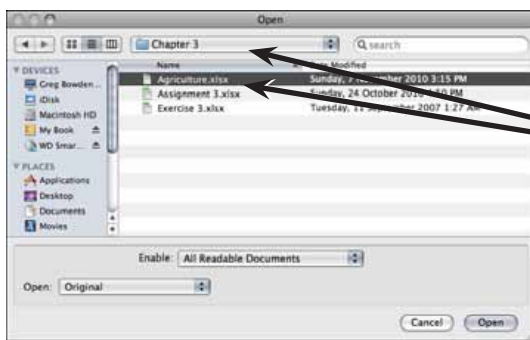


Further Formatting

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

- 1 Load Microsoft Excel 2011 and cancel the EXCEL WOOKBOOK GALLERY dialogue box, or close the current workbook.
- 2 Display the FILE menu and select OPEN.



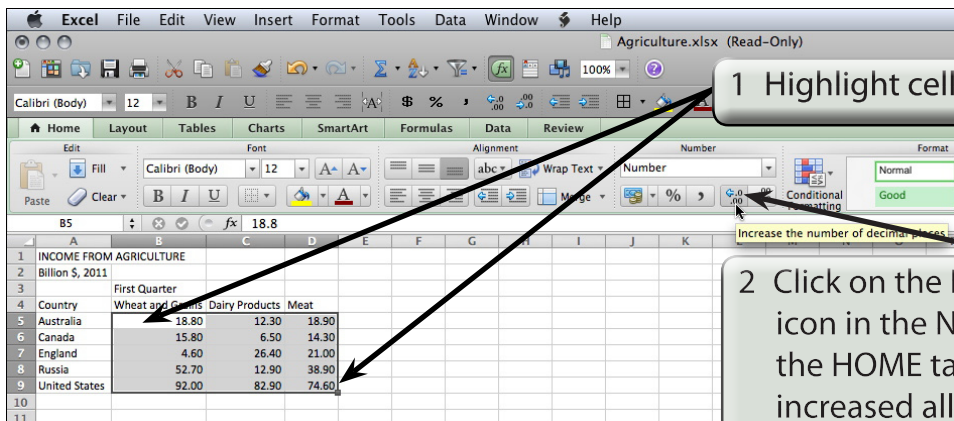
- 3 Access the CHAPTER 3 folder of the EXCEL 2011 SUPPORT FILES and open the AGRICULTURE file.



- 4 Select YES to the READ-ONLY message. This will ensure that you won't be able to save over the original document.

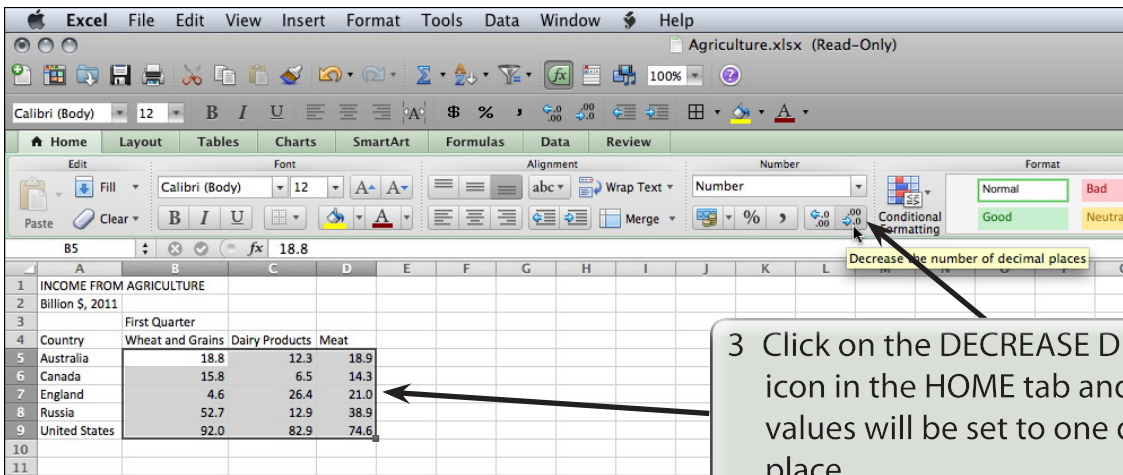
Formatting the Values

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.

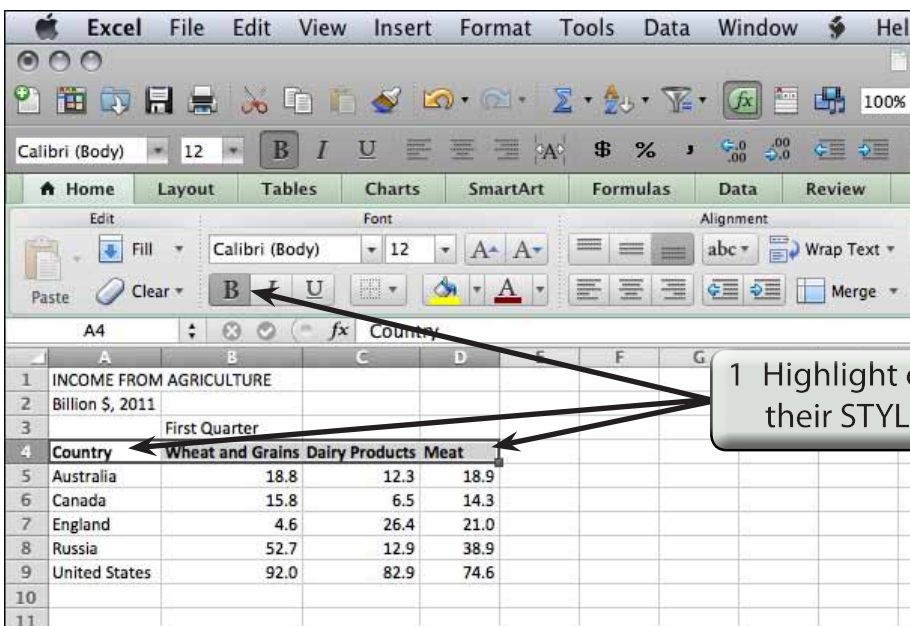
- 2 Click on the INCREASE DECIMAL icon in the NUMBER group of the HOME tab of the RIBBON to increased all the values to two decimal places.

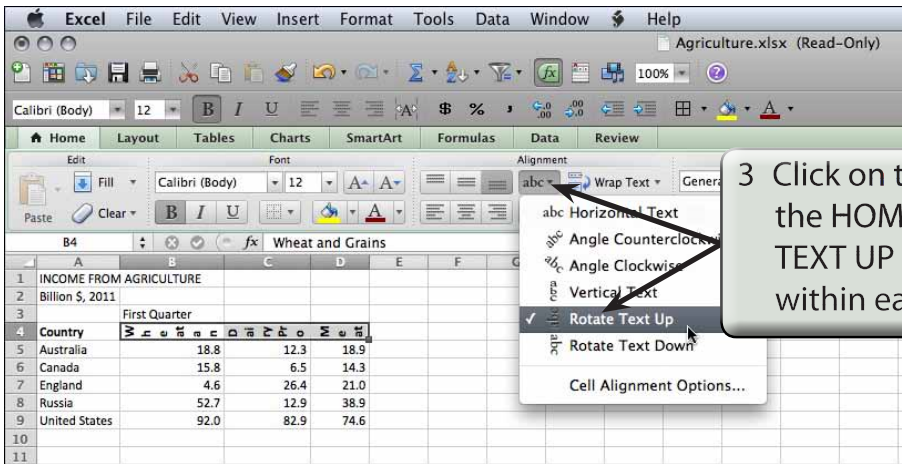
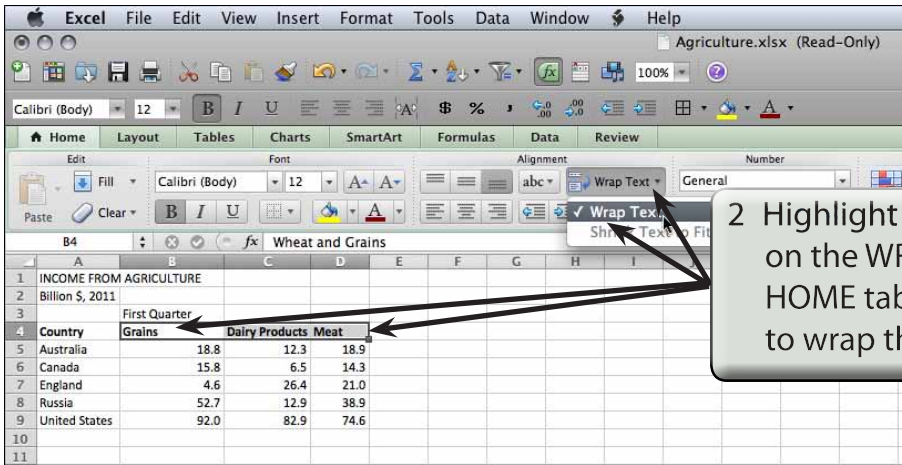


NOTE: When you increase the decimal places of highlighted cells all the values are set to the highest number of decimal places.

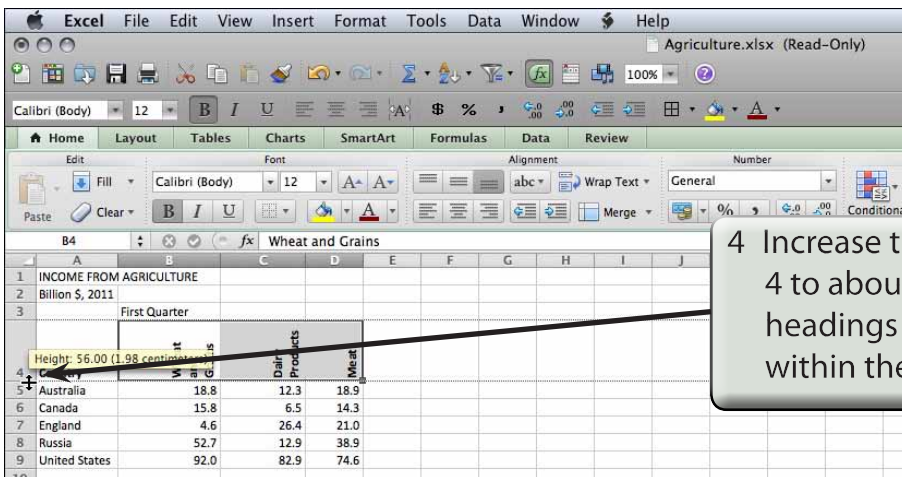
Formatting the Table Headings

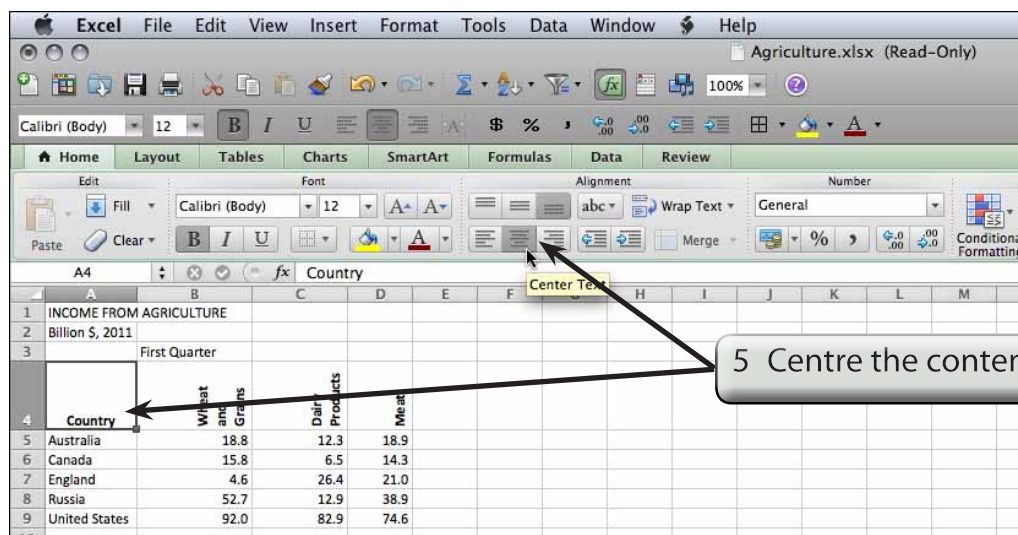
We can format the table headings to be vertical within their cells.



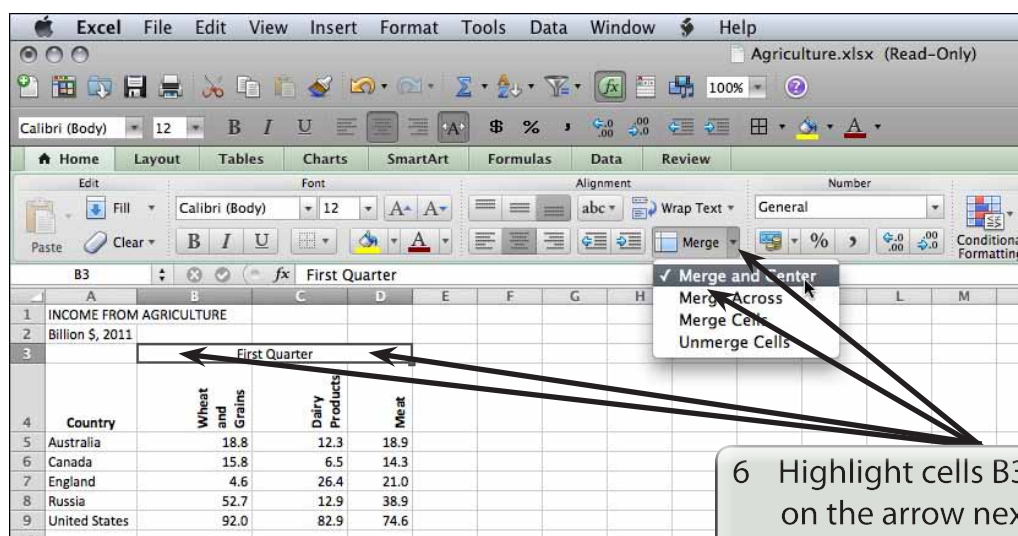


NOTE: You might also like to try some of the other orientations.





5 Centre the contents of cell A4.



6 Highlight cells B3 to D3 then click on the arrow next to the MERGE icon in the HOME tab and select MERGE AND CENTRE 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.