The Drawing Tools

Graphics can be used to enhance the appearance of spreadsheets. The DRAWING TOOLS can be used to create the graphics or images 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.


Opening the Prepared Template

A spreadsheet has been prepared for you and it will need to be opened from the EXCEL 2010 SUPPORT FILES.

1   Load Microsoft Excel 2010 and click on the OPEN icon in the QUICK ACCESS TOOLBAR or from within the FILE tab.

2   Access the EXCEL 2010 SUPPORT FILES folder and open the CHAPTER 10 folder.

3   Open the PET STORE template, selecting YES to the READ-ONLY dialogue box.
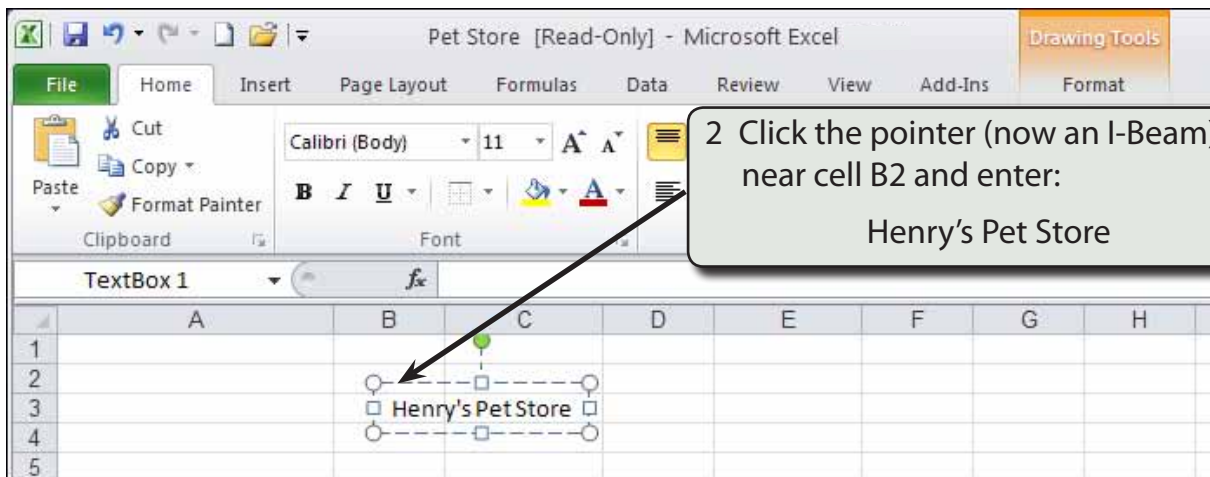
Creating the Logo

The TEXT BOX tool will be used to create the logo. The text box created using the TEXT BOX tool is an object that can be moved anywhere within the worksheet.
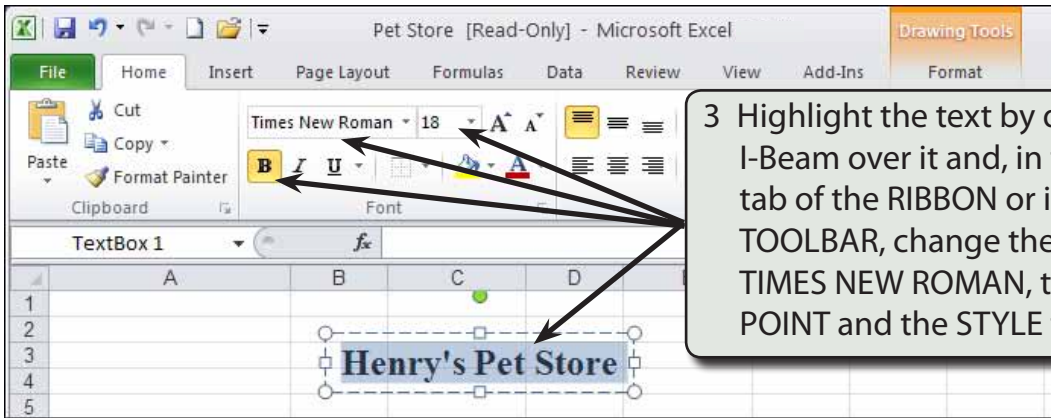
A   Inserting a Text Box
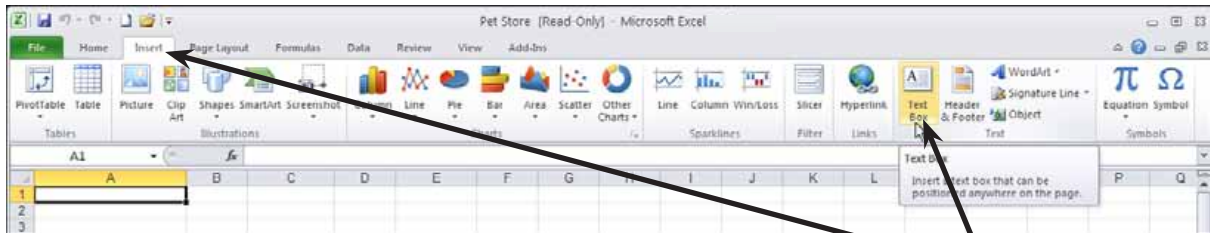
> 1 Open the INSERT tab in the RIBBON and select the TEXT BOX tool.

> 2 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.**

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3 Highlight the text by dragging the I-Beam over it and, in the HOME tab of the RIBBON or in the MINI TOOLBAR, change the FONT to TIMES NEW ROMAN, the SIZE to 18 POINT and the STYLE to BOLD.


4 Move the pointer over the centre right 'handle' and drag it to the right about 1 cm 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.
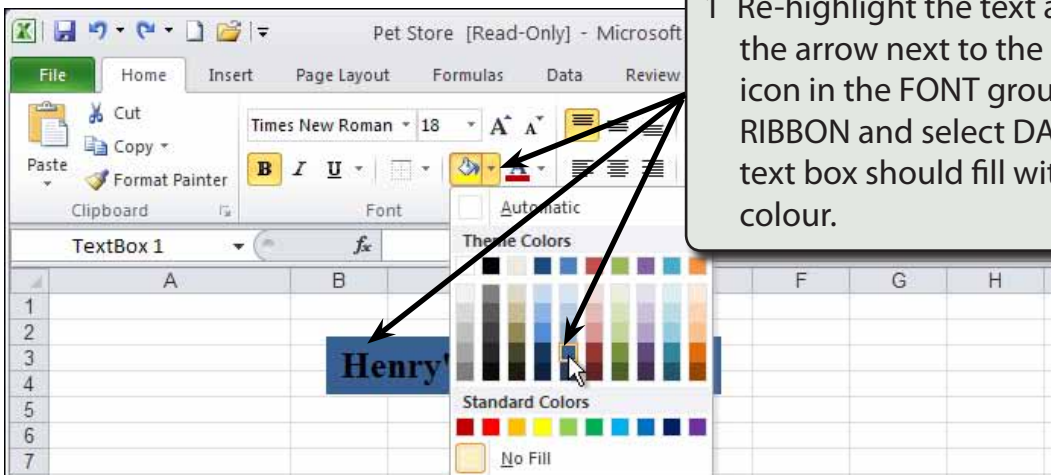
1 Re-highlight the text and click on the arrow next to the FILL COLOUR icon in the FONT group of the RIBBON and select DARK BLUE. The text box should fill with the selected colour.
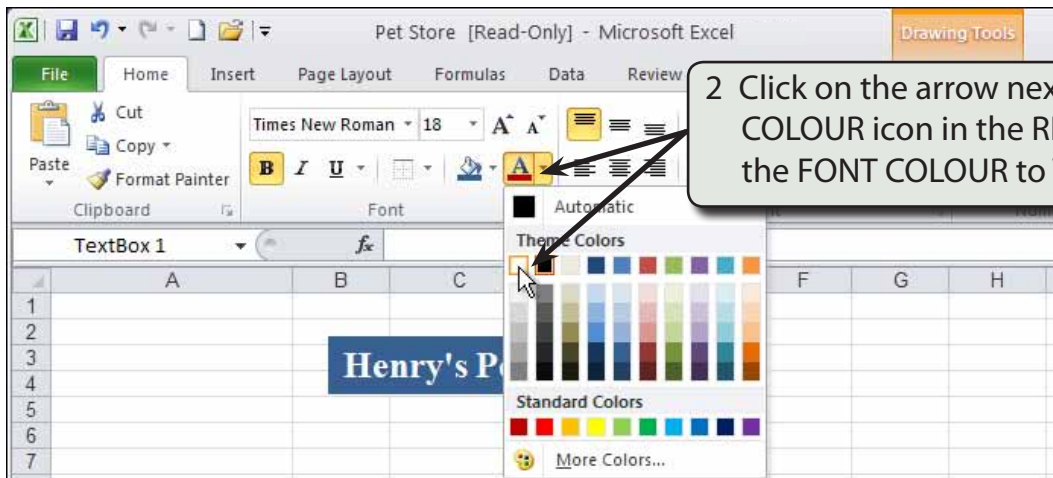
2 Click on the arrow next to the FONT COLOUR icon in the RIBBON and set the FONT COLOUR to WHITE.

3 To add a shadow to the text box open the DRAWING TOOLS' FORMAT tab in the RIBBON.
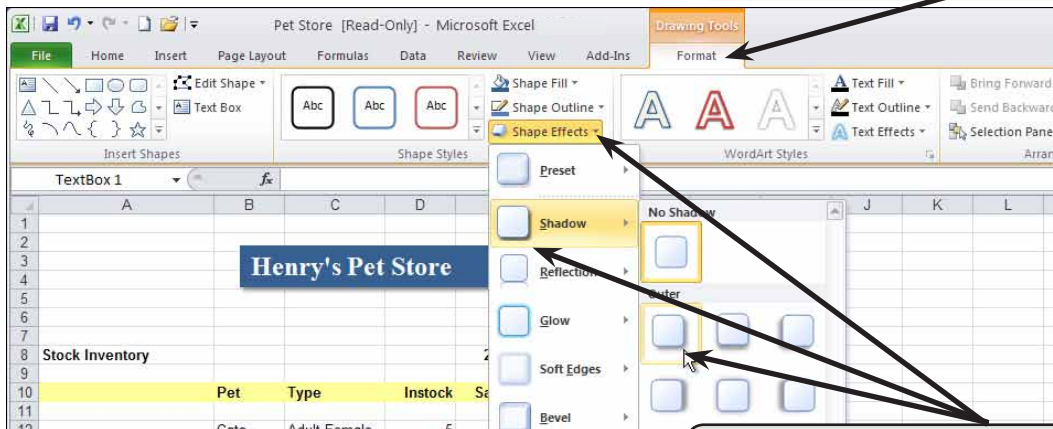
4 Select the SHAPE EFFECTS icon, highlight SHADOW and select an OUTER shadow.

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 to re-select it and change the shadow style if need be.
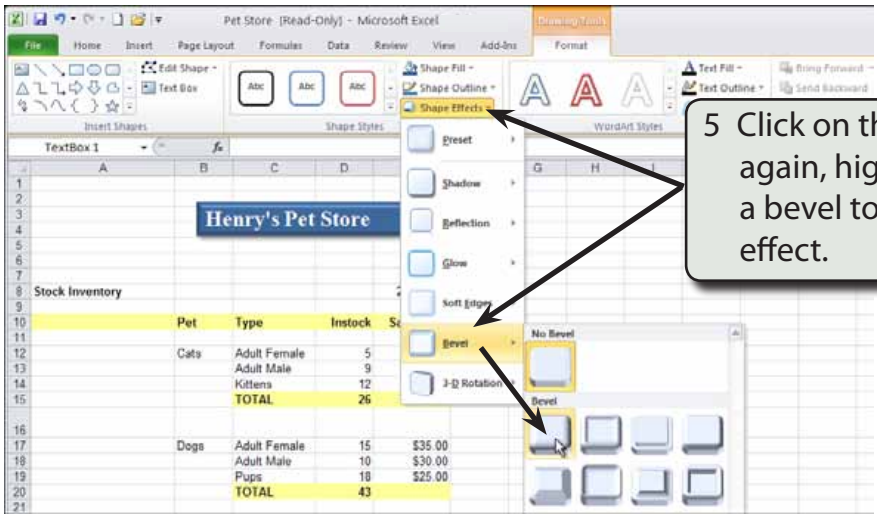
5 Click on the SHAPE EFFECTS icon again, highlight BEVEL and select a bevel to give the text box a 3-D effect.
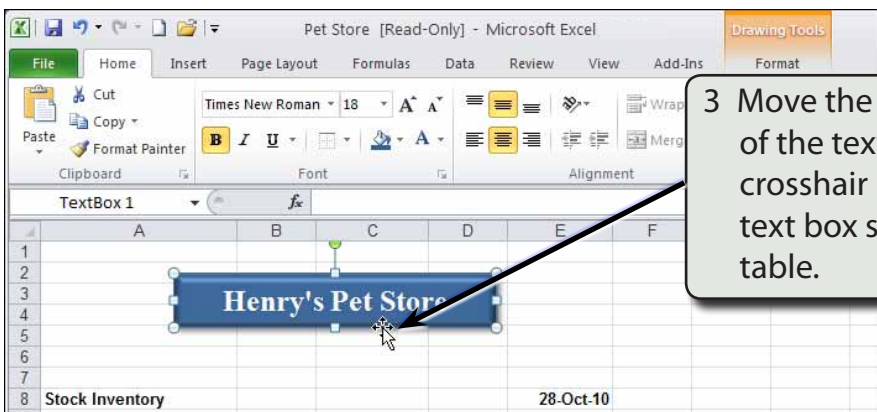
Centring the Text

The text needs to be centred within the text box.

1 Open the HOME tab and click on the
2 CENTRE icons in the ALIGNMENT group to centre the text both horizontally and vertically within the text box.

2 Drag the bottom centre handle of the text box down a little to increase the height of the text box.

3 Move the pointer over the border of the text box until an arrowed crosshair is added to it and drag the text box so that it is centred over the table.