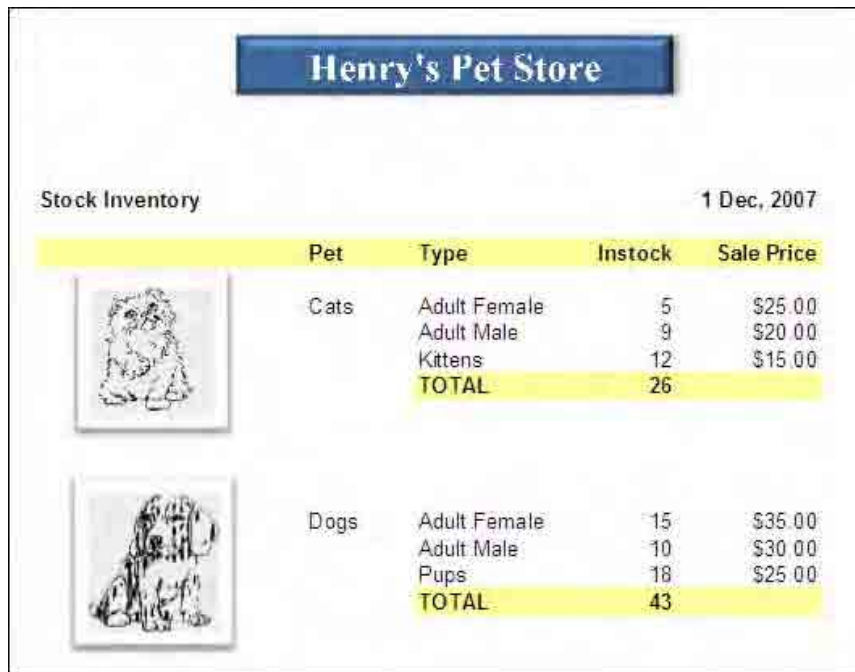




The Drawing Tools

Graphics can be used to enhance the appearance of spreadsheets. The DRAWING TOOLS can be used to create the graphics or graphics can be imported from a file or clip art. In this chapter you will create the following spreadsheet. The logo at the top of the page will be created using the DRAWING TOOLS and the pet sketches will be imported.



Henry's Pet Store			
Stock Inventory		1 Dec, 2007	
Pet	Type	Instock	Sale Price
	Cats	Adult Female	5 \$25.00
		Adult Male	9 \$20.00
		Kittens	12 \$15.00
		TOTAL	26
	Dogs	Adult Female	15 \$35.00
		Adult Male	10 \$30.00
		Pups	18 \$25.00
		TOTAL	43

Opening the Prepared Template

A spreadsheet has been prepared for you and it will need to be opened from the Excel 2008 Support Files.

- 1 Load Microsoft Excel 2008 and select OPEN icon from the FILE menu.
- 2 Access the EXCEL 2008 SUPPORT FILES folder and open the CHAPTER 9 folder.
- 3 Open the PET STORE template, selecting YES to the READ-ONLY dialogue box.

Creating the Logo

The TEXT BOX tool will be used to create the logo.

A Inserting a Text Frame

- 1 If the DRAWING Toolbar is not open, display the VIEW menu, highlight TOOLBARS and select DRAWING.

2 Click on the TEXT BOX tool in the DRAWING Toolbar.

3 Click the pointer (now an I-Beam) near cell B2 and enter:
Henry's Pet Store

- NOTE:**
- i The text frame is not part of a cell.
 - ii The text frame will adjust in size as you enter the text.



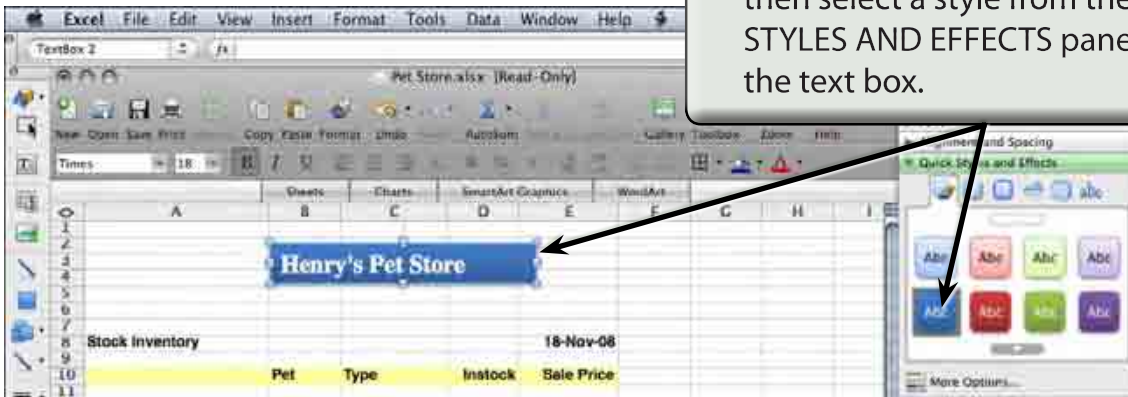
4 Highlight the text by dragging the I-Beam over it and, in the FORMATTING Toolbar, change the FONT to TIMES, the FONT SIZE to 18 point and the STYLE to BOLD.



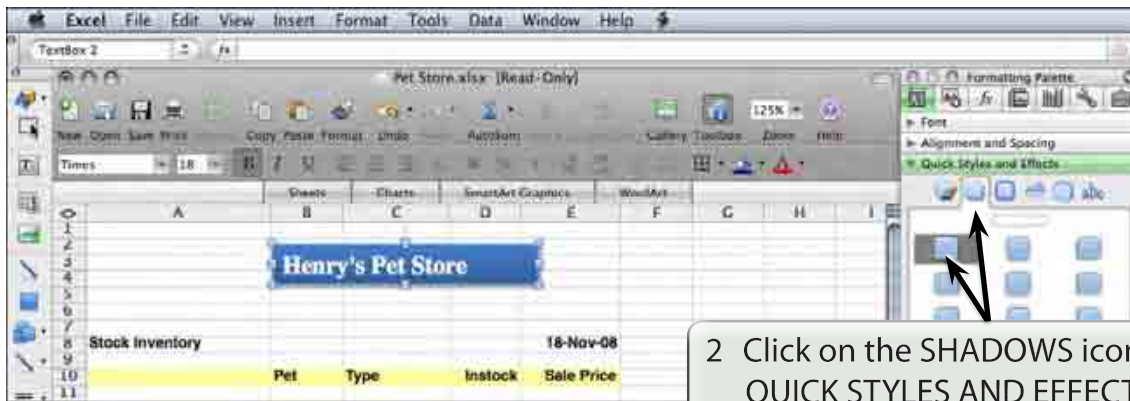
5 Move the pointer over the centre right 'handle' and drag it to the right a little to increase the width of the text frame.

B Adjusting the Text Box Shading

We can change the fill shading of the text box and the text colour.

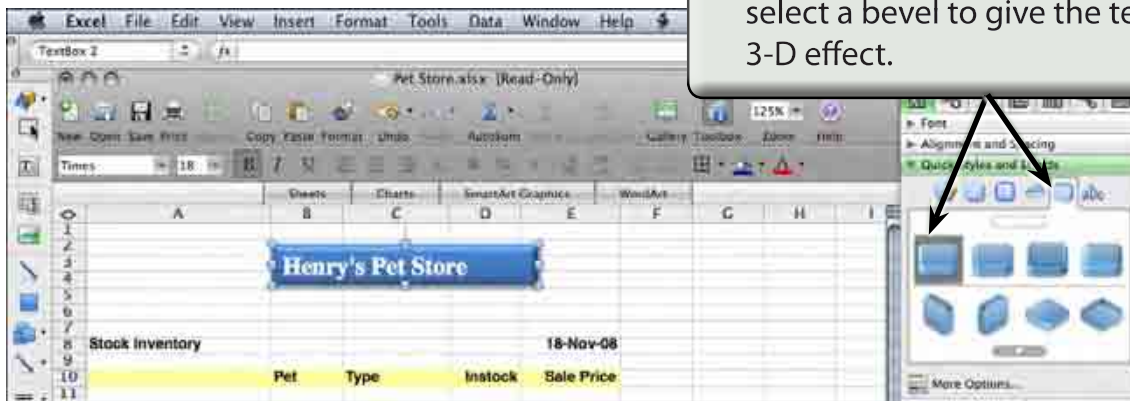


1 Click on the border of the text box then select a style from the QUICK STYLES AND EFFECTS panel to fill the text box.



2 Click on the SHADOWS icon in the QUICK STYLES AND EFFECTS panel and apply a shadow to the text box.

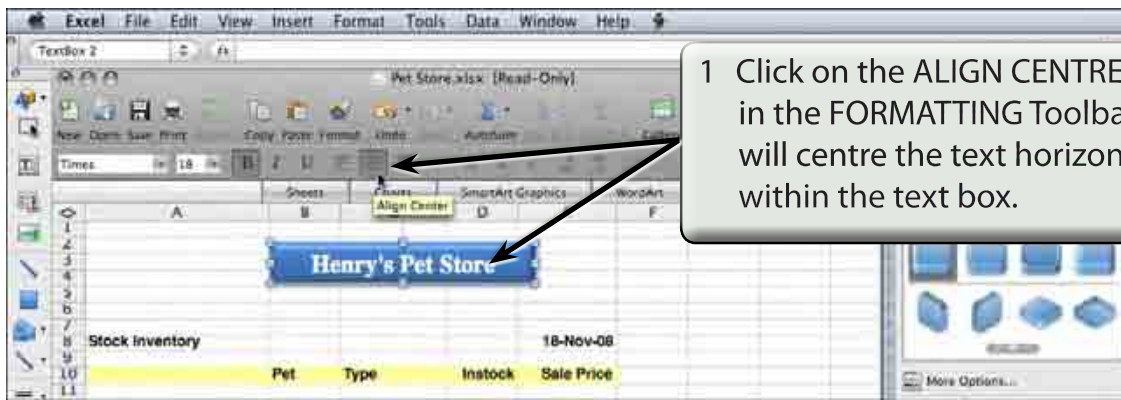
NOTE: You can click outside the text box to turn the 'handles' off to see how the shadow looks, then click back on the text box border to re-select it and change the shadow style if need be.



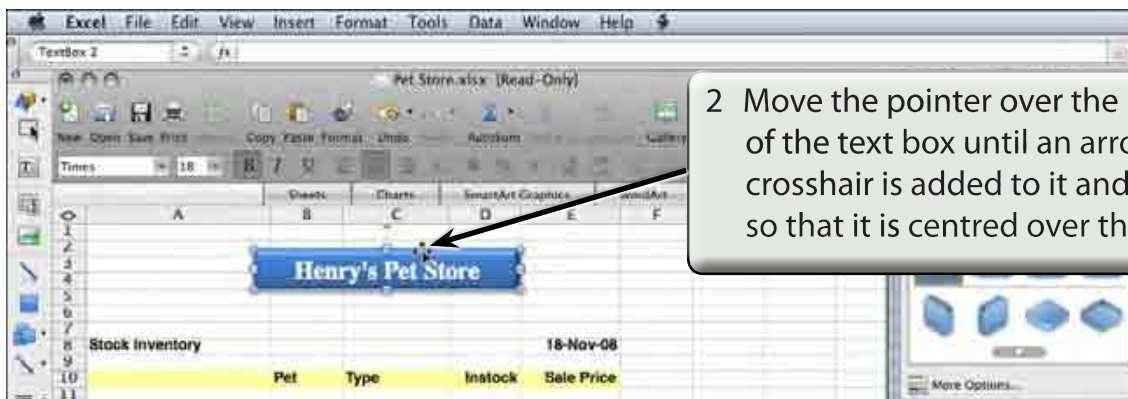
3 Click on the 3-D EFFECTS icon and select a bevel to give the text box a 3-D effect.

Centring the Text

The text needs to be centred in the text box.



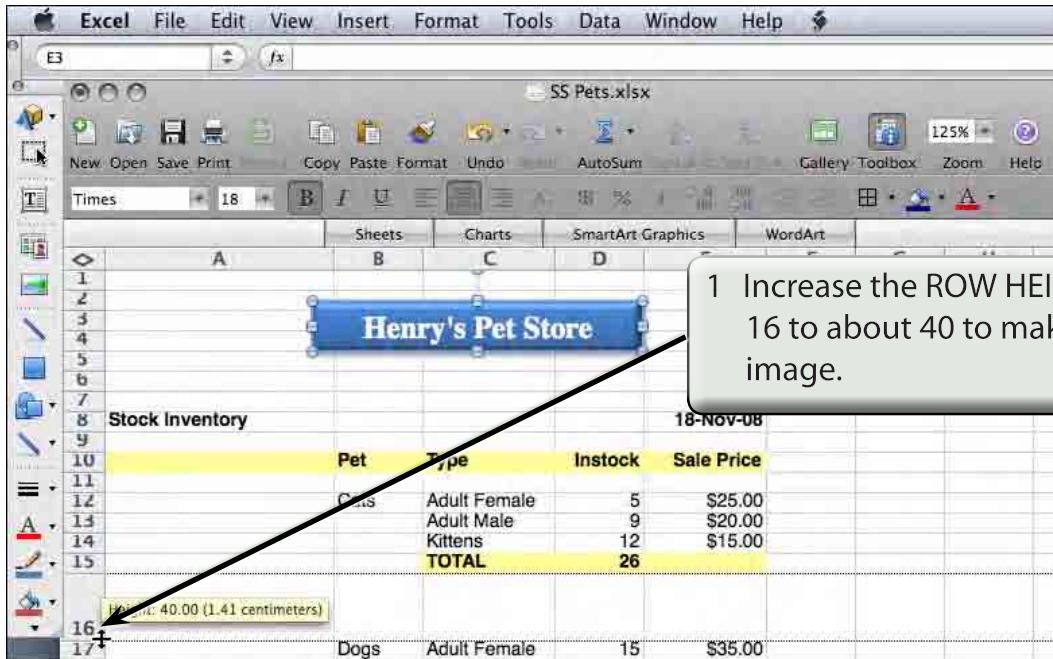
NOTE: You can centre text vertically within the text box using the VERTICAL - CENTRE icon in the ALIGNMENT AND SPACING panel of the FORMATTING PALETTE.



- 3 Save the workbook in your STORAGE folder under the name:
SS Pets
and turn the READ-ONLY option off.

Importing Graphics

Graphics can be imported into the spreadsheet from files or from clip art libraries.



- 3 Access the EXCEL 2008 SUPPORT FILES, open the CHAPTER 9 folder and insert the CAT image.