

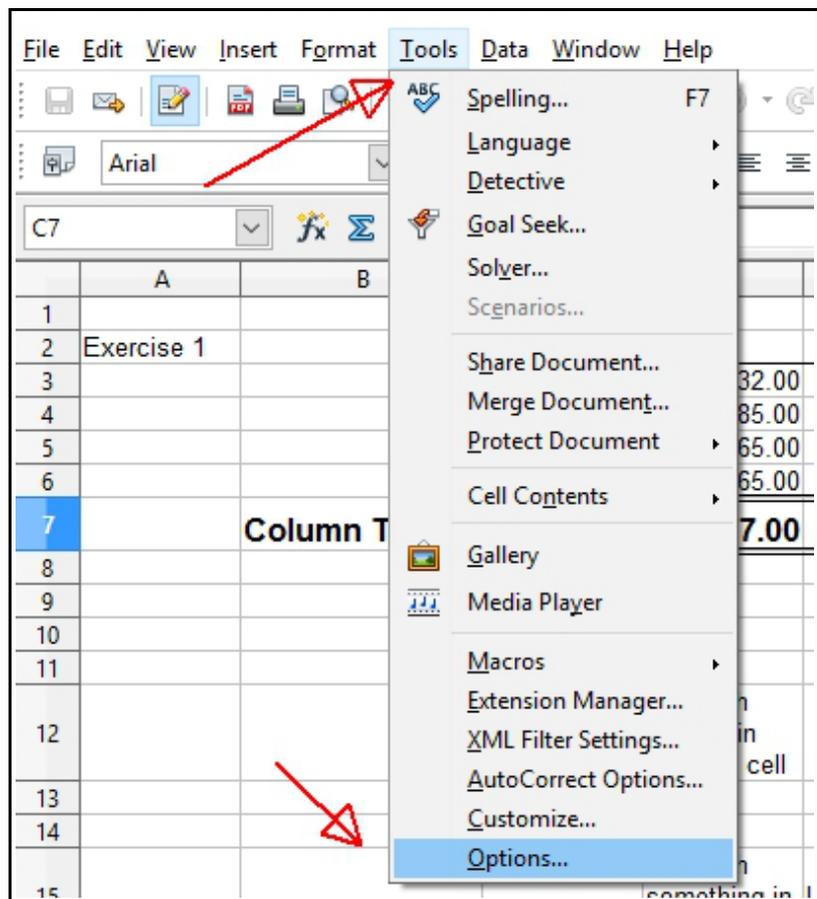
10d Spreadsheet - Formatting

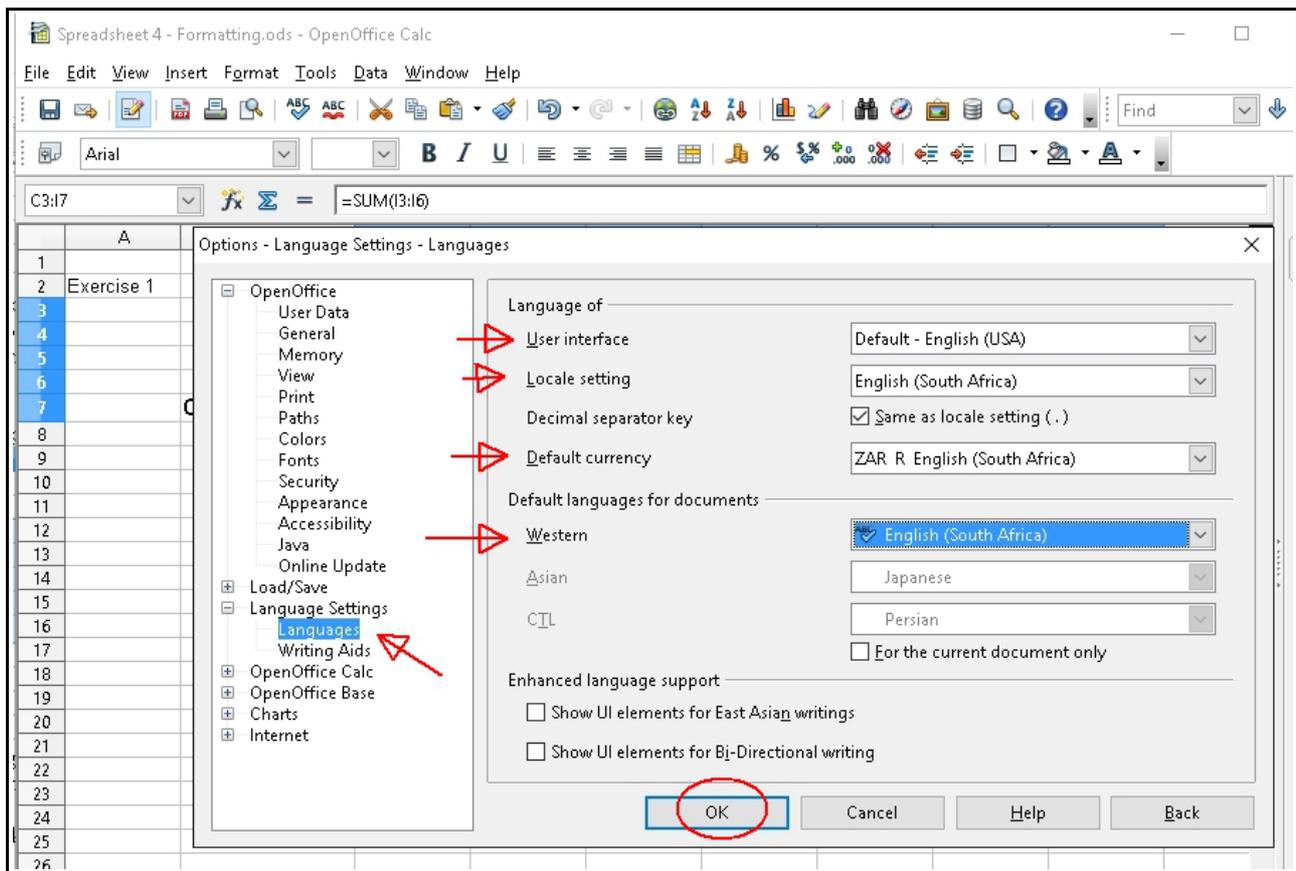
This exercise will teach you how to change the formatting of numbers and text. Formatting changes the display (colour, font, size etc.) without changing the underlying data. A spreadsheet gives you a great opportunity to experiment and learn the techniques which will be similar, if less comprehensive in emails and documents.

The exercise is also intended to give you confidence in working on your computer to create new things whether they are documents or spreadsheets.

Before we can start using the formatting we need to ensure that Open Office is set correctly for South Africa. Open a spreadsheet. You can do this quickly by right clicking on an empty area on your desktop and selecting "new" and then OpenOffice Spreadsheet.

1. On the top menu "File Edit..... Tools" select Tools and then "Options" at the bottom. You should have a display similar to below.





2. The left column may not be displayed exactly as above but expand "Language Settings" so that "Language" is displayed.
3. The User Interface should display Default – English (USA).
4. Change the value of "Locale setting" to English (South Africa). The default currency should now be ZAR R English (South Africa)
5. Ensure that under "Default languages for documents" the option "Western" is set to English (South Africa)
6. Click OK to save the settings
7. You may wish to go back into Options to view all the items that can be changed.

Formatting a spreadsheet

	A	B	C	D	E	F	G	H	I	J
1										
2	Exercise 1								Row Totals	
3			148	32	87	214	14		495	
4			156	85	13	72	53		379	
5			54	265	68	61	34		482	
6			84	65	58	157	96		460	
7		Column Totals	442	447	226	504	197	1816	1816	
8										

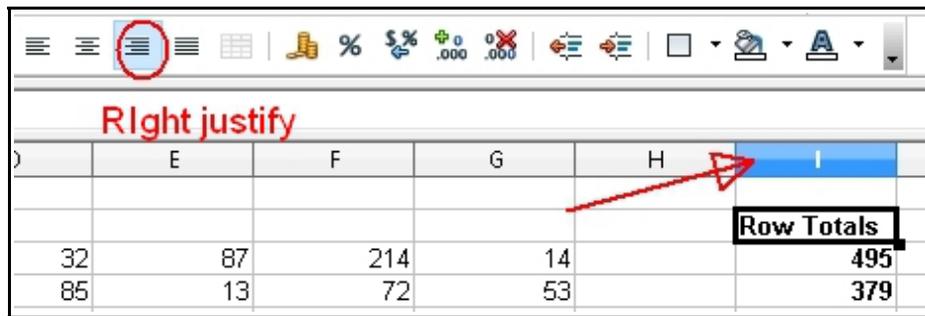
Use the spreadsheet from exercise 3 – ensure that the rows and column match above.

Step 1 – Use of font size, bold, and colour

1. Note that the same formatting used in this exercise for columns and rows can be used on single cells.
2. Click on the row number, in the example this is row 7. The whole row should highlight in a light blue background.
3. Click the down arrow next to the font size currently showing 10 – next to the font type currently Arial. Select 12. You can also alter the font if you wish.
4. Click on "B" next to the font size. This will set the font to Bold. You can also use "I" for italics and "U" for underline.
5. You may find the text "Column Totals" does not fully display. If so enlarge the column width by positioning the cursor between the B and C column headers and dragging to the right

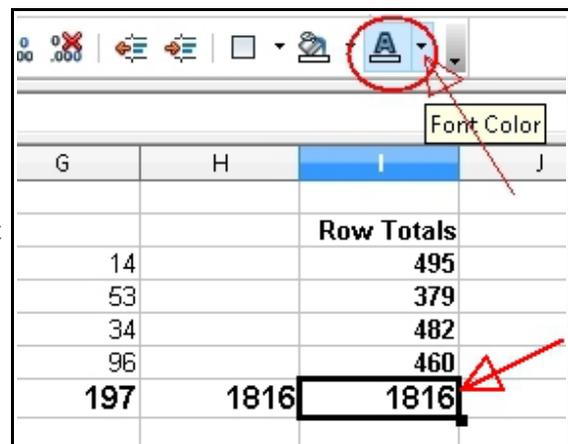
	A	B	C	D	E	F	G	H	I	J
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6. Click on the column header for Row Totals, in this example column "I". Set font to bold.



7. We want the text "Row Totals" to align right to match the alignment of the numbers below. There are four ways of aligning text. The icons left to right are "Left", "Centre", "Right", and "Justified". The later is not normally used in spreadsheets as it expands the text lines, excluding the last line of a paragraph, so the rightmost character touches the right margin. It is common in books.

8. Select the grand total cell at the bottom of the row totals column (should contain 1816). Then move the cursor to the rightmost icon in the image above (the underscore A). On the right is a down arrow. Click the down arrow and a selection of colours should appear. Select bright blue.



Step 2 – Changing how the numbers and text are displayed

R 148.00	R 32.00	R 87.00	R 214.00	R 14.00		ROW Totals	
R 156.00	R 85.00	R 13.00	R 72.00	R 53.00		R 495.00	
R 54.00	R 265.00	R 68.00	R 61.00	R 34.00		R 379.00	
R 84.00	R 65.00	R 58.00	R 157.00	R 96.00		R 482.00	
						R 460.00	
R 442.00	R 447.00	R 226.00	R 504.00	R 197.00	R 1,816.00	R 1,816.00	

1. Select any cell and right click. Select the second option "Format Cells".
2. The formatting window has a group of tabs. These, except for Cell Protection, will be discussed in the following sections.
3. We will now discuss the set of options before continuing with the exercise. The exercise will not cover all the options so you may like to experiment on your own. After completing the exercises come back to this point and try the various sections.

Numbers

This is probably the section you will use most.

- **Number:** This format will allow you to define how numbers are to be displayed. For example, you can type in 1234.5 and have it displayed as 1,234.50. Select an option in the Format block and, if necessary, change the details in the Options section.

- **Percentage:** This will display a number as a percentage rather than a fraction. For example, one fifth or 0.2 will display as 20%. The underlying data is not changed, just how it is displayed. **Note that if you are going to type a percentage directly into a cell you must change the format to percentage before entering the data otherwise it will appear 100 times too large.**
- **Currency.** Ensure that the parameter Language displays English (South Africa) and the format is ZAR R English (South Africa). This is similar to the number format.
- **Date and Time:** These are not discussed in this exercise. You would use this formatting to standardise input and to do tasks such as calculating days between two dates and sorting columns by date. If you enter dates in normal text format you will not be able to use the tools in the spreadsheet to sort them into order. The alternative is to always enter dates in a format such as 2016-05-13, that is year, month and day - note that we always use leading zeros as necessary to ensure that the data is consistent otherwise it will not sort correctly.
- **Text:** If you enter phone numbers you may find that the leading zero is being dropped. Set the format to Text to instruct the program not to edit the text.

Font

This provides another method of changing font etc as discussed previously.

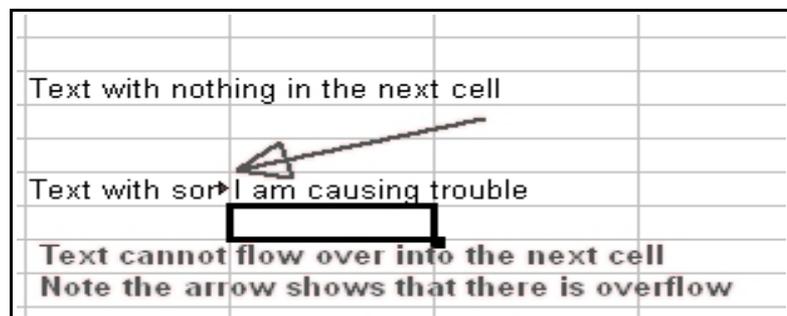
Font Effects

This provides another method of changing the colour of the text. The other options are not discussed.

Text Alignment

The horizontal alignment provides the same facility as use of the icons previously discussed

We will start with discussing the option Properties at the bottom of the window.

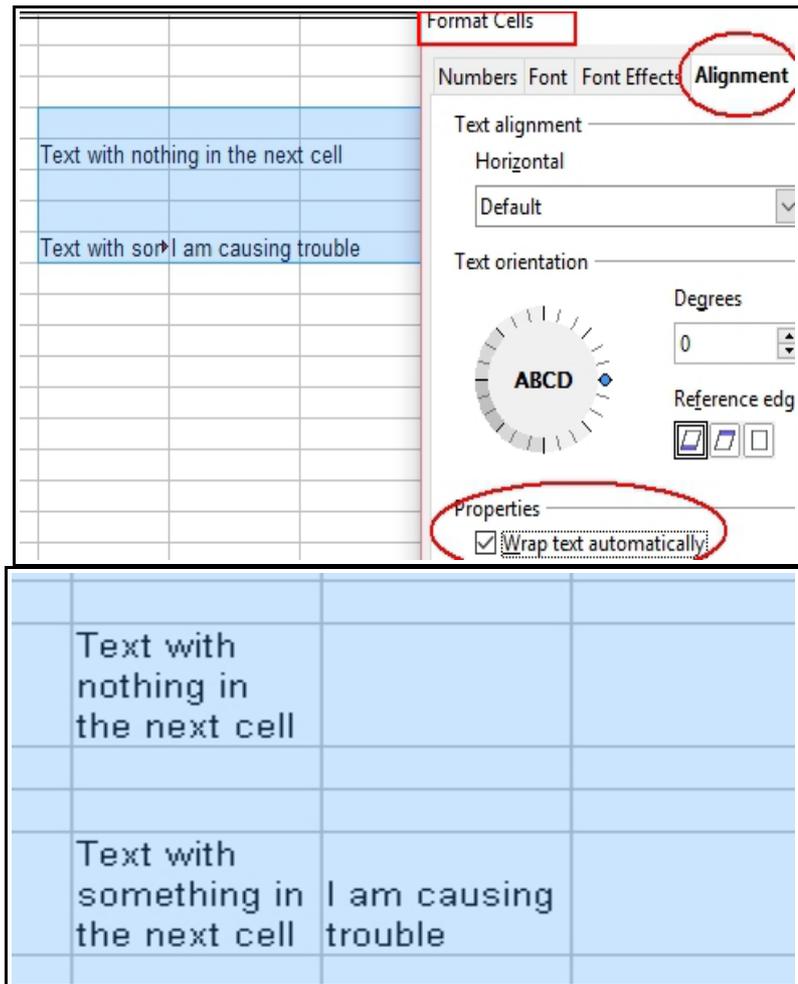


If you enter more text than can fit in a cell it will do one of two things

- if alignment is left it will run over to the next cell on the right if that cell is empty.
- If the cell is right justified it will use a cell to its left. This may be acceptable.
- Or be truncated if the overflow cell is not empty. A small arrow will be displayed.

To resolve the issue there are two solutions

- increase the width of the column
- If you have multiple words select "Wrap text automatically". The depth of the row will be increased to allow words to wrap to the next line.
- As can be seen from the results after implementing text wrap those cells with less text have the text aligned to the bottom of the cell.
- Vertical Alignment will allow you to select middle or top. This is a personal choice.



Borders

- This is a very useful tool as it allows you to, for example, clearly highlight the totals. It should be considered as essential if you have a large number of cells in use.
- It will be explained in the exercise below.

Background

You can use this option to change the background colour of cells.

						Row Totals
R 148.00	R 32.00	R 87.00	R 214.00	R 14.00		R 495.00
R 156.00	R 85.00	R 13.00	R 72.00	R 53.00		R 379.00
R 54.00	R 265.00	R 68.00	R 61.00	R 34.00		R 482.00
R 84.00	R 65.00	R 58.00	R 157.00	R 96.00		R 460.00
R 442.00	R 447.00	R 226.00	R 504.00	R 197.00	R 1,816.00	R 1,816.00

Format Cells

Numbers Font Font Effects Alignment **Borders** Background Cell Protection

Line arrangement ——— Line ——— Spacing to contents ———

Default

User-defined

Style

Color

Left 0.35 mm

Right 0.35 mm

Top 0.35 mm

Bottom 0.35 mm

Synchronize

7. We are now going to put in borders. Repeat points 4 and 5 above if all the cells are not highlighted and select borders.
8. To get the borders we want we may have to do it in a number of steps.
9. We want to use a bolder border than standard so under Line – Style select 1.00pt
10. The first step is to put a single line border around the whole section. Under Line Arrangement – Default select the second option and the guide block should show lines as above.
11. Click OK and you should have borders around all the numbers

R 156.00	R 85.00	R 13.00	R 72.00	R 53.00		R 379.00
R 54.00	R 265.00	R 68.00	R 61.00	R 34.00		R 482.00
R 84.00	R 65.00	R 58.00	R 157.00	R 96.00		R 460.00
R 442.00	R 447.00	R 226.00	R 504.00	R 197.00	R 1,816.00	R 1,816.00

12. Now select just the totals line and go back in to borders. This time select the double line 3.00pt and if necessary click the second icon for line arrangement. On clicking OK you should have double lines around the totals.

13. Experiment with different border options.

There is a lot to formatting but it makes all the difference. It has been discussed at length as it is very similar to formatting in documents.