

Name: _____ Date: _____

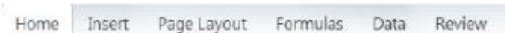
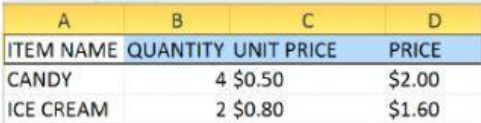
TOPIC: FORMATTING DATA IN CELLS

A. Name the tools below



Border	Font Size	Shading tool
Font Colour	Text Alignment	Font

B. Steps to format data in cells

Step 1	Click on _____ at the top of the screen	
Step 2	Select the _____, if you are formatting more than one cell, click on the first cell and drag to the last cell	
Step 3	Click on the _____ your are planning to change	