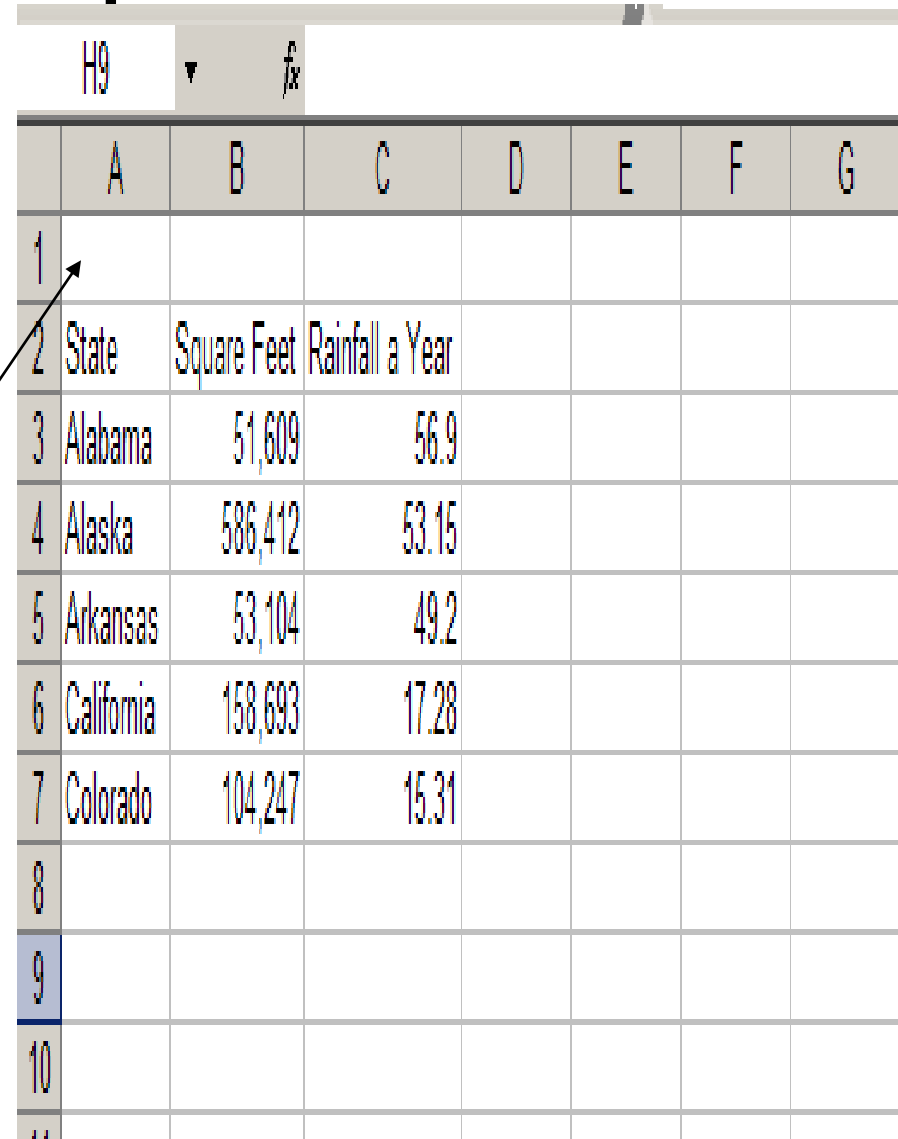


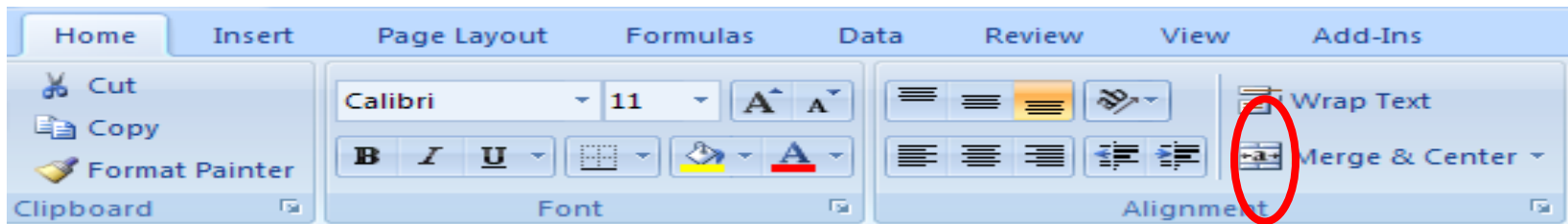
Formatting on a spreadsheet.

- Columns usually have a title because it makes the spreadsheet easier to read and understand.
- This spreadsheet needs a main title so people can know what the spreadsheet is about.



	A	B	C	D	E	F	G
1							
2	State	Square Feet	Rainfall a Year				
3	Alabama	51,609	56.9				
4	Alaska	586,412	53.15				
5	Arkansas	53,104	49.2				
6	California	158,693	17.28				
7	Colorado	104,247	15.31				
8							
9							
10							

- This is the merge and center tool.



- It lets you combine cells with one title or subject line.

- Click on a cell and type the information you want in it.
 - In the cell A1 type in the following information:
Yearly rainfall in the States
- When you are done, select the cells you want combined.
- So highlight cells A1-C1. Then click on the merge and center button.

	A	B	C	D	E	F	G	H	I	J	K
1	Yearly rainfall in the states										
2	State	Square Feet	Rainfall a Year								
3	Alabama	51,609	56.9								
4	Alaska	586,412	53.15								
5	Arkansas	53,104	49.2								
6	California	158,693	17.28								
7	Colorado	104,247	15.31								
8											
9											

This will set your data evenly among all your cells.

- Now that the spreadsheet has a main title for the rows and columns, let's make it easier to read by lining up the cells and rows.
- These are called the alignment tools.

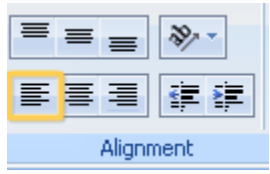


They let you align your data to the right, center or left of your spreadsheet.

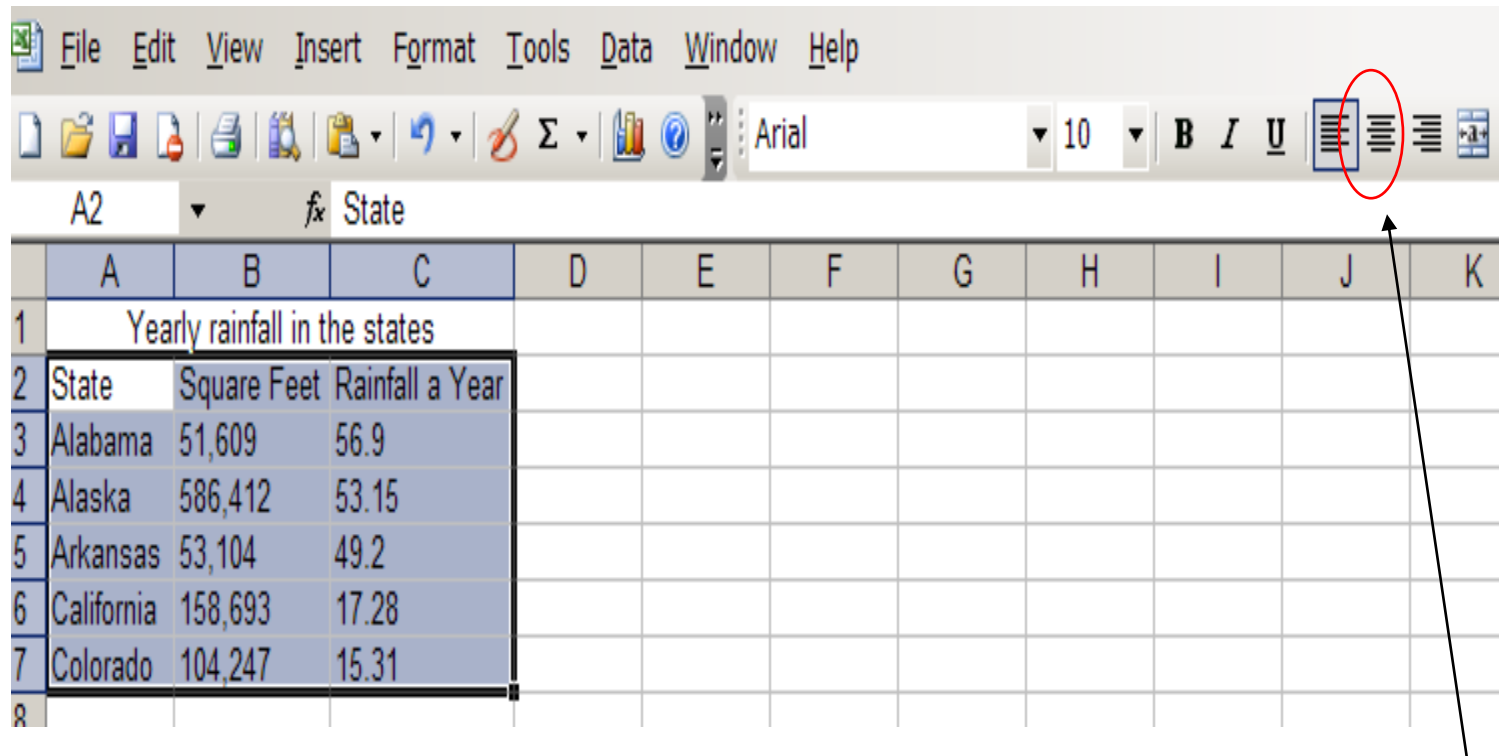


	A	B	C
1			Sales
2	Items	Price	Number
3	hat	\$10.98	
4	sweatshirt	\$29.63	
5	t-shirt	\$15.26	
6	program	\$25.32	
7			
8			
11			

alignment



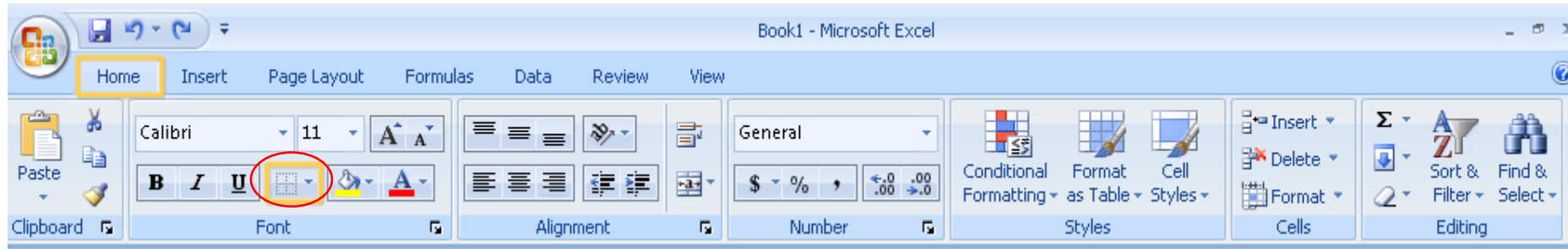
- To align your cells, click and highlight the cells you want to align. Then click on the alignment tool you want.



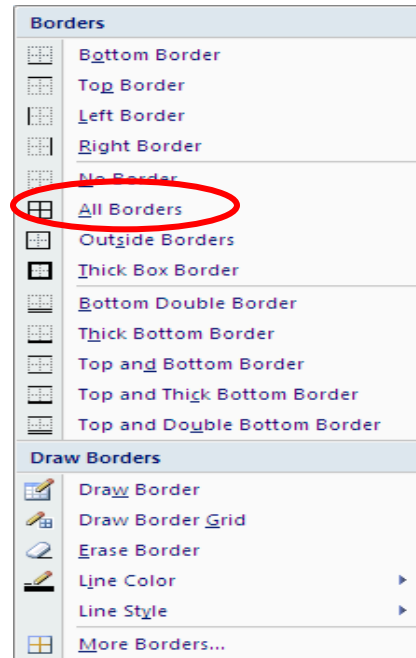
- So click and highlight cells A2 through C 7. Then click on the center alignment tool. Then click on any cell to remove the highlight and you will see your alignment.

Making a title stand out...

- To make a title or column stand out in your spreadsheet, you have to use the border tool.



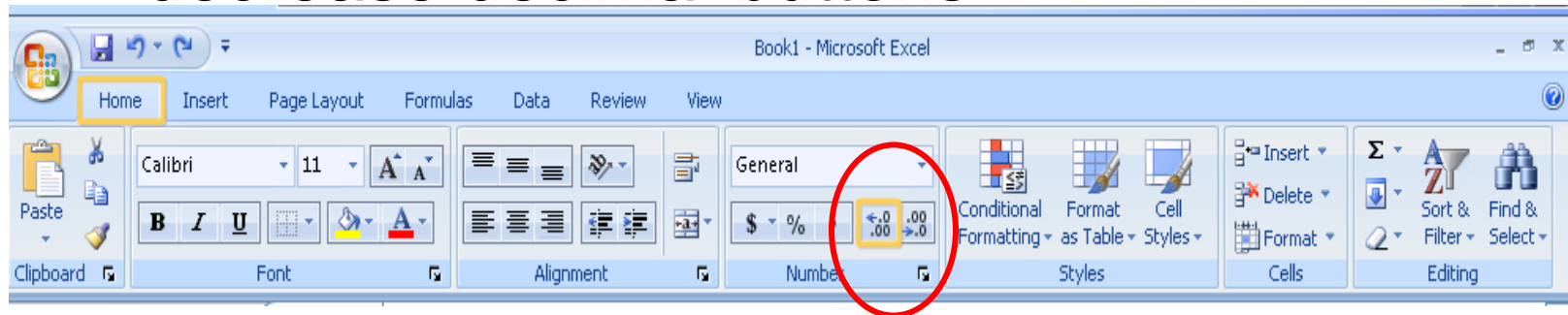
- To use the border tool, click and highlight the cells you want to stand out. Then click on the border tool and select the border you want.



- Select cells A 1-D1 and highlight them. Then click on the border tool and click the underline border.

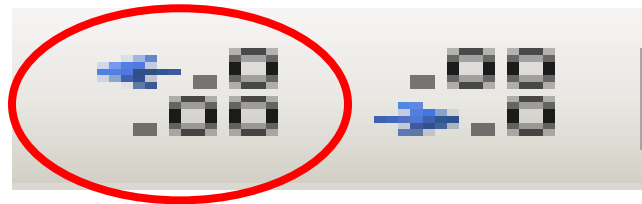
Great! Now we want to have the program round off our decimal numbers.

- In order to remove decimals and make numbers whole number we have to use the increase and decrease decimal buttons.

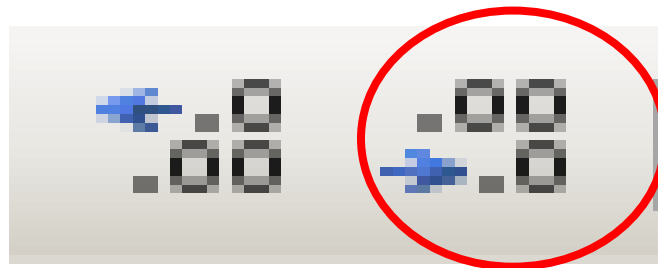


- Clicking them adds or removes decimals to your data one decimal at a time. Each time you remove a decimal the program rounds up the numbers in your data automatically.

- This button adds decimals to your number.



- This button deletes decimals from your number.

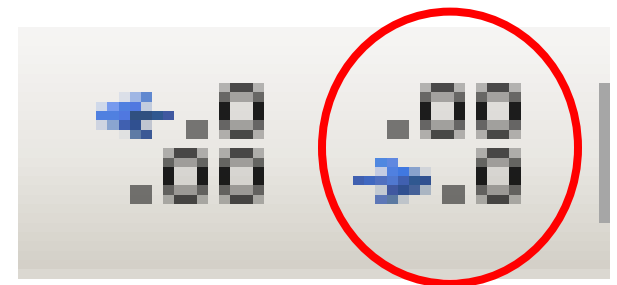


Let's try it!

- Select all the data in the total rainfall column.(c)

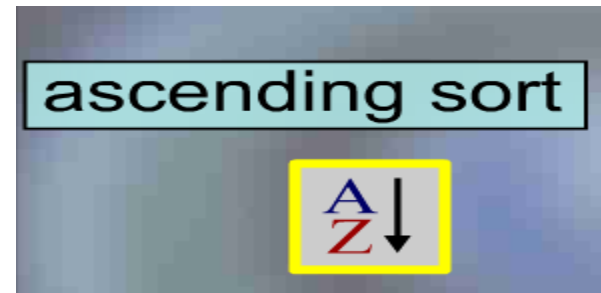
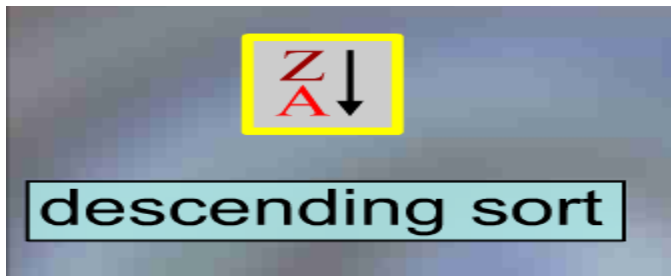
C3		fx 56.9	
A	B	C	D
Yearly rainfall in the states			
State	Square Feet	Rainfall a Year	
Alabama	51,609	56.9	
Alaska	586,412	53.15	
Arkansas	53,104	49.2	
California	158,693	17.28	
Colorado	104,247	15.31	

- Now, click on the decrease decimal tool to show only whole numbers.



Great! But what if we want to organize our data in alphabetical or numerical order?

- To organize your data in abc or number order you have to use the ascending or descending order tool.



- To use it simply click on the cell or groups you want to sort and highlight them. Then click on the ascending or descending tool.
- The ascending lets you sort from A-Z or smallest to largest.
- The descending lets you sort from Z-A or largest to smallest.

If you select a cell in the column all the other information will sort as well.

If you select only a group only that information will sort.

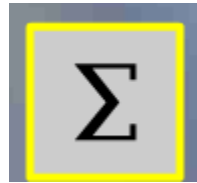
- Click on the cell a3 and highlight all the data from A3 to C 7. Then press the descending sort tool.

	A	B	C	D	E	F	G	H
1	Yearly rainfall in the states							
2	State	Square Feet	Rainfall a Year					
3	Alabama	51,609	57					
4	Alaska	586,412	53					
5	Arkansas	53,104	49					
6	California	158,693	17					
7	Colorado	104,247	15					
8								
9								

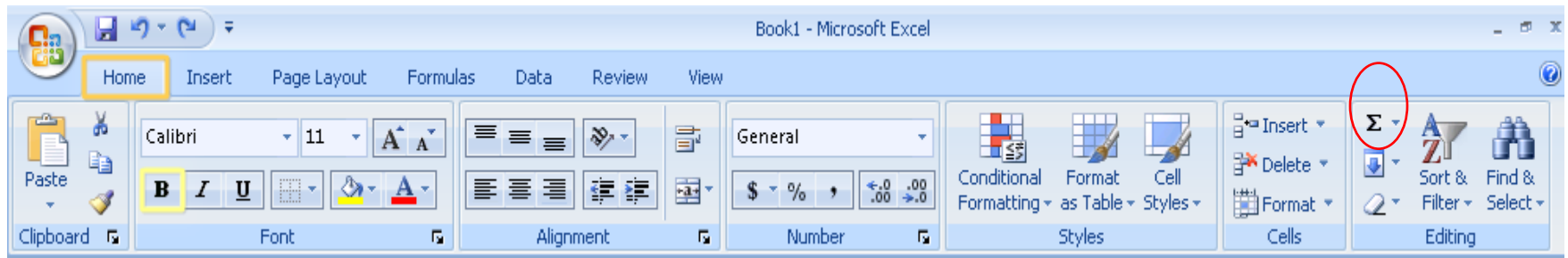


Great! Now how do we add up all our data?

- To add up your data you need to use the sum tool on your spreadsheet.



- To use it, select the cells you want to add then click on the sum tool.



- Now type the word total in cell A8. Then highlight cells B3-B7 and then click on the sum tool.

The screenshot shows the Microsoft Excel interface with the 'Home' ribbon selected. The spreadsheet contains the following data:

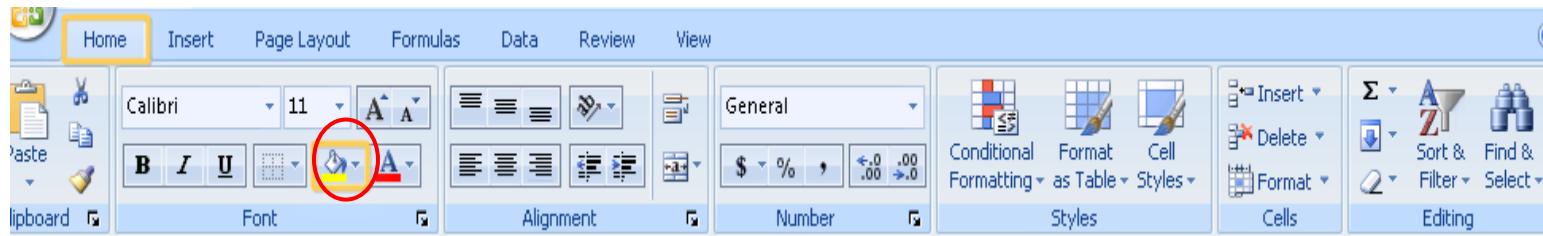
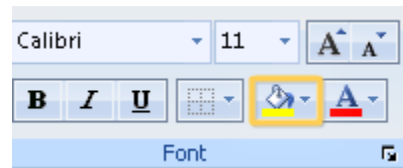
1	Yearly rainfall in the states						
2	State	Square Feet	Rainfall a Year				
3	Colorado	104,247	15				
4	California	158,693	17				
5	Arkansas	53,104	49				
6	Alaska	586,412	53				
7	Alabama	51,609	57				
8	total						

The 'Sum' button (Σ) in the 'Editing' group of the 'Home' ribbon is circled in red. An arrow points from the text below to cell A8.

Then do the same for columns c3-c7.

You want your totals to stand out.

- To make your totals stand out, you can add color. To add color you would use the fill tool.



- Highlight cells b8 and c8. Then click on the fill button and pick the color you want to use to make your totals stand out.

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I	Fill Color
1	Yearly rainfall in the states									
2	State	Square Feet	Rainfall a Year							
3	Colorado	104,247	15							
4	California	158,693	17							
5	Arkansas	53,104	49							
6	Alaska	586,412	53							
7	Alabama	51,609	57							
8	total	954,065	192							
9										
10										
11										

The formula bar shows the formula: $f_x = \text{SUM}(B3:B7)$. The fill color button in the ribbon is highlighted.