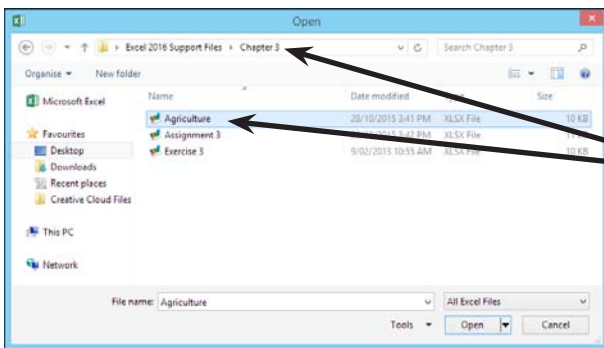


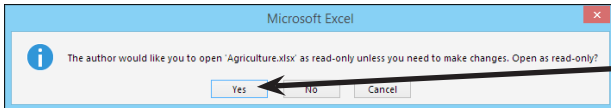
Further Formatting

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 2016 or close the current workbook.
- 2 Click on the OPEN button in the QUICK ACCESS TOOLBAR or select OPEN from the FILE tab or FILE menu.



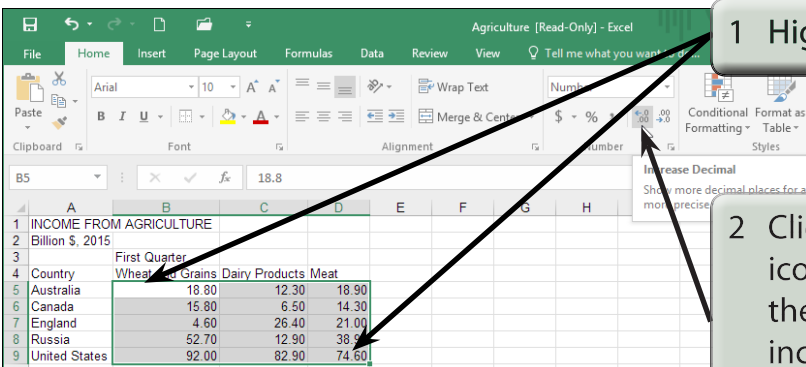
- 3 Access the CHAPTER 3 folder of the EXCEL 2016 SUPPORT FILES and open the AGRICULTURE file.



- 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

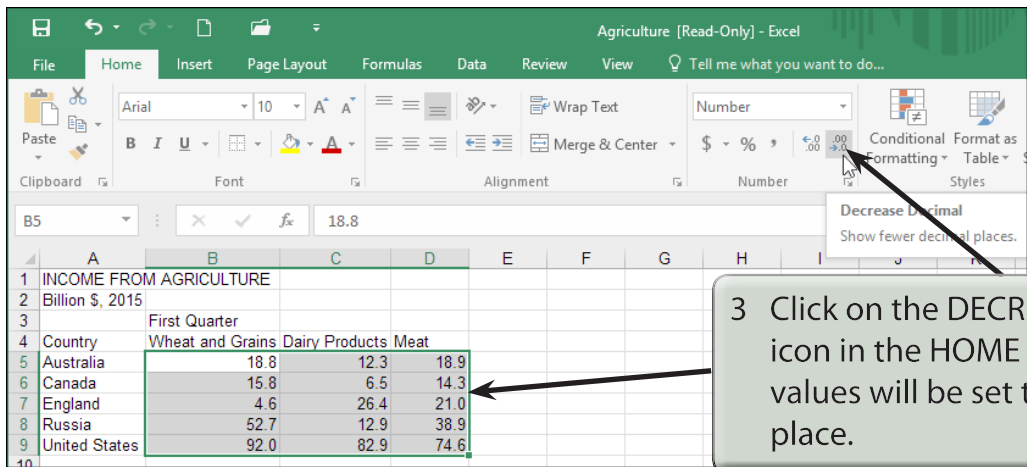
The values, which are fictitious, represent billions of dollars so we will just format the values to one decimal place. The Billion \$ label at the top of the sheet provides the unit.



- 1 Highlight cells B5 to D9.

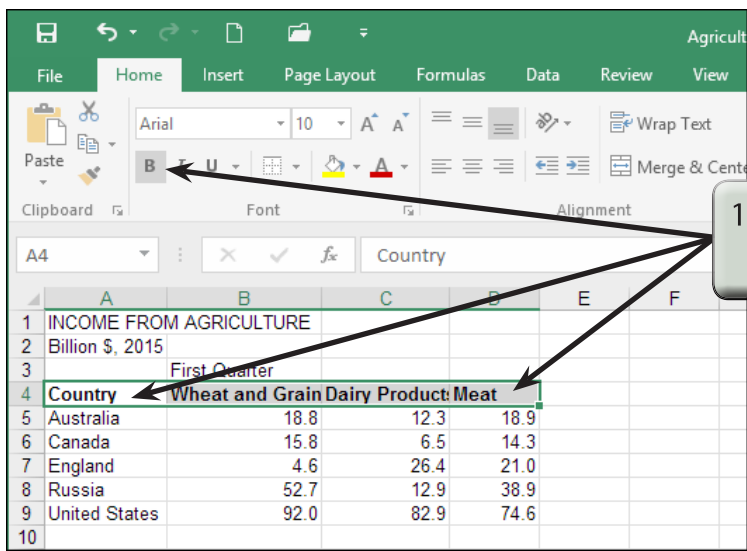
- 2 Click on the INCREASE DECIMAL icon in the NUMBER group of the HOME tab of the RIBBON to increased all the values to two decimal places.

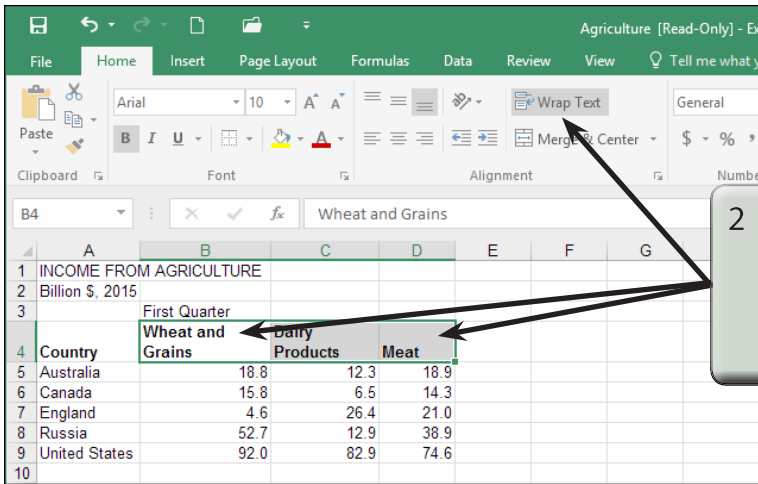
NOTE: When you increase the decimal places of highlighted cells all the values are set to the highest number of decimal places.



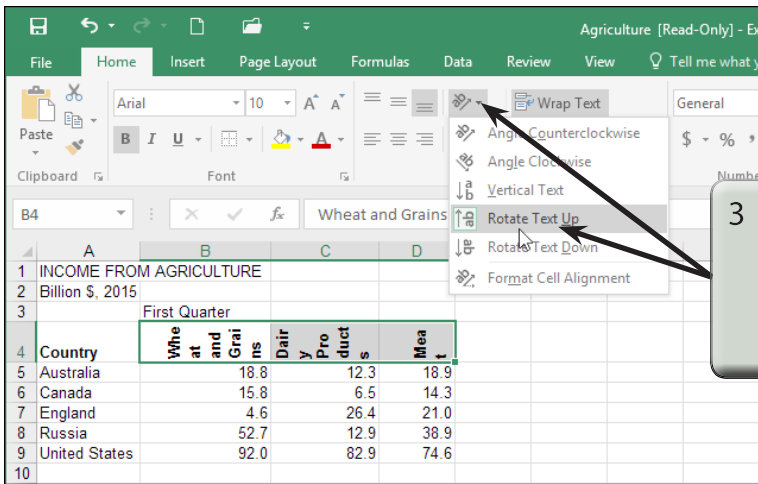
Formatting the Table Headings

The table headings can be arranged to be displayed vertically within their cells.



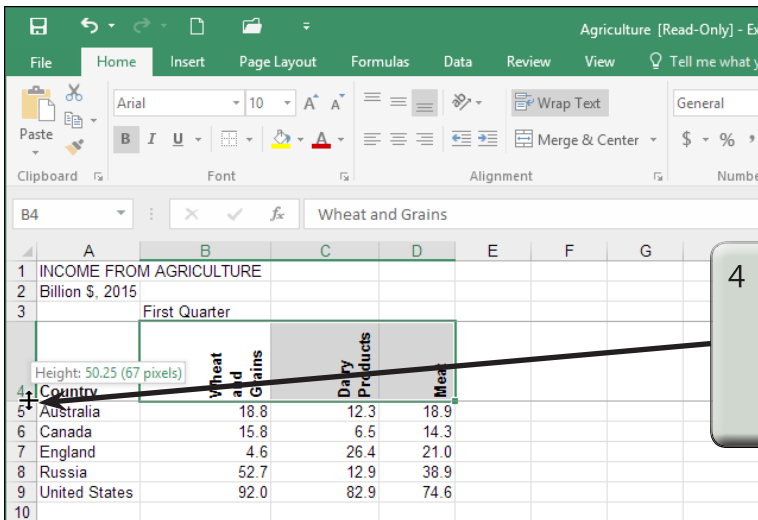


2 Highlight cells B4 to D4 and click on the WRAP TEXT icon in the HOME tab to wrap the text within each cell.

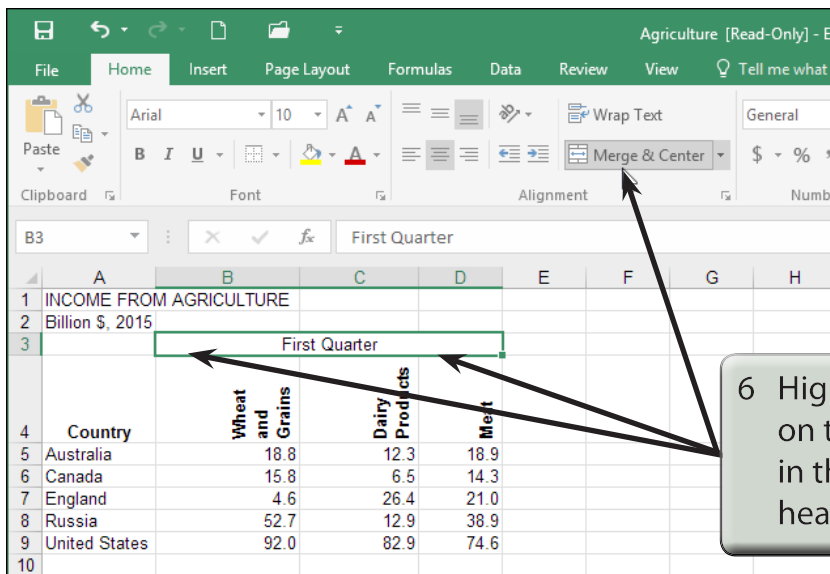
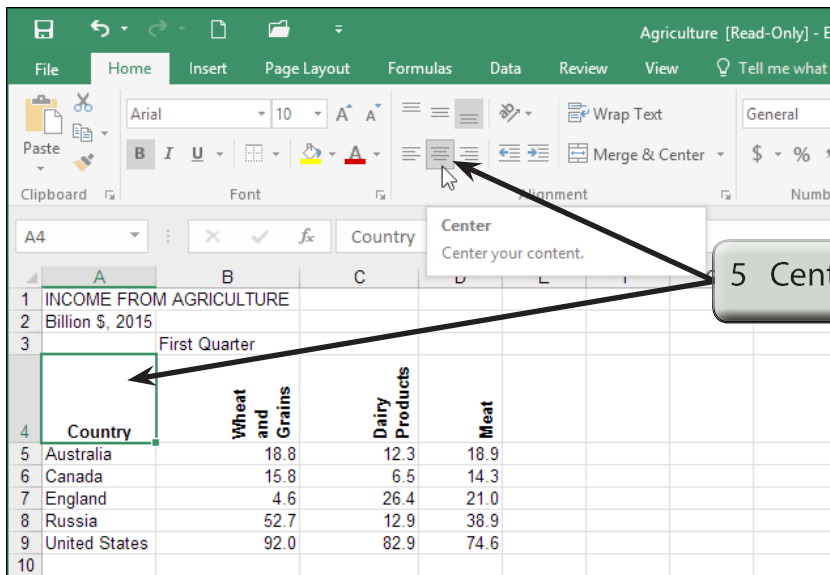


3 Click on the ORIENTATION icon in the HOME tab and select ROTATE TEXT UP to rotate the text within each cell.

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



4 Increase the ROW HEIGHT of ROW 4 to about 50 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 the heading covers just one row, Merge and Centre was used.