# 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				14-Feb-13
	Pet	Туре	Instock	Sale Price
	Cats	Adult Female Adult Male Kittens TOTAL	5 9 12 <b>26</b>	\$25.00 \$20.00 \$15.00
	Dogs	Adult Female Adult Male Pups TOTAL	15 10 18 <b>43</b>	\$35.00 \$30.00 \$25.00

## **Opening the Prepared Template**

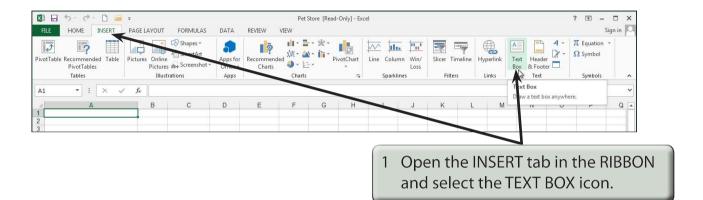
A spreadsheet has been prepared for you and it will need to be opened from the EXCEL 2013 SUPPORT FILES.

- 1 Load Microsoft Excel 2013 and click on the OPEN icon in the QUICK ACCESS TOOLBAR or from within the FILE tab.
- 2 Access the EXCEL 2013 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



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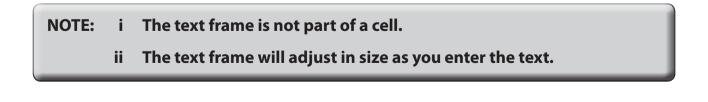


Image: Image	Pet Store [Read-Only] - Excel FORMULAS DATA REVIEW	VIEW FORMAT
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## **B** Adjusting the Text Box Shading

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

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

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0 Pet	Type Instoc	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.