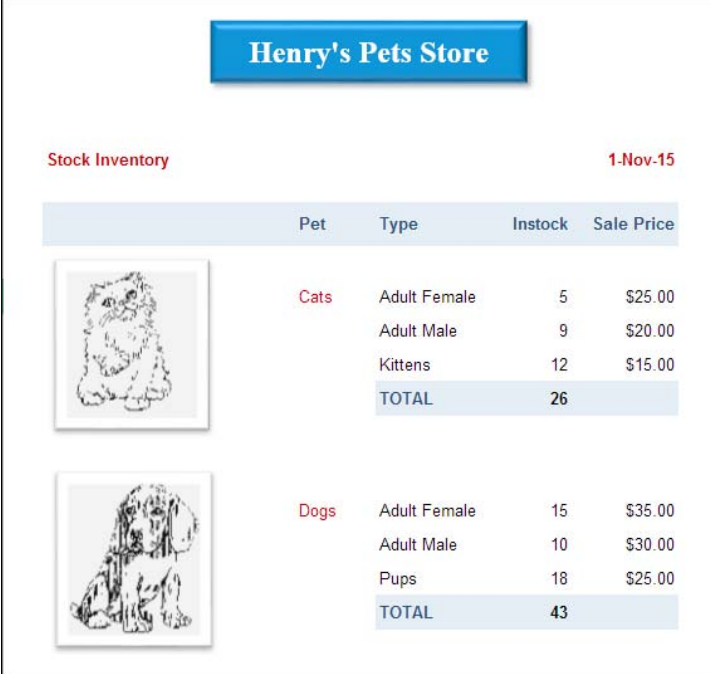




The Drawing Tools

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.



The screenshot shows a spreadsheet titled "Henry's Pets Store" with a blue header. Below the header, the text "Stock Inventory" is on the left and "1-Nov-15" is on the right. The main content is a table with four columns: "Pet", "Type", "Instock", and "Sale Price". There are two sections: "Cats" and "Dogs". Each section has a small image of a pet on the left. The "Cats" section lists Adult Female (5, \$25.00), Adult Male (9, \$20.00), and Kittens (12, \$15.00), with a "TOTAL" of 26. The "Dogs" section lists Adult Female (15, \$35.00), Adult Male (10, \$30.00), and Pups (18, \$25.00), with a "TOTAL" of 43.

	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

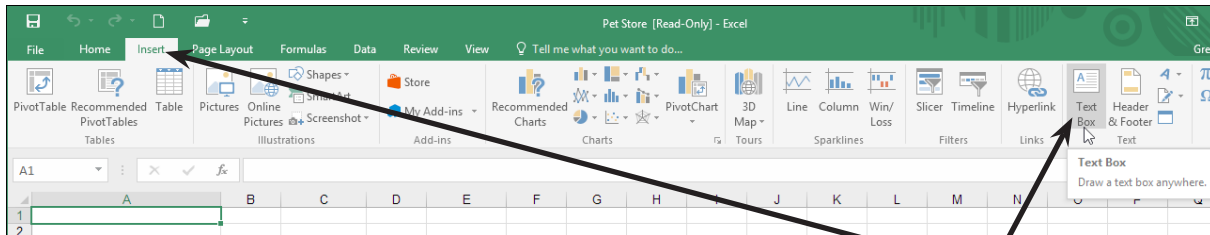
A spreadsheet has been prepared for you and it will need to be opened from the EXCEL 2016 SUPPORT FILES.

- 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.

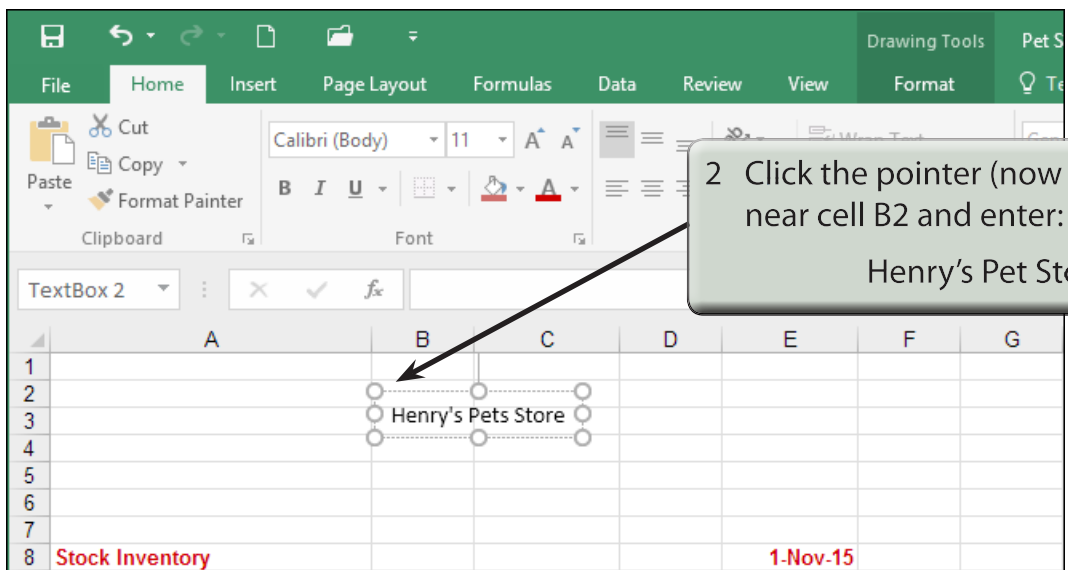
Creating the Logo

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



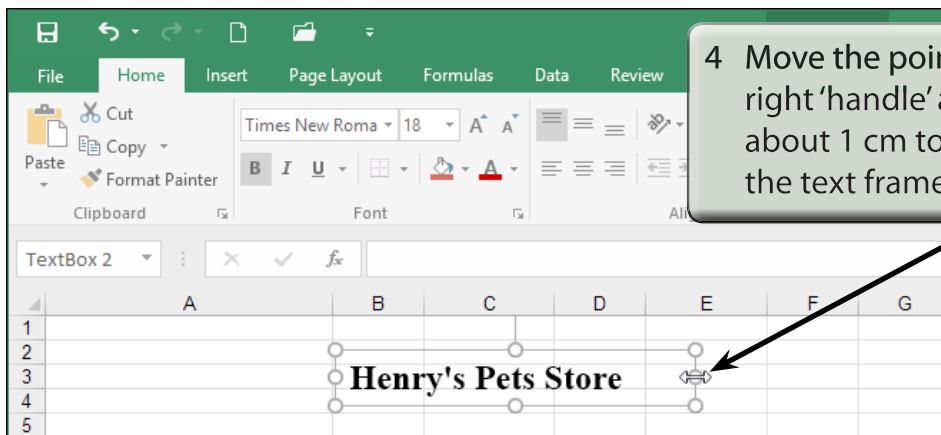
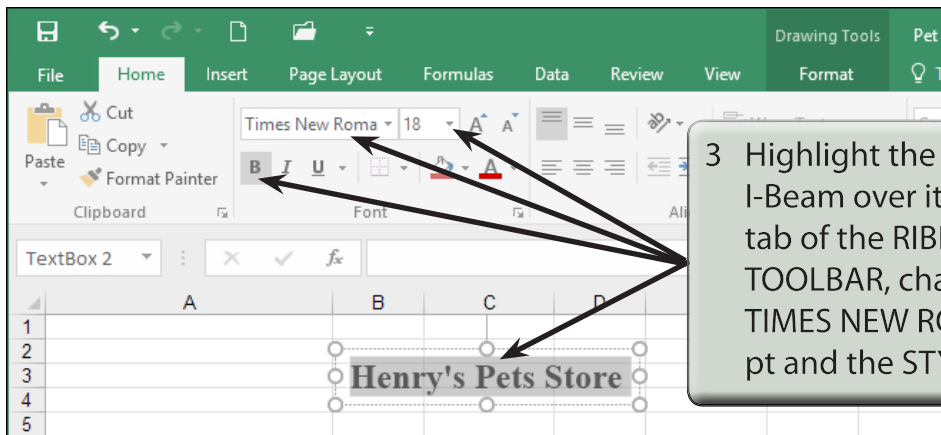
1 Open the INSERT tab in the RIBBON and select the TEXT BOX icon.



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

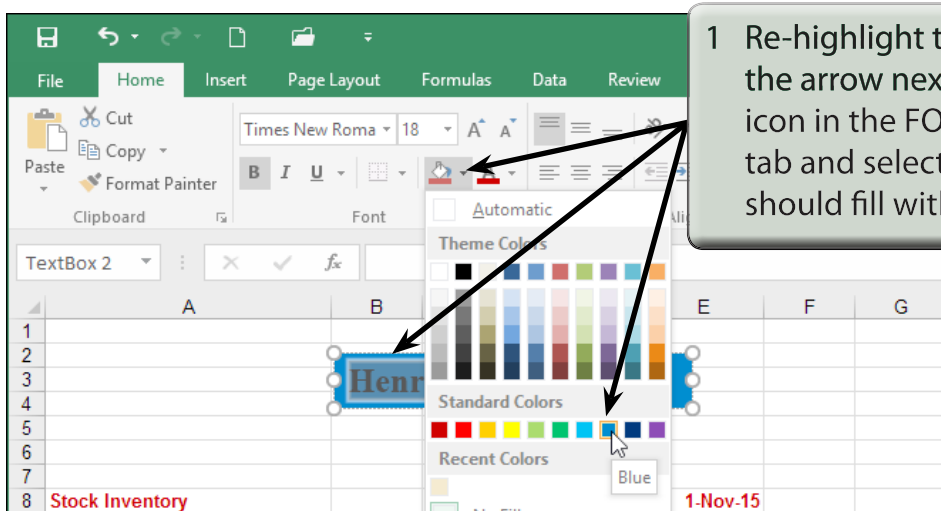
NOTE:

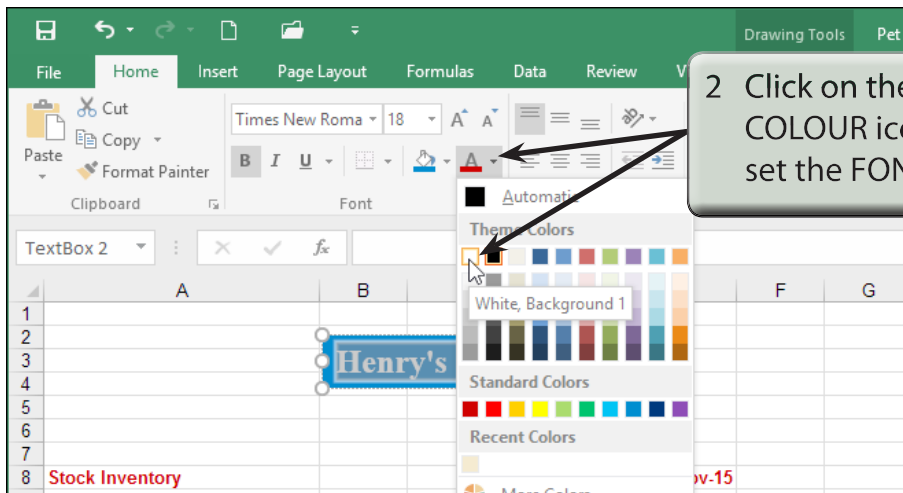
- i The text frame is not part of a cell.
- ii The text frame will adjust in size as you enter the text.



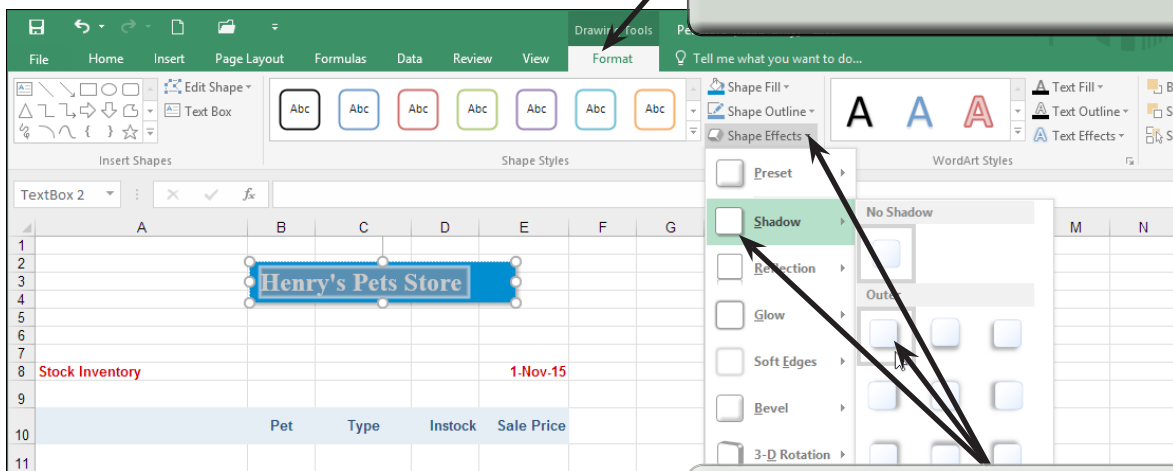
B Adjusting the Text Box Shading

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





2 Click on the arrow next to the FONT COLOUR icon in the HOME tab and set the FONT COLOUR to WHITE.



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

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.