 Access the SHEETS SUPPORT FILES, open the CHAPTER 9 folder and load the file:

Pet Store

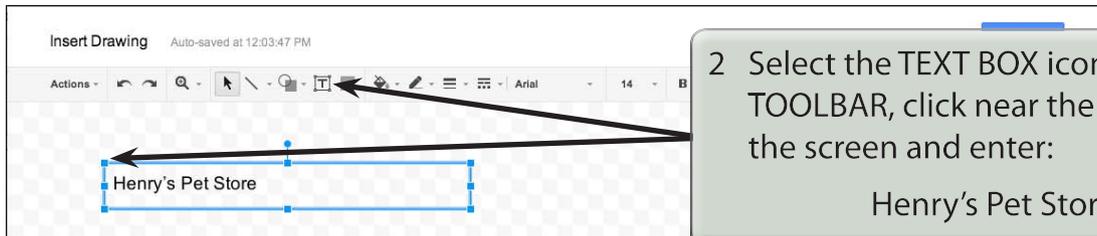
Creating the Logo

The TEXT BOX tool will be used to create the logo. The text box created using the TEXT BOX tool is an object that can be moved anywhere within the spreadsheet.

A Inserting a Text Box

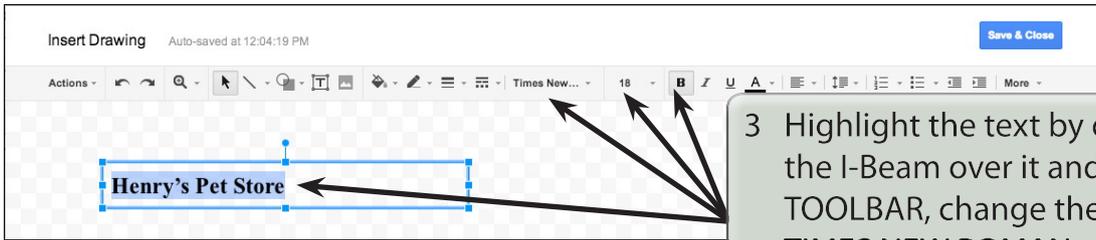


1 Display the INSERT menu and select DRAWING to open INSERT DRAWING screen.



2 Select the TEXT BOX icon in the TOOLBAR, click near the top left of the screen and enter:
Henry's Pet Store

NOTE: The text frame will not be part of any cell when it is placed in the spreadsheet.



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

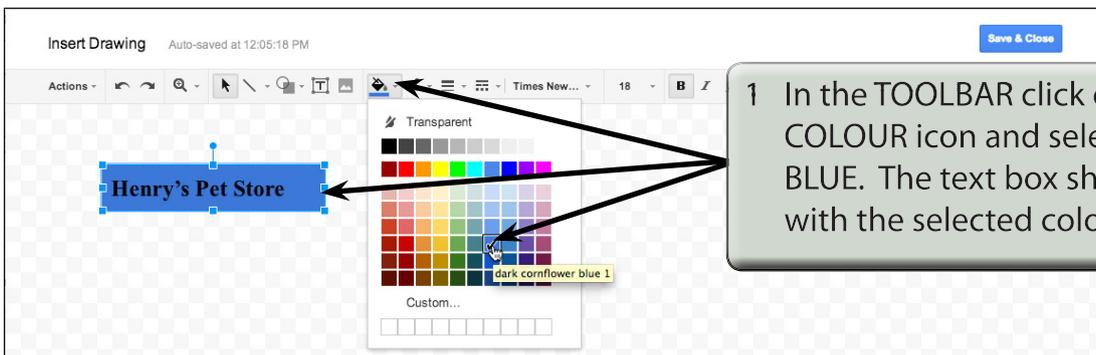
NOTE: If you are using a smaller screen some of the TOOLBAR icons will be available within the MORE icon.



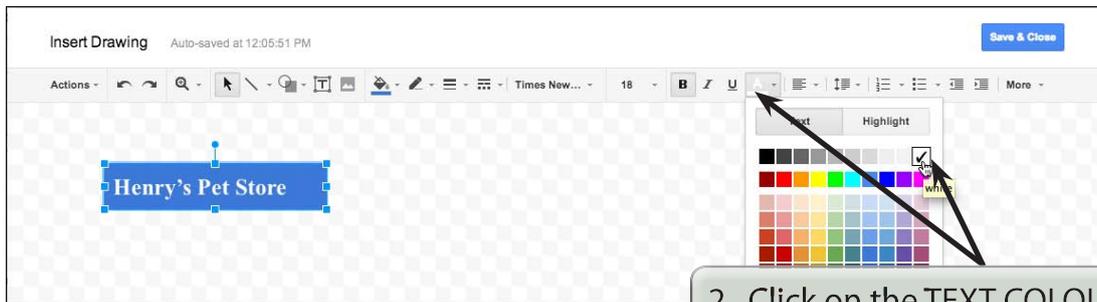
4 Move the pointer over the centre right 'handle' and drag it to the left to about 1 cm from the end of the text.

B Adjusting the Text Box Shading

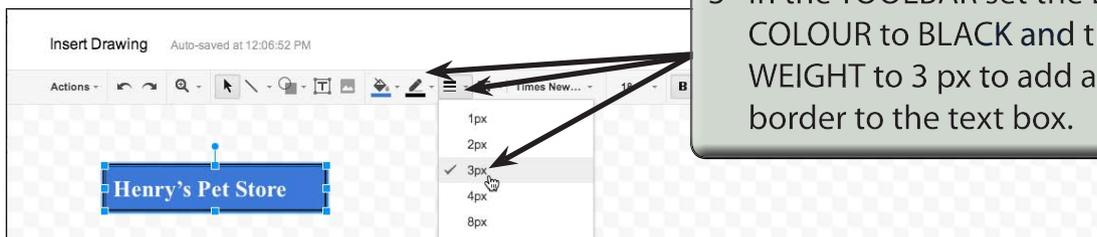
We can change the fill shading of the text box and the text colour.



1 In the TOOLBAR click on the FILL COLOUR icon and select DARK BLUE. The text box should fill with the selected colour.



2 Click on the TEXT COLOUR icon in the TOOLBAR and select WHITE to set the FONT COLOUR to WHITE.



3 In the TOOLBAR set the LINE COLOUR to BLACK and the LINE WEIGHT to 3 px to add a thick black border to the text box.

C Centring the Text

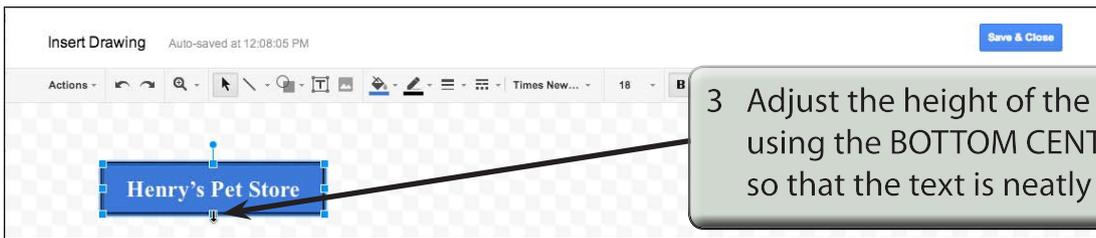
The text needs to be centred within the text box.



1 Click on the ALIGN icon in the TOOLBAR and select CENTRE to horizontally centre the text.

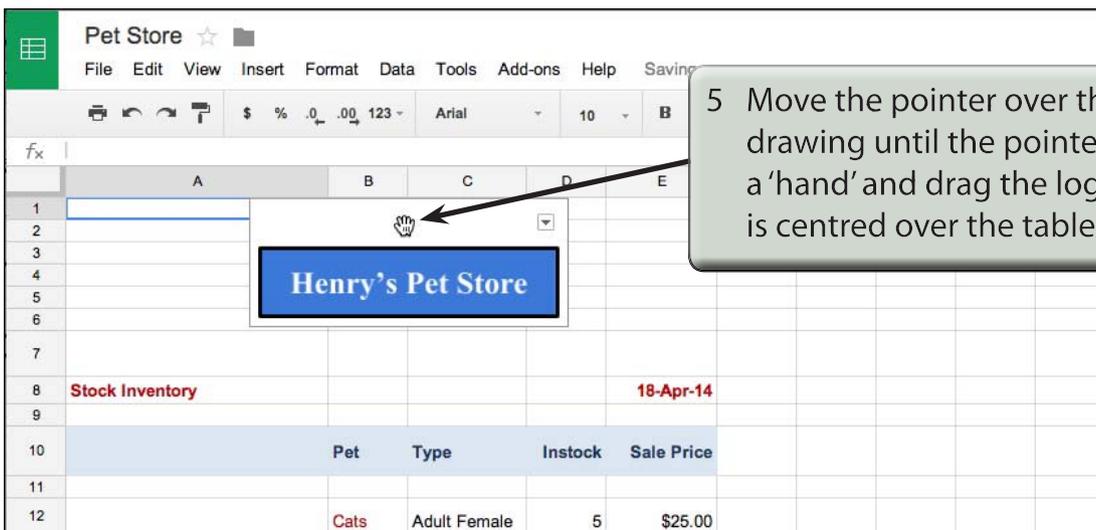


2 Click on the ALIGN icon in the TOOLBAR and select MIDDLE to vertically centre the text.



3 Adjust the height of the text box using the BOTTOM CENTRE handle so that the text is neatly displayed.

4 Click on the SAVE & CLOSE button at the top right of the INSERT DRAWING screen to place the drawing in the spreadsheet.



5 Move the pointer over the top of the drawing until the pointer changes to a 'hand' and drag the logo so that it is centred over the table.