



# 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.

Henry's Pet Store				
Stock Inventory			5-Sep-11	
Pet	Type	Instock	Sale Price	
	Cats	Adult Female	5	\$25.00
		Adult Male	9	\$20.00
		Kittens	12	\$15.00
		<b>TOTAL</b>	<b>26</b>	
	Dogs	Adult Female	15	\$35.00
		Adult Male	10	\$30.00
		Pups	18	\$25.00
		<b>TOTAL</b>	<b>43</b>	

## Opening the Prepared Template

A spreadsheet has been prepared for you and it will need to be opened from the EXCEL 2011 SUPPORT FILES.

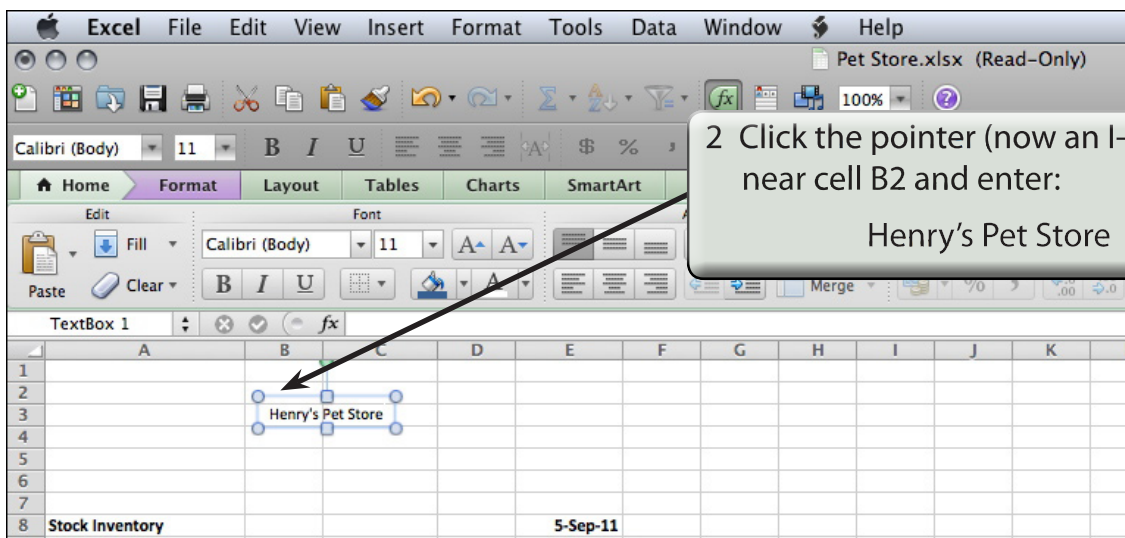
- 1 Load Microsoft Excel 2011 and cancel the EXCEL WORKBOOK GALLERY, or close the current workbook.
- 2 Display the FILE menu and select OPEN.
- 3 Access the EXCEL 2011 SUPPORT FILES folder, open the CHAPTER 10 folder and open the PET STORE file, selecting YES to the READ-ONLY dialogue box.

## Creating the Logo

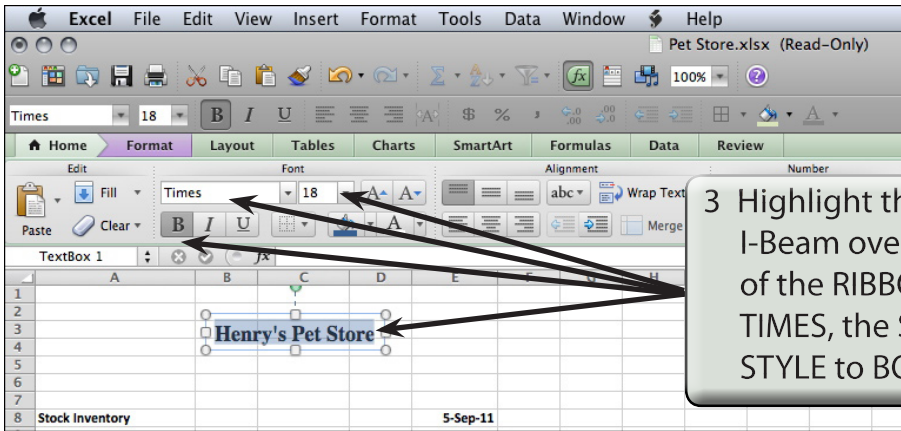
The TEXT BOX tool will be used to create the logo. The text box created using the TEXT BOX tool is an object that can be moved anywhere within the worksheet.

### A Inserting a Text Box

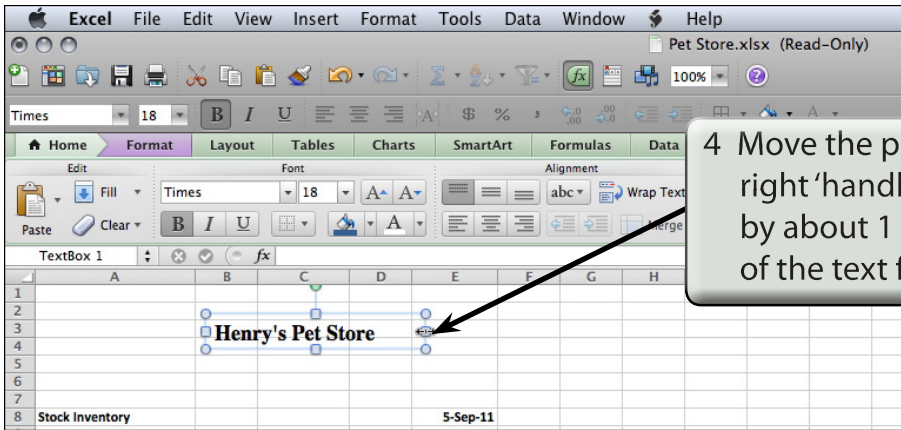
- 1 Display the INSERT menu and select TEXT BOX.



- NOTE:**
- i The text box is not part of a cell.
  - ii The text box will adjust in size as you enter the text.
  - iii The **FORMAT** tab is added to the **RIBBON**. It contains the tools to format the text box.



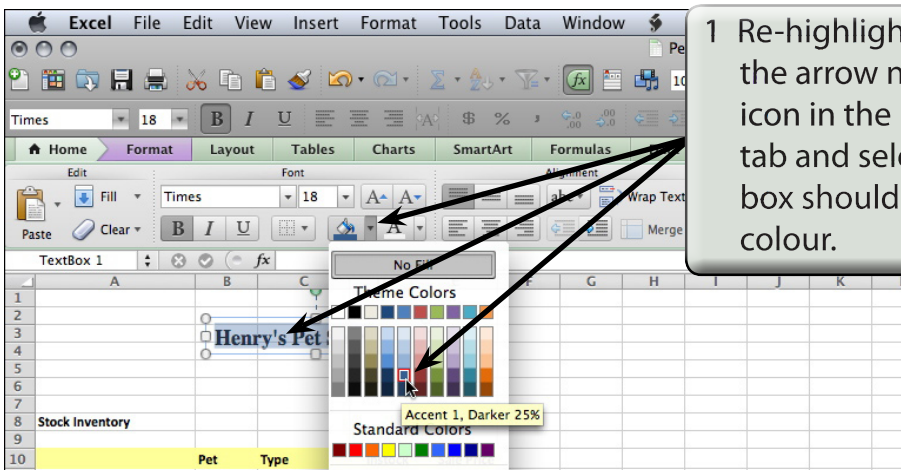
3 Highlight the text by dragging the I-Beam over it and, in the HOME tab of the RIBBON, change the FONT to TIMES, the SIZE to 18 POINT and the STYLE to BOLD.



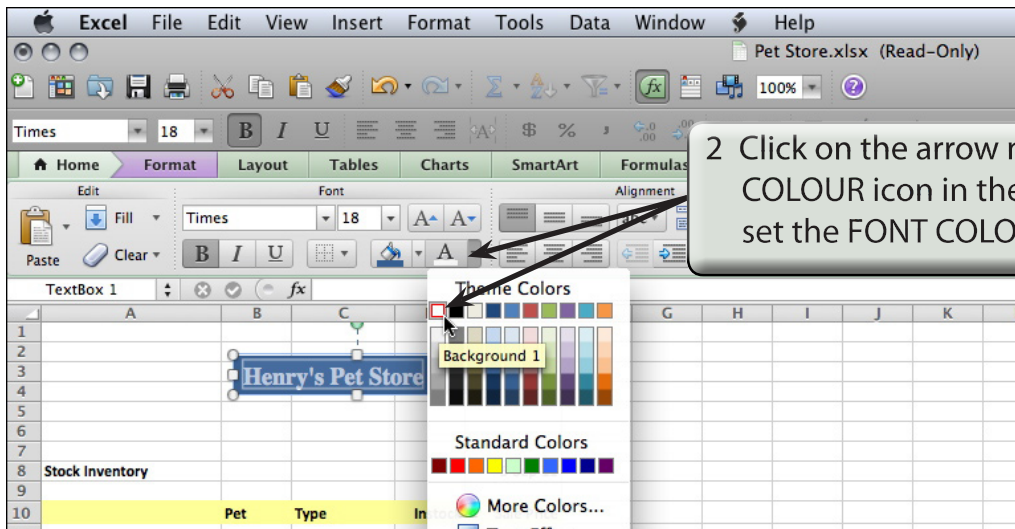
4 Move the pointer over the centre right 'handle' and drag it to the right by about 1 cm to increase the width of the text frame.

## B Adjusting the Text Box Format

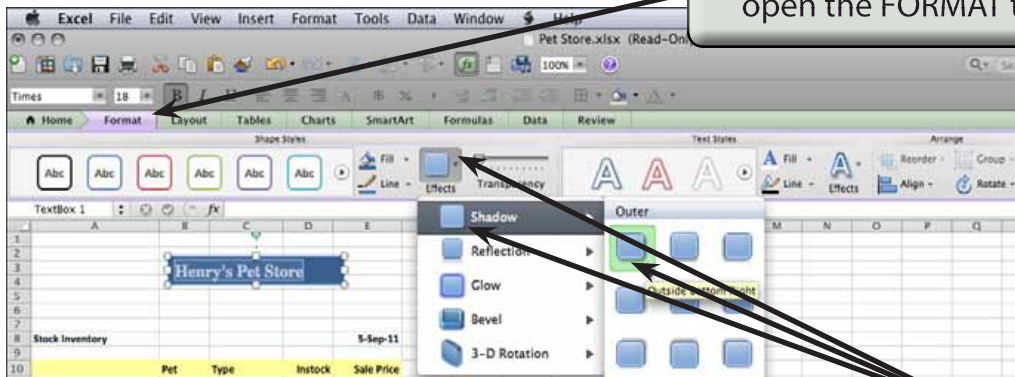
We can change the fill shading of the text box and the text colour.



1 Re-highlight the text and click on the arrow next to the FILL COLOUR icon in the FONT group of the HOME tab 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 HOME tab and set the FONT COLOUR to WHITE.



3 To add a shadow to the text box open the FORMAT tab in the RIBBON.

4 Select the 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.