4. Facilitate the learner to use spreadsheet design features involving data and cell formatting techniques which enhance understanding and legibility.

- Recognise the feature available on toolbars
- Insert and delete rows and columns
- Adjust column width
- Format column entries for example decimal, currency, alignment and date

Features available on toolbars

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Insert Rows / Columns

Click on the row number (eg 7) or column letter as shown and right click, select insert from menu below as required.

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Note a new row or column is always inserted in front of the select one. In the example above we select row 7 and the new row was inserted in front of it.

To delete a row or column, click on the row number or column letter, right click and select Delete.

To adjust column width

- 1. Autofit(best fit) Double click on the ++ symbol which appears with you move the mouse pointer between columns
- 2. Specified column width select the column and right click on the column letter as shown below and select Column Width. Enter a number to represent the column width.

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Input the required column width as shown below



Format column entries for example decimal, currency, alignment and date

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6	Martina M	8.1	8.1	31/10/2021				
7	Sue Heffe	10	10	05/05/2022				
8	Mary Dela	5	5	02/06/2022				
9	Simon Har	4.5	4.5	10/10/2022				
10	Lia Murph	2.22	2.22	21/05/2023				
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12	Text	Decimal	Currency	Date	Alignment	Borders	Shading	
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14	Sean Case	7.4	7.4	01/11/2021				
15	Martina M	8.1	8.1	31/10/2021				
16	Sue Heffe	10	10	05/05/2022				
17	Mary Dela	5	5	02/06/2022				
18	Simon Har	4.5	4.5	10/10/2022				
19	Lia Murph	2.22	2.22	21/05/2023				
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Create a spreadsheet file and input the following data:

To change the width of column A to 25, click on A and right click, select Column Width and input 25, click Ok



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4	Pat Murray	8.25	
5	Sean Casey	7.4	
6	Martina Molloy	8.1	
7	Sue Heffernan	10	
8	Mary Delaney	5	
9	Simon Harris	4.5	
10	Lia Murphy	2.22	
11			
12	Text	Decimal	С
13	Pat Murray	8.25	
14	Sean Casey	7.4	
15	Martina Molloy	8.1	
16	Sue Heffernan	10	
17	Mary Delaney	5	
18	Simon Harris	4.5	
19	Lia Murphy	2.22	

Setting the number of decimal places

Highlight the cells as shown below, right click mouse button, select Format Cells, select Number and enter number of decimal places (2 in this example)

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Simon Harris	4.5	4.5	10/10/2022																	
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Currency Symbol (€)

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Aligning data

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			20	Lia Murphy	2.22	€2.22	21/05/2023	Lip Murphy

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Borders

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Shading

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17	Sue Heffernan	10.00	€10.00	05/05/2022	Sue Heffernan		-	
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19	Simon Harris	4.50	€4.50	10/10/2022	Simon Harris		-	
20	Lia Murphy	2.22	€2.22	21/05/2023	Lia Murphy			ļ
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Alternatively you can highlight cell or cells, right click and select Format Cells and select the Shading tab. Select the required shade as shown below.

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