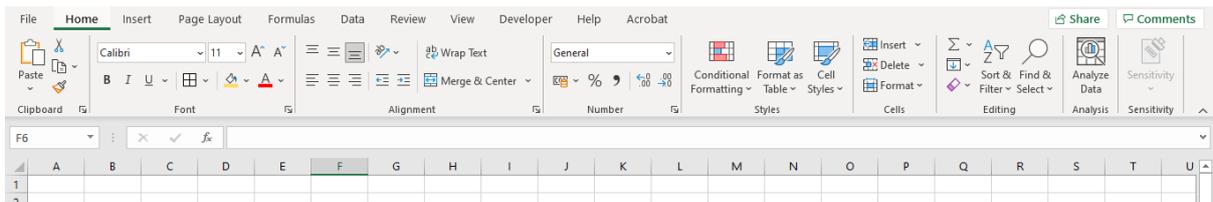


4. Facilitate the learner to use spreadsheet design features involving data and cell formatting techniques which enhance understanding and legibility.

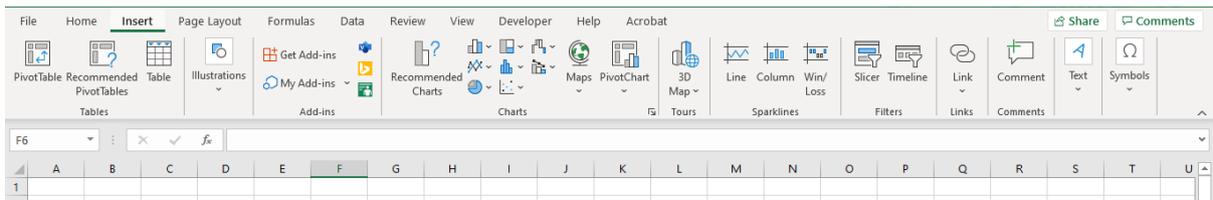
- Recognise the feature available on toolbars
- Insert and delete rows and columns
- Adjust column width
- Format column entries for example decimal, currency, alignment and date

Features available on toolbars

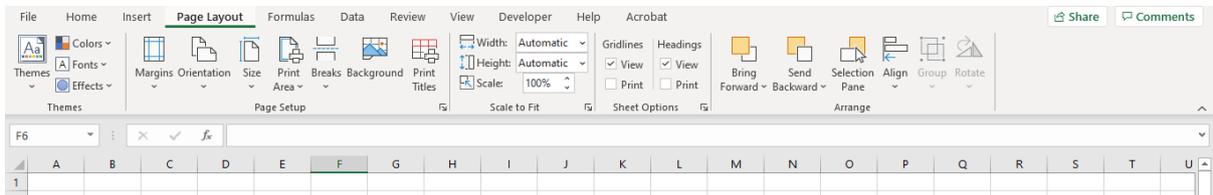
Home toolbar



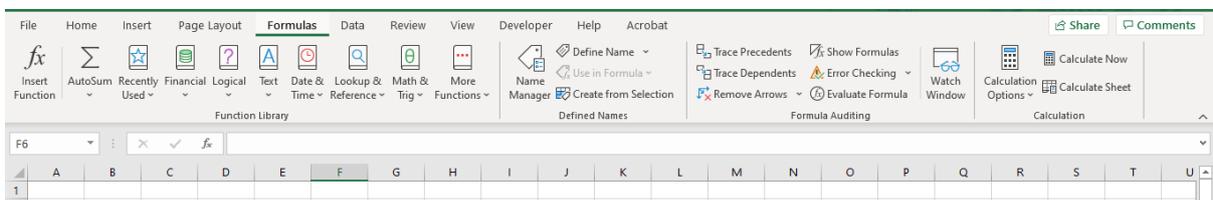
Insert toolbar



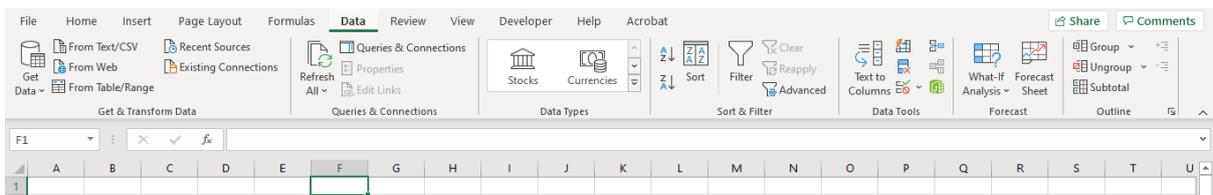
Page Layout toolbar



Formula toolbar

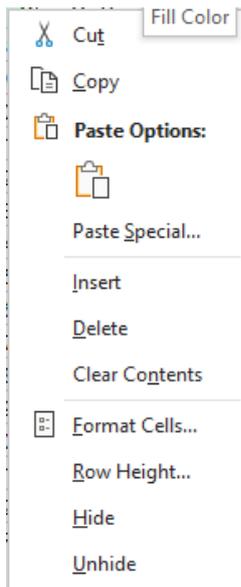
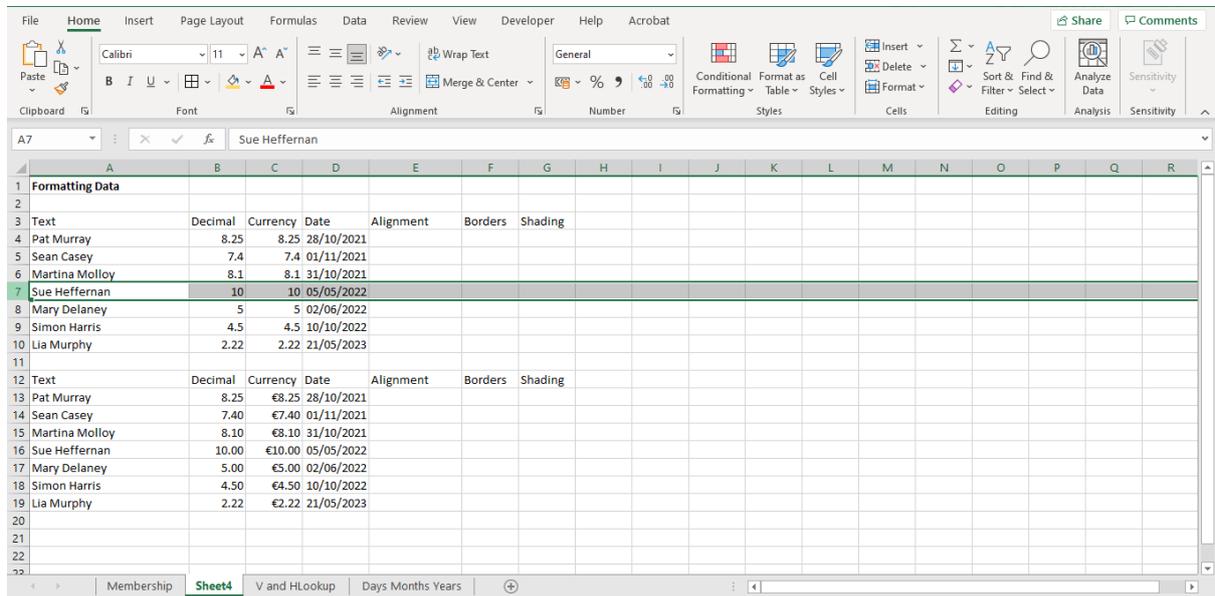


Data toolbar



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.



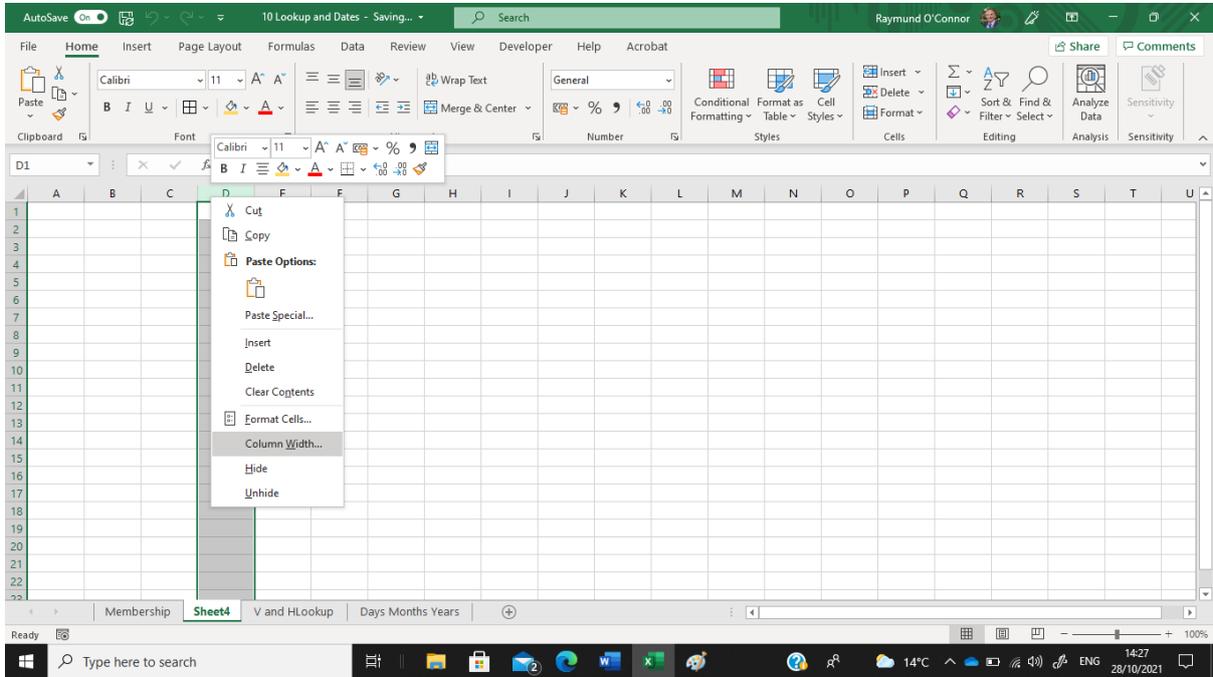
	A	B	C	D
1	Formatting Data			
2				
3	Text	Decimal	Currency	Date
4	Pat Murray	8.25	8.25	28/10/2021
5	Sean Casey	7.4	7.4	01/11/2021
6	Martina Molloy	8.1	8.1	31/10/2021
7				
8	Sue Heffernan	10	10	05/05/2022
9	Mary Delaney	5	5	02/06/2022
10	Simon Harris	4.5	4.5	10/10/2022
11	Lia Murphy	2.22	2.22	21/05/2023

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.

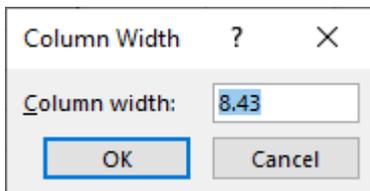
To delete a row or column, click on the row number or column letter, right click and select Delete.

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.



Input the required column width as shown below



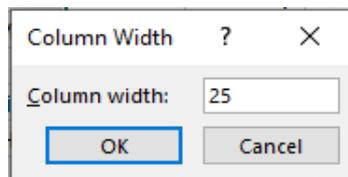
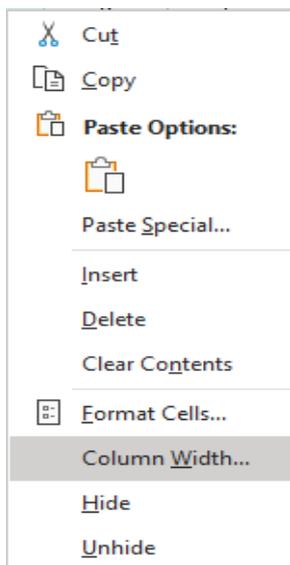
Format column entries for example decimal, currency, alignment and date

Create a spreadsheet file and input the following data:

The screenshot shows the Microsoft Excel interface. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Developer. The Home tab is active, showing the Font and Alignment groups. The spreadsheet grid contains the following data:

	A	B	C	D	E	F	G	H
1	Formatting Data							
2								
3	Text	Decimal	Currency	Date	Alignment	Borders	Shading	
4	Pat Murra	8.25	8.25	28/10/2021				
5	Sean Case	7.4	7.4	01/11/2021				
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				
11								
12	Text	Decimal	Currency	Date	Alignment	Borders	Shading	
13	Pat Murra	8.25	8.25	28/10/2021				
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				
20								

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

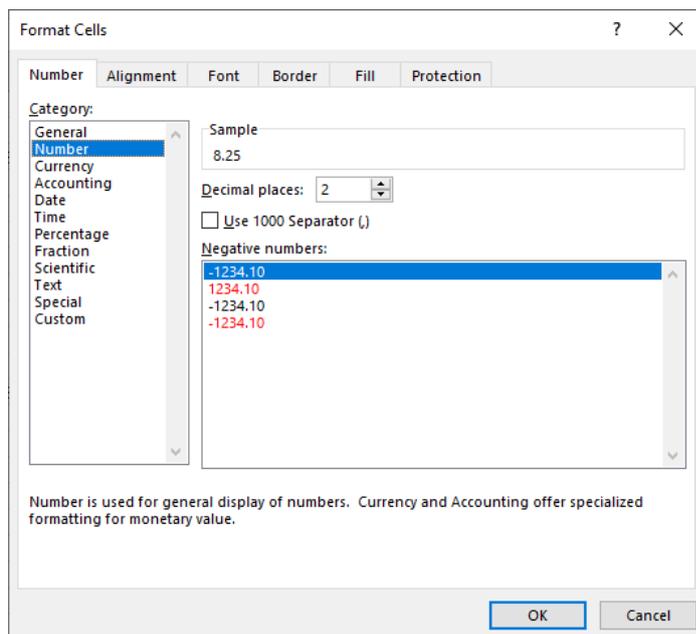
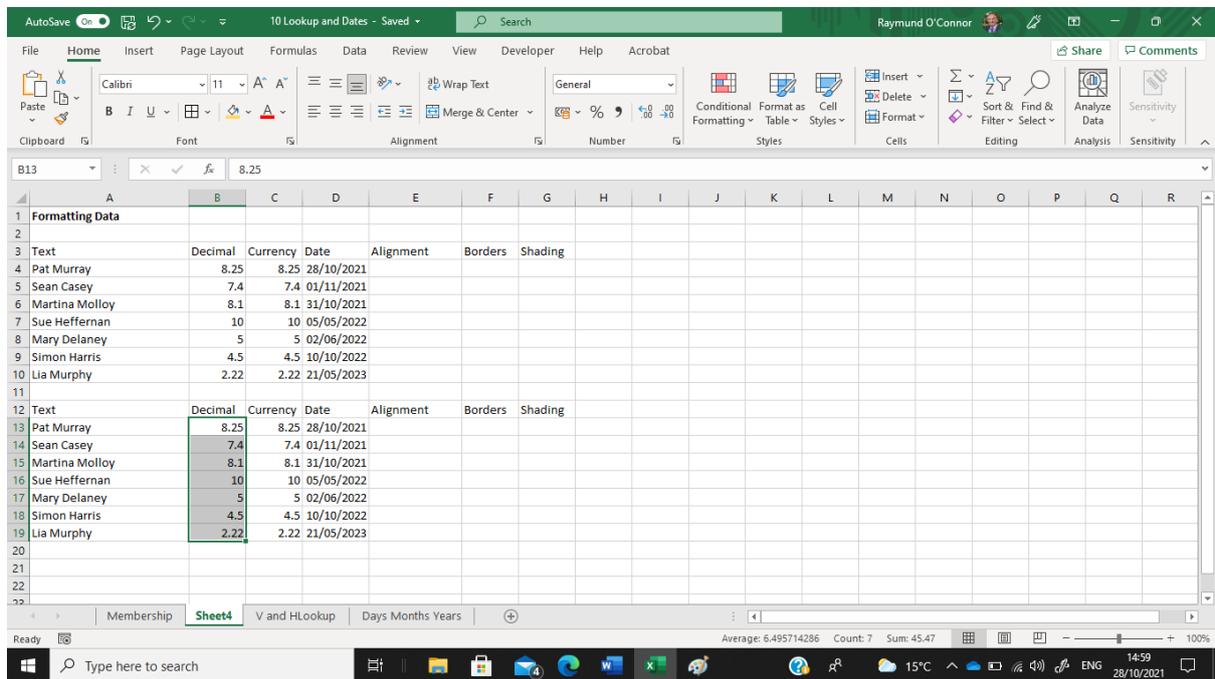


The screenshot shows the spreadsheet grid with column A highlighted. The data is the same as in the previous screenshot, but column A is wider, and the text is centered within the column.

	A	B	C
1	Formatting Data		
2			
3	Text	Decimal	C
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	C
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)



	Text	Decimal	Currency
12	Text		
13	Pat Murray	8.25	8.25
14	Sean Casey	7.4	7.4
15	Martina Molloy	8.1	8.1
16	Sue Heffernan	10.00	10
17	Mary Delaney	5.00	5
18	Simon Harris	4.50	4.5
19	Lia Murphy	2.22	2.22
20			

Currency Symbol (€)

Highlight the cells, right click and select Format Cells, click on Currency and select number of decimals if required as shown.

Currency
8.25
7.4
8.1
10
5
4.5
2.22

? X

Format Cells

Number Alignment Font Border Fill Protection

Category:

- General
- Number
- Currency**
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample: €8.25

Decimal places: 2

Symbol: €

Negative numbers:

- €1,234.10**
- €1,234.10
- €1,234.10
- €1,234.10

Currency formats are used for general monetary values. Use Accounting formats to align decimal points in a column.

OK Cancel

Currency
€8.25
€7.40
€8.10
€10.00
€5.00
€4.50
€2.22

Aligning data

Highlight the cell or cells, right click and select Format Cells, click the Alignment tab and choose the alignment style.

? X

Format Cells

Number Alignment Font Border Fill Protection

Text alignment

Horizontal: General Indent: 0

Vertical: Bottom

Justify distributed

Text control

Wrap text

Shrink to fit

Merge cells

Right-to-left

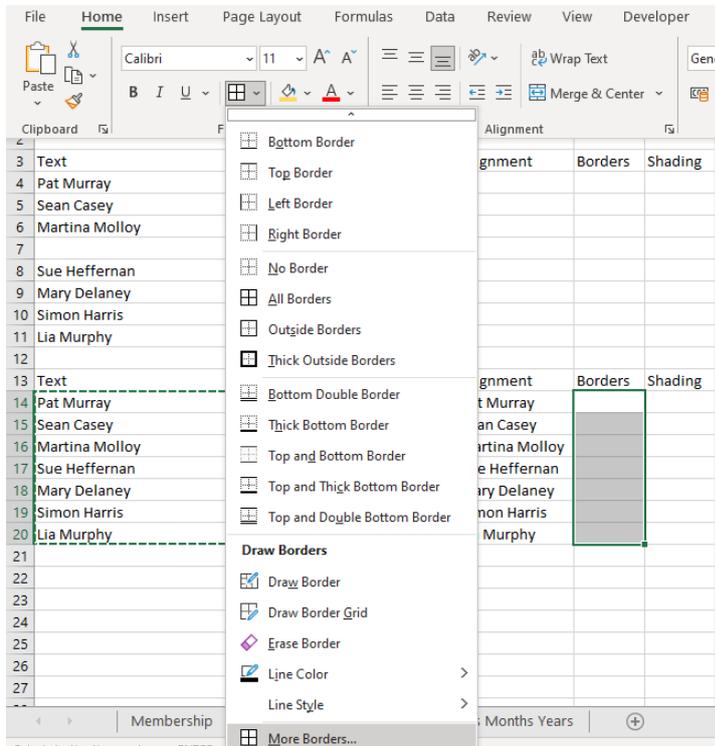
Text direction: Context

OK Cancel

	A	B	C	D	E
13	Text	Decimal	Currency	Date	Alignment
14	Pat Murray	8.25	€8.25	28/10/2021	Pat Murray
15	Sean Casey	7.40	€7.40	01/11/2021	Sean Casey
16	Martina Molloy	8.10	€8.10	31/10/2021	Martina Molloy
17	Sue Heffernan	10.00	€10.00	05/05/2022	Sue Heffernan
18	Mary Delaney	5.00	€5.00	02/06/2022	Mary Delaney
19	Simon Harris	4.50	€4.50	10/10/2022	Simon Harris
20	Lia Murphy	2.22	€2.22	21/05/2023	Lia Murphy

Borders

Highlight cell or cells as shown and select the Borders drop down arrow from the Home toolbar as shown. Scroll down to More Borders and select as required (outline/inside/colour/style/etc)



Alignment	Borders	Shading
Pat Murray		
Sean Casey		
Martina Molloy		
Sue Heffernan		
Mary Delaney		
Simon Harris		
Lia Murphy		

Shading

Highlight cell or cells, select Drop down arrow for Shading as shown. Select the shade as required.

