

The Drawing Tools

Graphics can be used to enhance the appearance of spreadsheets. The DRAWING TOOLS can be used create the graphics or graphics 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		1 Dec, 2007		
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 Template

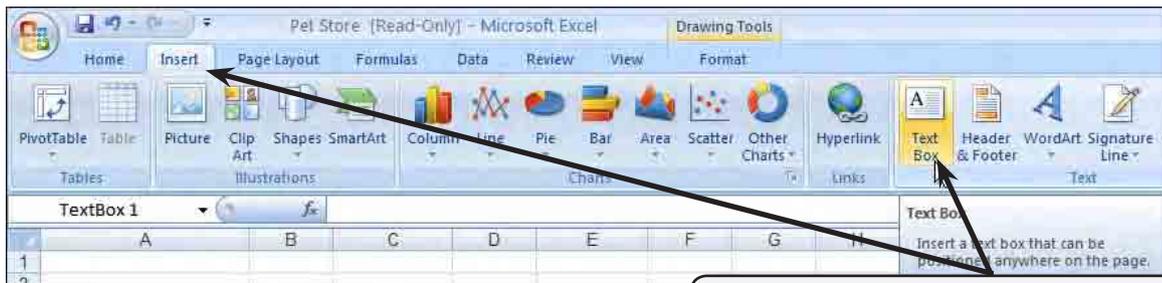
A spreadsheet has been prepared for you and it will need to be opened from the Excel 2007 Support Files.

- 1 Load Microsoft Excel 2007 and click on the OPEN icon in the QUICK ACCESS TOOLBAR or in the OFFICE BUTTON.
- 2 Access the EXCEL 2007 SUPPORT FILES folder and open the CHAPTER 9 folder.
- 3 Open the PET STORE template, selecting YES to the READ-ONLY dialogue box.

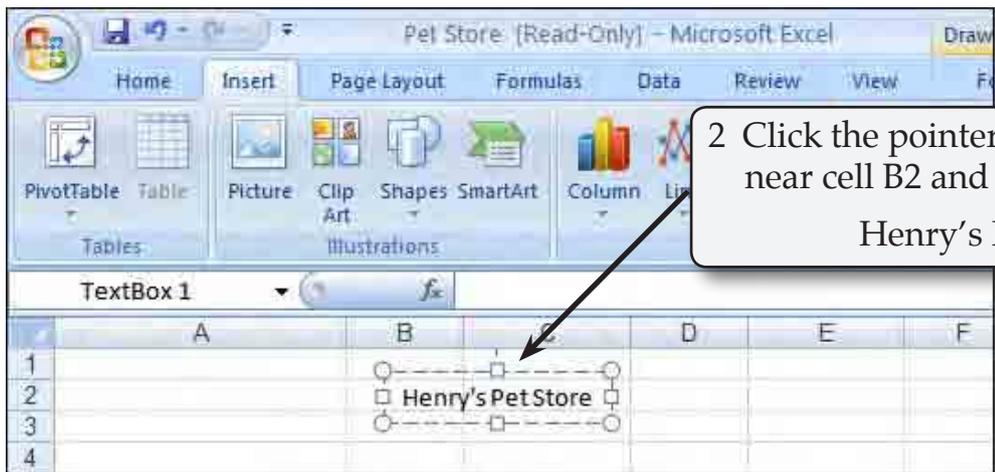
Creating the Logo

The TEXT BOX tool will be used to create the logo.

A Inserting a Text Frame



1 Open the INSERT tab in the RIBBON and select the TEXT BOX tool.



2 Click the pointer (now an I-Beam) near cell B2 and enter:
Henry's Pet Store

NOTE:

- i The text frame is not part of a cell.
- ii The text frame will adjust in size as you enter the text.



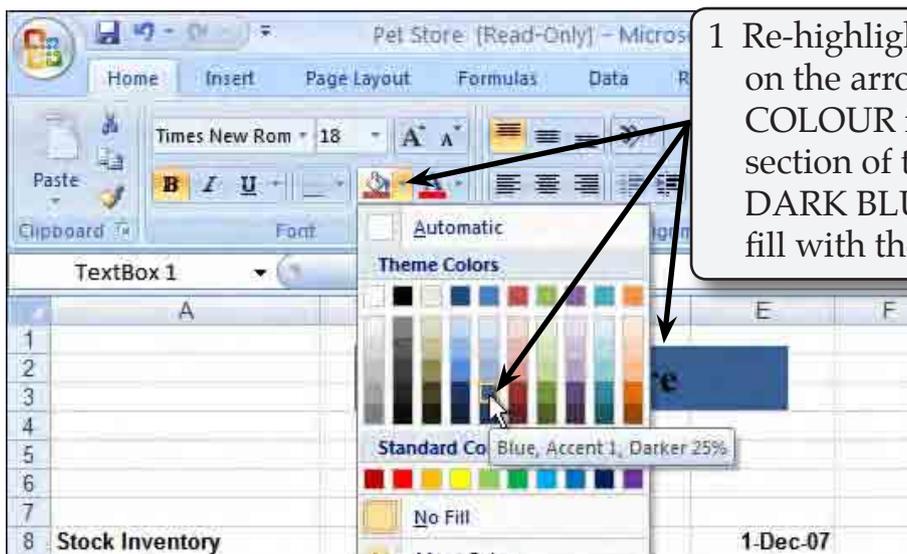
3 Highlight the text by dragging the I-Beam over it and, in the HOME tab of the RIBBON, change the FONT to TIMES NEW ROMAN, the SIZE to 18 POINT and the STYLE to BOLD.



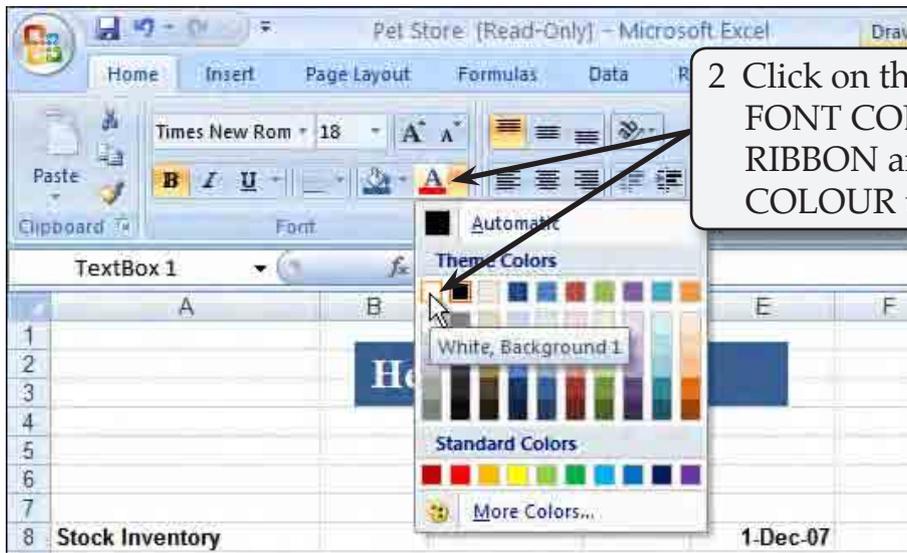
4 Move the *pointer* over the centre right 'handle' and drag it to the right a little to increase the width of the text frame.

B Adjusting the Text Box Shading

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



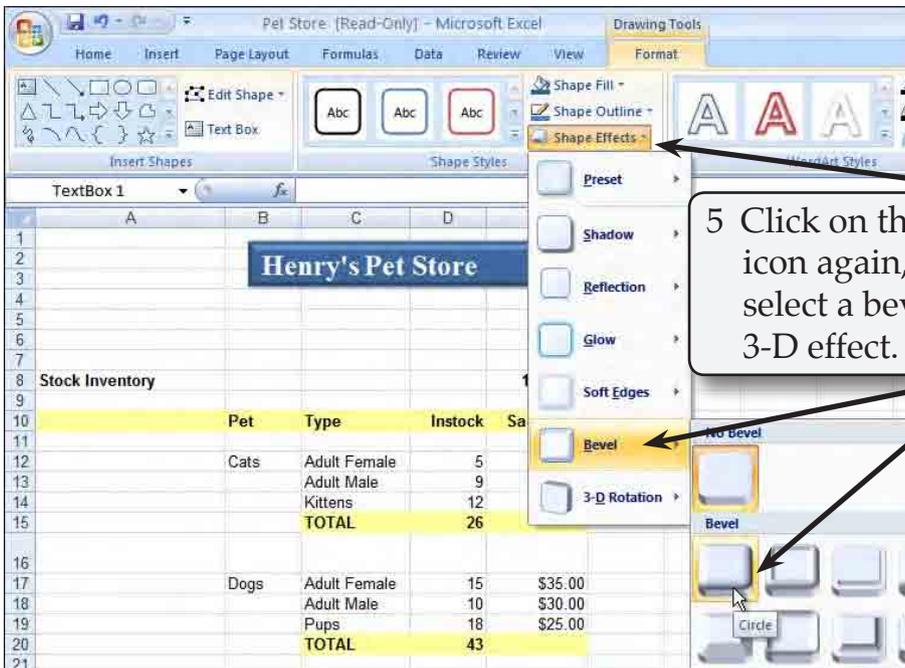
1 Re-highlight the text and click on the arrow next to the FILL COLOUR icon in the FONT section of the RIBBON and select DARK BLUE. The text box should fill with the selected colour.



3 To add a shadow to the text box open the DRAWING TOOLS' FORMAT tab in the RIBBON.



NOTE: You can click outside the text box to turn the 'handles' off to see how the shadow looks, then click back on the text box to re-select it and change the shadow style if need be.



Centring the Text

The text needs to be centred in the text box.

