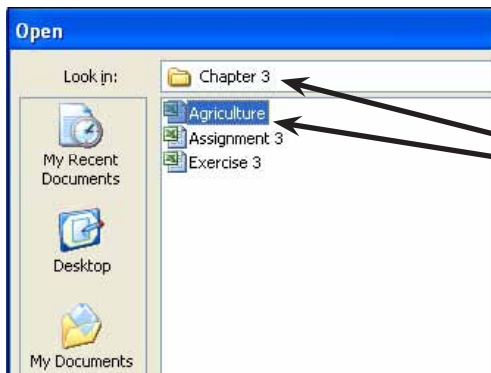


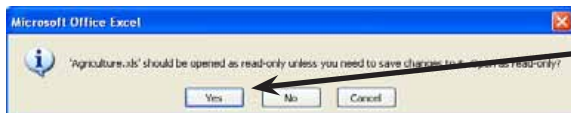
## Further Formatting

To practice your formatting skills and to look at some different types of formats an unformatted workbook has been prepared for you. Its worksheet will display the income earned from agriculture by some countries.

- 1 Load Microsoft Excel 2010 or close the current workbook.
- 2 Click on the OPEN button in the QUICK ACCESS TOOLBAR or from within the FILE tab.



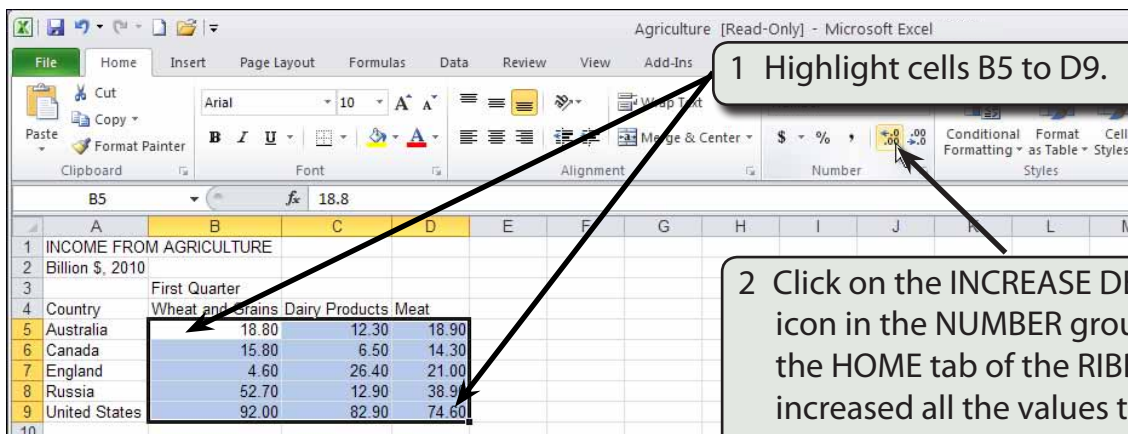
- 3 Access the CHAPTER 3 folder of the EXCEL 2010 SUPPORT FILES and open the AGRICULTURE file.



- 4 Select YES to the READ-ONLY message. This will ensure that you won't be able to save over the original document.

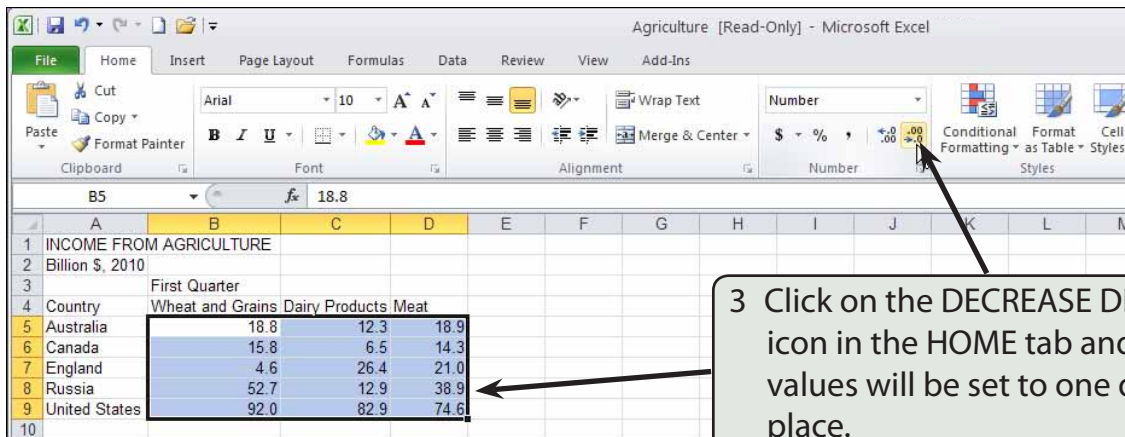
## Formatting the Values

The values, which are fictitious, represent billions of dollars so we will just format the values to one decimal place. The Billion \$ label at the top of the sheet provides the unit.



- 1 Highlight cells B5 to D9.

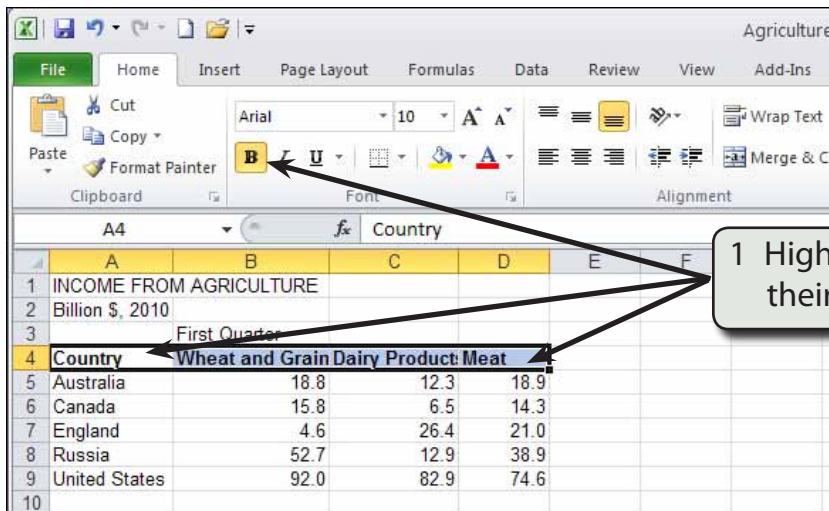
- 2 Click on the INCREASE DECIMAL icon in the NUMBER group of the HOME tab of the RIBBON to increased all the values to two decimal places.

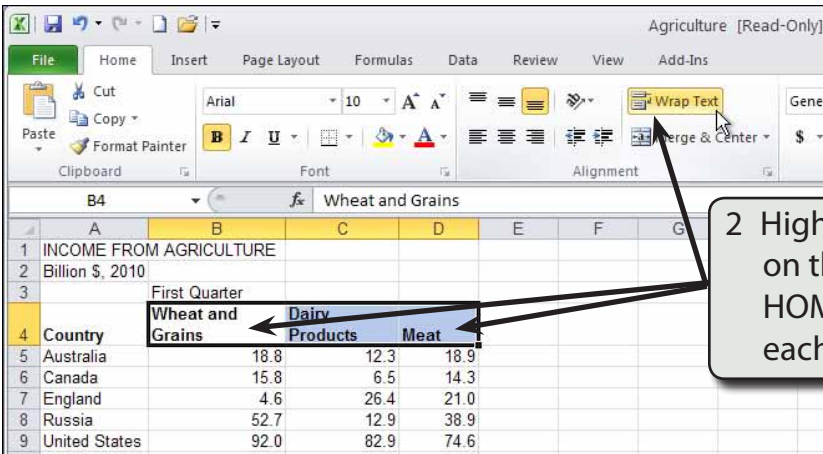


**NOTE:** When you increase the decimal places of highlighted cells all the values are set to the highest number of decimal places.

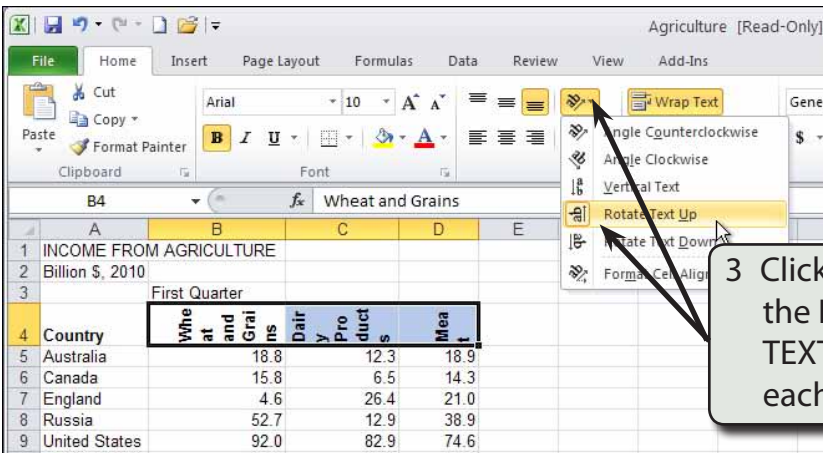
## Formatting the Table Headings

We can format the table headings to be vertical within their cells.



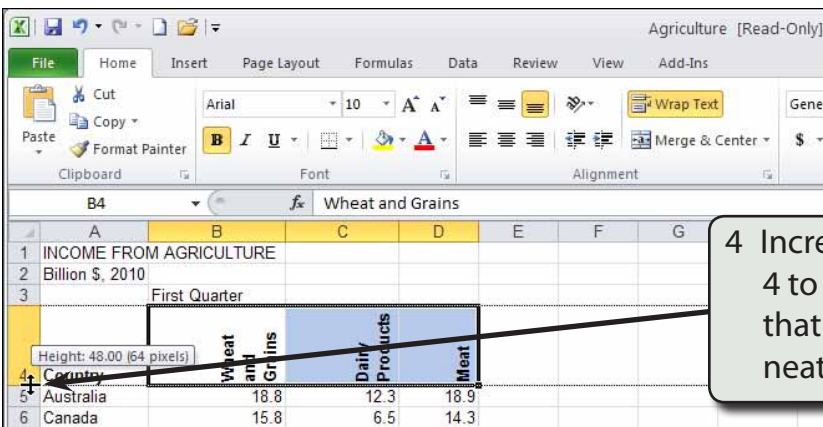


2 Highlight cells B4 to D4 and click on the WRAP TEXT icon in the HOME tab to wrap the text within each cell.

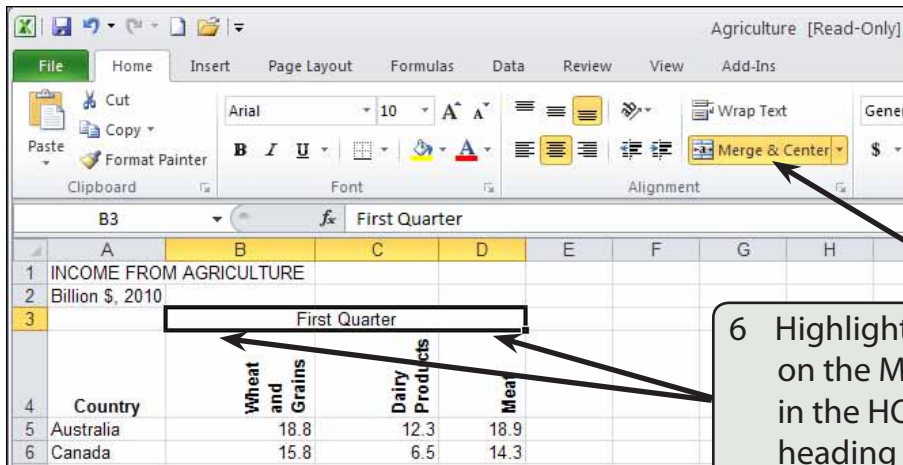
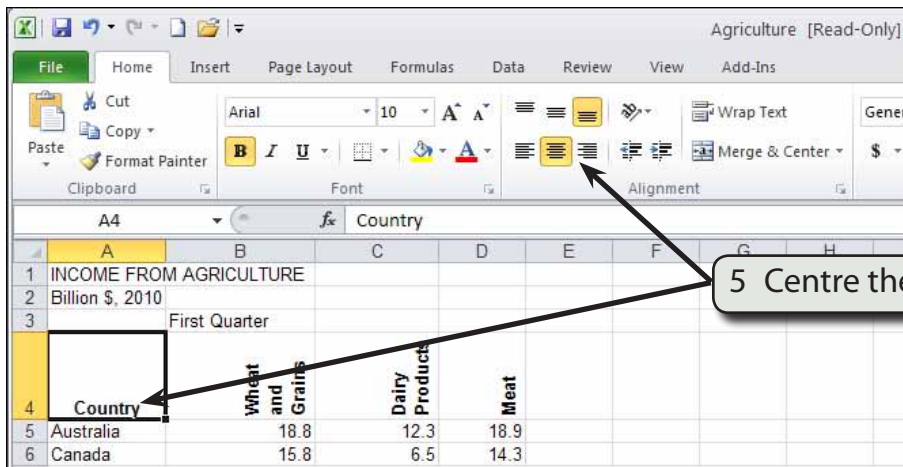


3 Click on the ORIENTATION icon in the HOME tab and select ROTATE TEXT UP to rotate the text within each cell.

**NOTE:** You might also like to try some of the other orientations.



4 Increase the ROW HEIGHT of ROW 4 to about 48 characters and check that the headings are displayed neatly within their cells.



**NOTE:** Centre Across Selection could have been used to centre the First Quarter heading. As it covers just one row Merge and Centre was used.

## Formatting the Main Heading

1 Position the cursor at cell A1, set the FONT to TIMES NEW ROMAN, the SIZE to 12 POINT and the STYLE to BOLD.

Country	Wheat and Grains	Dairy Products	Meat
Australia	18.8	12.3	18.9
Canada	15.8	6.5	14.3

2 Increase the ROW HEIGHT of ROW 1 to 30 characters.

Country	Wheat and Grains	Dairy Products	Meat
Australia	18.8	12.3	18.9

3 Click on the MIDDLE ALIGN icon in the ALIGNMENT group of the HOME tab to vertically centre the heading in the row.

Country	Wheat and Grains	Dairy Products	Meat
Australia	18.8	12.3	18.9