Computer Times Supplement

Font Style & Size

Align Left, Align Center, and Align Right

Bold, Italics or Underline

Border Button

Font Color / Fill Color

Effective Formatting: Organizing a Worksheet

Spreadsheets are great for calculations and all sorts of numeric problems and can be used to easily solve all types of math problems. They also can be set up to organize information and present it in an easy-to-understand manner. Laying out a spreadsheet so that the reader can quickly recognize the information they need to know is important.

Some of the ways we can help people understand our spreadsheet is to carefully use font styles, font sizes, bold fonts, italic fonts, underlines, colored fonts, colored fills, and borders. In the picture above, please note where each of these buttons are located on the formatting toolbar.

The font styles, font sizes, bold fonts, italic fonts, underlines, align left, align center, align right, colored fonts in Excel work just like MS Word. The fill button applies color to the active cell or range. The border button is used to place lines or borders around important parts of a spreadsheet. Properly used, these lines or borders make a spreadsheet a lot easier to read.

To apply a border, highlight the cell or cells that you want to border. Click on the pull-down menu for borders and select the position and style of lines or borders you want to apply.

Once you use the border button a few times and see how it works, it is real easy to organize you spreadsheet with lines. Let's show you how with a few quick examples. If you need any help, please be sure to ask.

Applying Borders with the Border Button on the Formatting Toolbar

While you see gridlines on the Excel work screen, Excel defaults to print spreadsheets without the gridlines. Looking at all of the gridlines can be a distraction, however, some lines are a useful way to organize information and draw attention to parts of a worksheet. For example, a single line at the bottom of a column is often used to indicate that the number below the line is a sum.

To apply a border, simply highlight the cell or range of cells that you want to use lines on. When you select a group of cells for a border, Excel treats the entire selection as if it were a single cell. Applying borders with the **BORDER BUTTON** on the **HOME tab** is easy. Simply select the cell or cells you want the border around. BE SURE TO REMMBER THAT EXCEL WILL TREAT A RANGE OF CELLS AS ONE WHEN YOU SELECT YOUR BORDER.

Click on the pull-down arrow for the BORDER BUTTON on the **HOME tab**. Thirteen border options will appear. Select the one you want and Excel will apply that border style to the cell or cells you selected.

For today's assignment, please create the spreadsheets illustrated below. Be sure to read the box on the front of this handout that explains how to use the border button to apply borders.

	A	B	C	D
1	Comparison Test Scores			
2	By: Your Name			
3				
4	Test	Last Year	This Year	Change
5	Ag	52	51	=b5-c5
6	Art	59	61	Fill Down
7	Business	62	68	Fill Down
8	Cons Ed	58	61	Fill Down
9	English	56	58	Fill Down
10	History	51	53	Fill Down
11	Home Ec	58	61	Fill Down
12	Literature	55	61	Fill Down
13	Math	52	60	Fill Down
14	Music	51	51	Fill Down
15	Psych	53	58	Fill Down
16	Science	64	62	Fill Down
17	Soc Stdy	51	56	Fill Down
18	Tech	57	59	Fill Down
19	Reading	68	70	Fill Down
20	Writing	65	66	Fill Down
21	Vocab	58	61	Fill Down
22	Voc Ed	70	70	Fill Down

1. Enter the data shown on the right in a worksheet as illustrated.

2. Enter the formula shown in cell D5.

3. Fill this formula down as shown (**FILL** button on **HOME** tab above **EDITING** group).

4. Apply **BOLD** to the headings by highlighting the range **A1:D4** and clicking on the **BOLD** button on the formatting toolbar.

5. Apply a thin line to the top of the test score columns and a double line at the bottom. Highlight the range **A5:D22** and click on the **BORDER** button's pull-down menu. Select the border style with the thin line at the top and the double line at the bottom.

6. Spell check and proofread your work.

7. Save your file as **comparisonTests.**

	A	B	C	D	E
1	National Warehouse				
2	By: Your Name				
3					
4	Stock No	Item	Cost	Sell	Profit
5	MR235	Cable 1	2.99	5.29	=d5-c5
6	MR384	Cable 2	3.59	5.99	Fill Down
7	MR486	Cable 3	3.99	6.29	Fill Down
8	MR513	Cable 4	4.59	6.99	Fill Down
9	MR699	Cable 5	4.99	7.29	Fill Down
10	MR712	Cable 6	5.59	7.99	Fill Down
11	MR833	Cable 7	5.99	8.29	Fill Down
12	MR910	Cable 8	6.59	8.99	Fill Down
13	REN21	Jack 1	1.29	3.59	Fill Down
14	REN42	Jack 2	1.99	4.29	Fill Down
15	REN68	Jack 3	2.29	4.99	Fill Down
16	REN81	Jack 4	2.99	5.59	Fill Down
17	REN05	Jack 5	3.29	6.19	Fill Down
18	TR162	Plug 1	0.99	2.39	Fill Down
19	TR295	Plug 2	1.59	2.99	Fill Down
20	TR385	Plug 3	1.99	3.39	Fill Down
21	TR495	Plug 4	2.59	3.99	Fill Down
22	TR595	Plug 5	2.99	5.39	Fill Down
23	TR681	Plug 6	3.59	5.99	Fill Down
24	TR712	Plug 7	3.99	6.39	Fill Down
25	TR820	Plug 8	4.59	6.99	Fill Down
26	TR910	Plug 9	4.99	7.39	Fill Down

1. Enter the data shown on the right in a worksheet as illustrated.

2. Enter the formula shown in cell E5.

3. Fill this formula down as shown. (**FILL** button on **HOME** tab above **EDITING** group).

4. Apply **BOLD** to the headings by highlighting the range **A1:E4** and clicking on the **BOLD** button on the formatting toolbar.

5. Apply a thick border around all around the section of your worksheet with the stock information. Highlight the range **A5:A26** and click on the **BORDER** button's pull-down menu. Select the border style with the thick line all around the selection

6. Apply a thin border at the end of each stock item. Highlight the range **A12:E12** and click on the **BORDER** button's pull-down menu. Select the border style with the thin line at the bottom of your selection.

7. Highlight the range **A17:E17** and apply the thin border at the bottom of your selection.

8. Spell check and proofread your work.

9. Save your file as **nationalWarehouse**