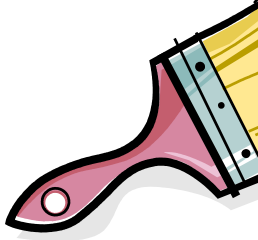


## 4.01 Understand Spreadsheets Used in Business

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- II. Formatting** is applied to spreadsheet components for the purpose of organizing and clarifying information. Data that is presented in a uniform and consistent format is much easier to understand than data presented with random formats. Formatting can be applied to pages, columns, rows, cell ranges, and cells. Formatting features include:
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- A. **A header/footer** - a feature used to add identifying information to a spreadsheet. Information may include the title of the company, the date, the page number, time of creation or update, and contact information
  - B. **Font Size and Style** options are used to clarify information by adding emphasis to titles, column headings, and grand totals, etc.
  - C. **Justification** of cell data including titles (labels) and values (formulas, functions, dates, times, and numbers) is used to format cell data for the purpose of clarifying and organizing information.
    - Left, right, or center justification can be applied globally to columns or rows
    - The format painter can also be used to apply global formats
      1. **Left** – by default, cells formatted as **labels** are left justified
      2. **Indent** is a format applied to cell data to emphasize subcategories, such as the itemized list of expenses in a budget
      3. **Right** – by default, cells formatted as **values** are right justified
        - a. Values should be formatted uniformly, such as using two decimal places for all like data or currency for total amounts
        - b. Values can be formatted for a set number of decimal places with or without a comma separator
        - c. Values can be formatted in a variety of date formats
        - d. Other formats include time, percentage, fraction, and scientific
      4. **Center** – formatting usually applied to titles and column headings
  - D. **Adjusting Height, Width, and Size of Cells, Columns, and Rows**
    1. **Wrap** is used to align multi-line text within a cell.
    2. **Merge** is used to combine adjacent cell ranges or cells
      - When merged, the default alignment is center
    3. **Column width** is adjusted to fit the longest entry
      - The ### symbols, when they appear in a cell, indicate that the width is too small to display the contents
  - E. **Borders and Shading** are used to emphasize and organize information and can be applied to columns, rows, cell ranges, or individual cells
  - F. **Editing**
    1. Columns and rows can be inserted, copied, pasted, or deleted

## 4.01 Understand Spreadsheets Used in Business

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- 2. Cell data can be cleared, copied or pasted
- G. **Renaming** a spreadsheet makes it more user-friendly by adding a descriptive identifier to the spreadsheet tab
- H. **Reordering Spreadsheets** is helpful in organizing and clarifying information