

Styling Spreadsheets

If you survived expedition 12, this should be easier and more fun by comparison. In this lesson, you will be working with colors and styles in a spreadsheet program.

First, download the sample spreadsheet associated with this lesson. Then follow the following steps.

ASSIGNMENT PART 1: Font Basics

Formatting text in a spreadsheet is exactly like formatting text in a word processing program. For the following, change some of the words on line #1. NOTE: You can use multiple effects on the same word. Do the following:

One word – make it bold

One word – make it italicized

One word – change the font size

One word – change the type of font (font face)

One word – insert a special character, like a copyright sign

One word – underline

ASSIGNMENT PART 2: Styling Font

For the word “total” do the following

COLORED FONT

Change the color of the word “Total” to blue or green

At the top of the page, change color, or edit cell, select “font effects” and “font color”

UPPERCASE

Click “Format” then “Change Case” and select “Uppercase”

FANCY FONT

Format the cell – Under “font effects” select “outline”

BORDER

Using the same selection, add a border of 2.5 pixels, and make the border go all around the cell

CENTER

Using the same selection, select “alignment” and center the words

ROTATE

Same format – select “alignment” and rotate the text 30 degrees

ASSIGNMENT PART 3: Format Numbers

On a spreadsheet, you sometimes have to choose how the number will appear. You can switch between percents, currency (dollars), and regular numbers.

PERCENT

Right-click the number under “tax rate”, select “format cells”, and select “numbers”

Choose “percent” under category, and select one of the options

CURRENCY

Select column “B” by clicking on the letter. Right-click and select “format cells”

Select “Numbers” and then “Currency”. Do the same with columns F and G.

ASSIGNMENT PART 4: Background Colors

WHOLE SHEET

Select the whole sheet by clicking on the box above row 1, and to the left of column A.

At the top, click “Format” and then “Cells”

Select “Background” and choose a light yellow background color.

ROW

Click on row #13. Right-click and select “format cells”. Choose background and make this row a pale blue.

COLUMN

Click on column G. Color this a pale green.

CELL

Click on cell G13. Color it a pale red or pink. Make the text in that cell bold.

Give that cell a border. Make it red with a width of 2.5 pts.

ASSIGNMENT PART 5: ADD-INS

HYPERLINKS

Cell H15 needs to be a hyperlink. To do this, you cannot just cut and paste. Here's how to insert a link.

Click on cell H15, then at the top, click “insert”. Then select “hyperlink”

For the target, place the following:

http://en.wikipedia.org/wiki/List_of_culinary_vegetables

Change the “text” to the word “Veggies”

Click “apply” or “ok” to make the text a link

GRAPHICS

You need to put a graphic in cell C15. One has been provided for you named veggies.gif.

Click in cell C15. Click on “Insert” at the top and select “Picture” and “From File”

Select the picture that is desired, and insert it.

ASSIGNMENT PART 6: WIDTH AND HEIGHT

Columns

For each column, you will need to optimize row width and height

You can select the entire table by selecting the cell above the numbers

Select “format”, then “column” and “optimal width”

Add 0.2” to each cell and click OK

Rows

While all the cells are still selected, select “format”, then “row” and “optimal height”

Add 0.1” to each cell and click OK

BONUS

Turn column E into a pie chart for extra credit!!!

ASSIGNMENT PART 7: EXPORT

Export the spreadsheet as a pdf file.

Click on “File”

Select “Export as PDF”

Make sure the range is set to “all”... the rest is probably fine.

Click “Export”

Name it X13.pdf

Email it to dlowe@libertyacademycs.org – subject X13A