Formatting the Spreadsheet

There are many ways that the appearance of a spreadsheet can be improved. This is called formatting. The data and text are not actually changed, just the way they appear on the sheet changes. Formatting should make the data in a spreadsheet easier to read. Inserting rows and columns, changing font size and colour, shading cells, formatting numbers and centring text are just some of the formatting features.

Most of the formatting options are available on the **Formatting toolbar**. If you have used Microsoft Word or PowerPoint you will probably be familiar with the buttons that format text size, style and colour.
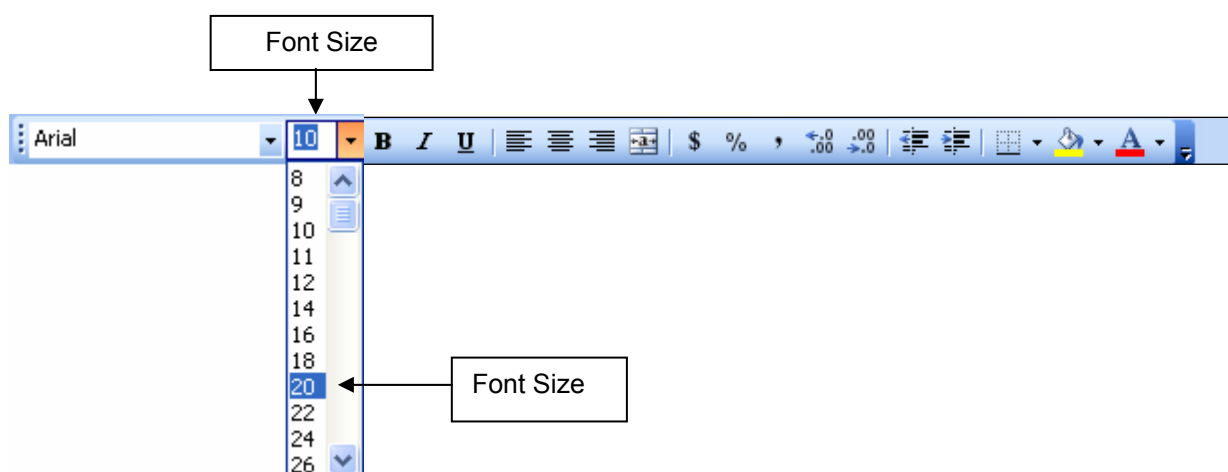

You are going to format this spreadsheet below to look like that to the right.

1. Open the file **Magic** created in the challenge for exercise 4 or create it now.

2. Highlight all the cells **B1:E5** and click the **Font Size** button and click **20**.

3. Highlight the cells **B5 to E5** to be filled with colour and click on the **Fill Color** button, select a colour. (You can use the **Theme colors** or click on **More Colors** for more choice.)
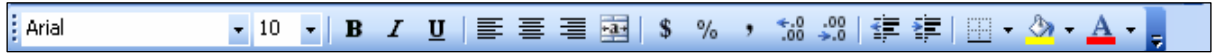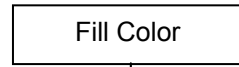
Fill Color

4. Continue to apply **Fill Color** to the cells in the pattern shown below

5. Highlight the cells **B2** to **D4** which are to have their font colour changed

6. Click on the **Font Color** button and select a **Blue** colour.

7. Change the **Font colors** of other cells to match the picture below - remember the font color should be a contrasting color to the **Fill Color** so it is easy to read.

Column width and row height can be modified just by dragging their border.

8. Move the mouse over the lower border of a row to change until the pointer changes to a double headed arrow. Click hold and drag down to the required height.

9. Move the mouse over the right hand border of a column to be changed in width until the pointer becomes a double headed arrow. Click hold and drag.

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