The Drawing Tools

Graphics can be used to enhance the appearance of spreadsheets. The DRAWING TOOLS can be used to create the graphics or images 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	Pets Store		
Stock Inventory				1-Nov-15
	Pet	Туре	Instock	Sale Price
Facto	Cats	Adult Female	5	\$25.00
and the second		Adult Male	9	\$20.00
Stan A		Kittens	12	\$15.00
ලාදුණ		TOTAL	26	
新国的	Dogs	Adult Female	15	\$35.00
La Al		Adult Male	10	\$30.00
All freto		Pups	18	\$25.00
Statistics.		TOTAL	43	

Opening the Prepared Template

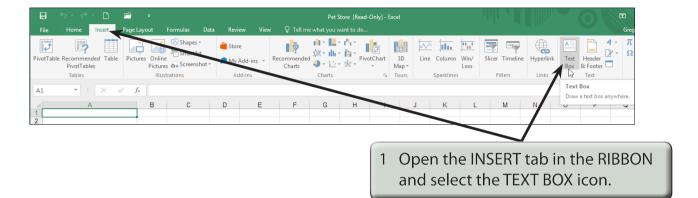
A spreadsheet has been prepared for you and it will need to be opened from the EXCEL 2016 SUPPORT FILES.

- 1 Load Microsoft Excel 2016 and click on the OPEN icon in the QUICK ACCESS TOOLBAR or from within the FILE tab or FILE menu.
- 2 Access the EXCEL 2016 SUPPORT FILES folder and open the CHAPTER 10 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. The text created using the TEXT BOX tool is an object that can be moved anywhere within the worksheet.

A Inserting a Text Box

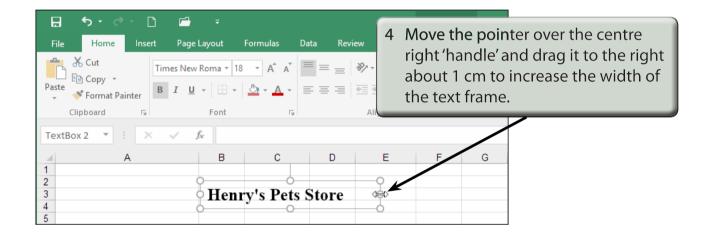


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NOTE: i The text frame is not part of a cell.

ii The text frame will adjust in size as you enter the text.

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B Adjusting the Text Box Shading

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

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Paste V Format Painter		tab and select a BLUE. The text box
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6 7	Recent Colors Blue	
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			4 Select the SHAPE EFFECTS icon, highlight SHADOW and select an OUTER shadow.

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 border to re-select it and change the shadow style if need be.