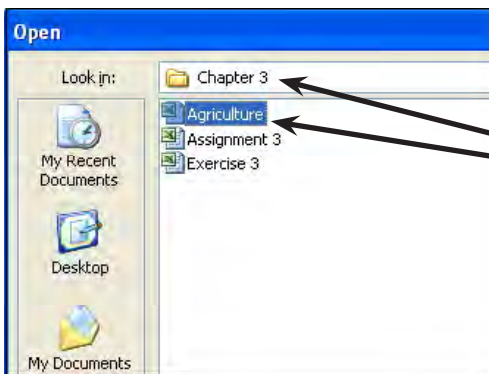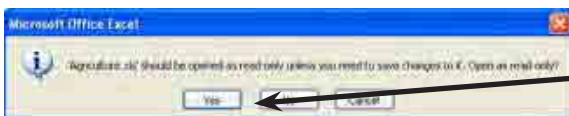# Further Formatting

To practice your formatting skills and to look at some different types of formats an unformatted worksheet has been prepared for you. The workbook will display the income earned from agriculture by some countries.

1   Load Microsoft Excel 2007 or close the current workbook.

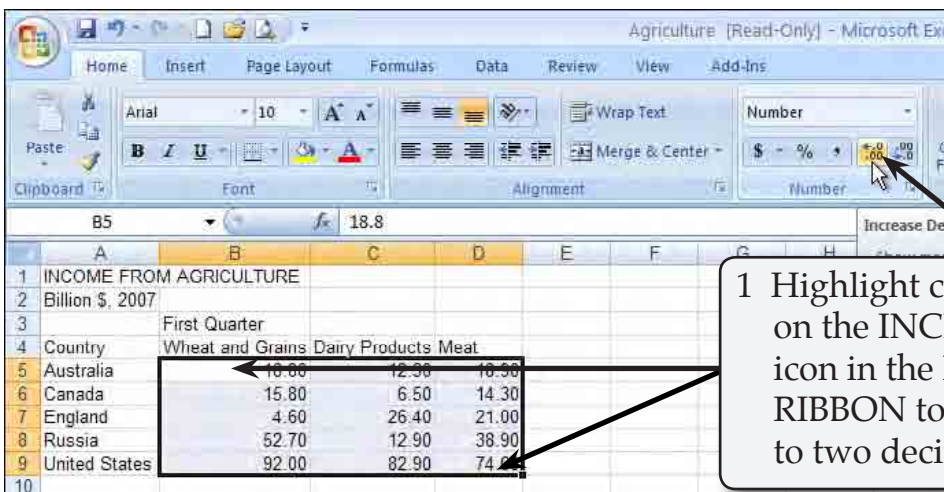2   Click on the OPEN button in the QUICK ACCESS TOOLBAR or in the OFFICE BUTTON.

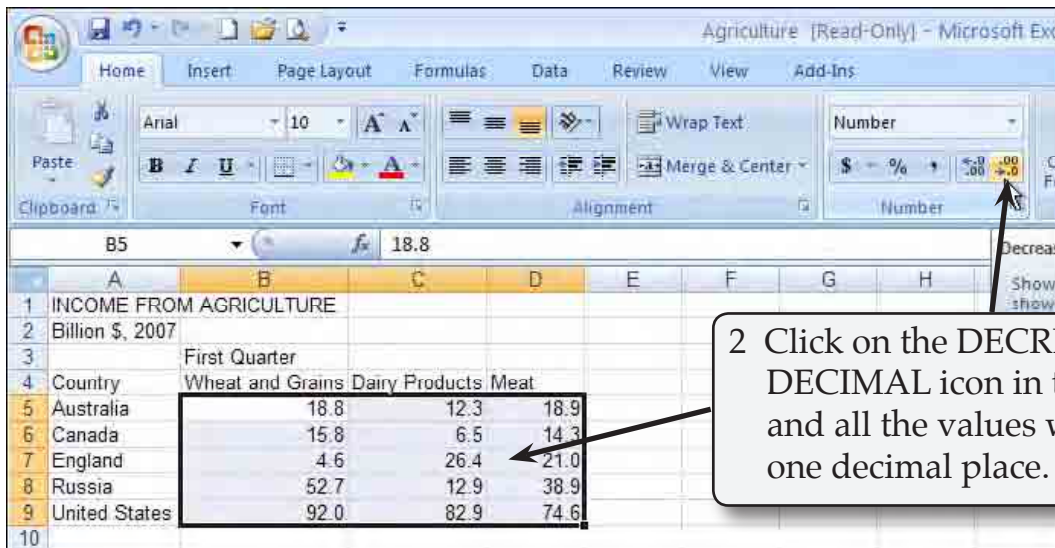3   Access the CHAPTER 3 folder of the EXCEL 2007 SUPPORT FILES and open the AGRICULTURE file.

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.
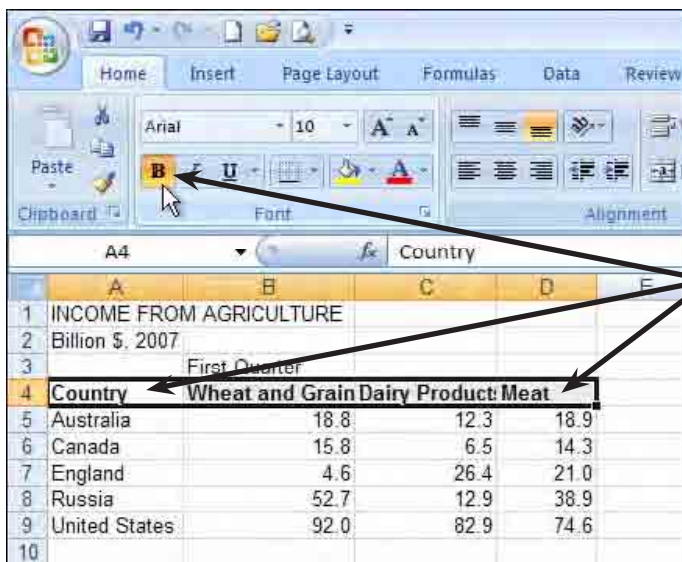
1   Highlight cells B5 to D9, Click on the INCREASE DECIMAL icon in the HOME tab of the RIBBON to increased the values to two decimal places.
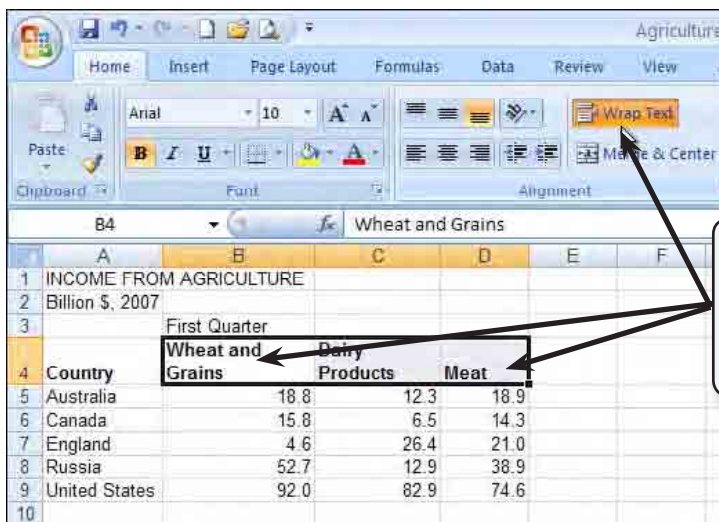
Country	Wheat and Grains	Dairy Products	Meat
Australia	18.80	12.50	16.50
Canada	15.80	6.50	14.30
England	4.60	26.40	21.00
Russia	52.70	12.90	38.90
United States	92.00	82.90	74.0

2 Click on the DECREASE DECIMAL icon in the HOME tab and all the values will be set to one decimal place.

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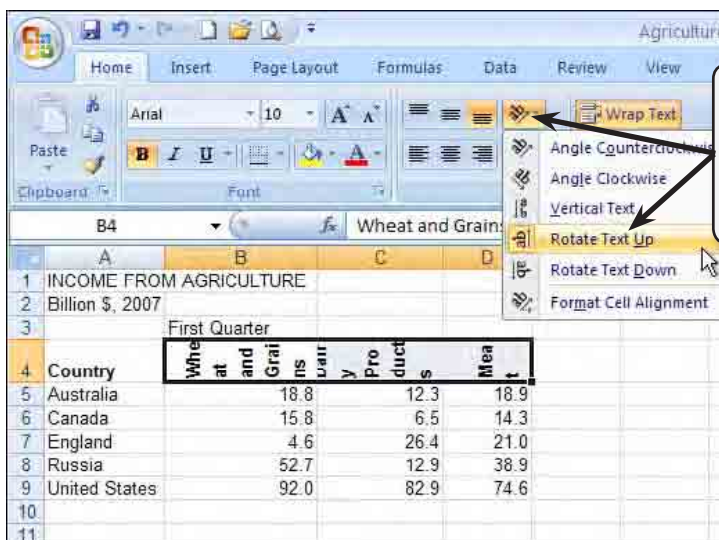
Formatting the Table Headings

We can format the table headings to be vertical within their cells.

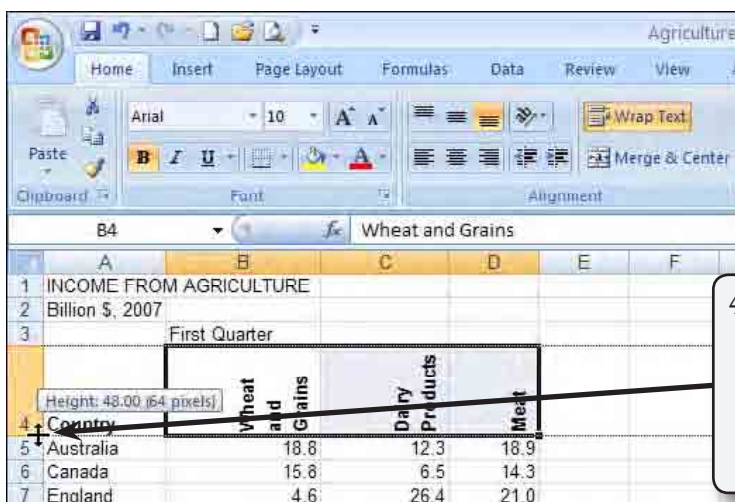1 Highlight cells A4 to D4 and set their STYLES to BOLD.

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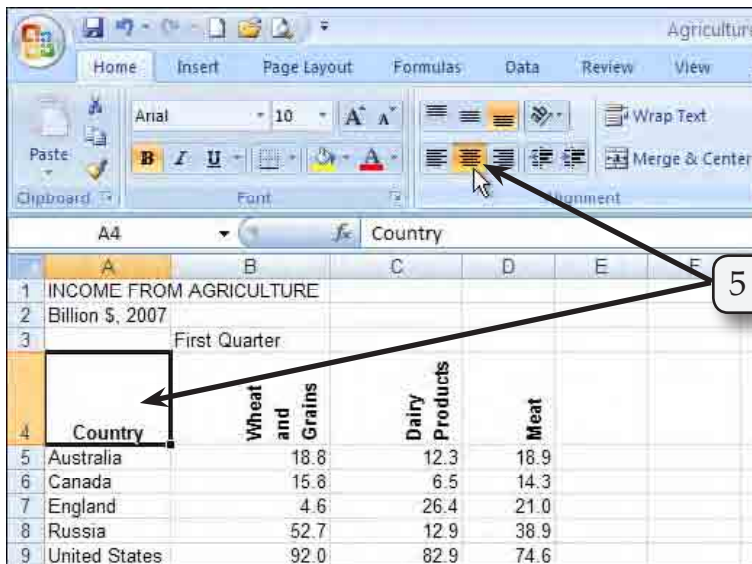

3 Click on the ORIENTATION icon in the HOME tab and select ROTATE TEXT UP to rotate the text with each cell.
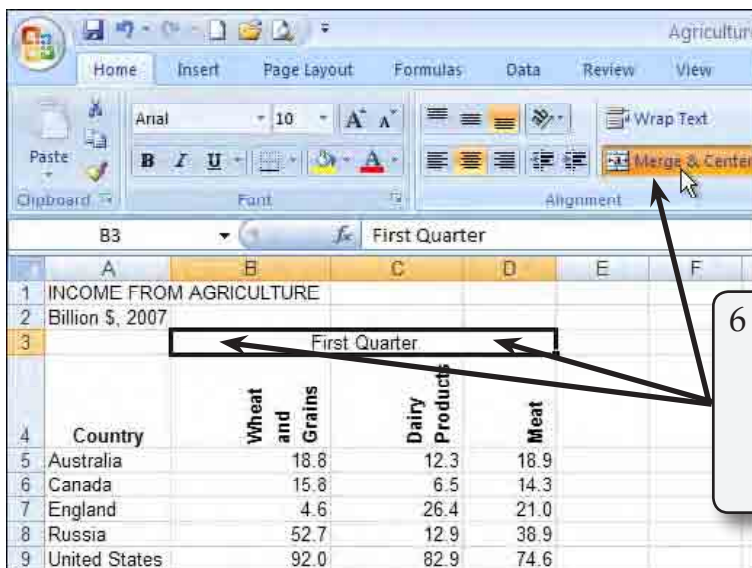
NOTE: You might also like to try some of the other orientations.

4 Increase the ROW HEIGHT of ROW 4 to about 48 characters and check that the headings are displayed neatly within their cells.

5 Centre the contents of cell A4.

6 Highlight cells B3 to D3 and click on the MERGE AND CENTRE icon in the HOME tab to centre the heading over the three cells.

NOTE: Centre Across Selection could have been used to centre the First Quarter heading. As it covers just one row Merge and Centre was used.