



Q2 Party Planner: Data Format, Insert & Merge

13. Dig the Data

Introduction

You have set up your basic spreadsheet for your party and have entered the data. There are special formatting features you can do to make it more readable for others.

Format your spreadsheet

[Sample Image for Spreadsheet Formatting](#)

The screenshot shows a spreadsheet application window titled "PARTY Planner Cmc". The menu bar includes File, Edit, View, Insert, Format, Data, Tools, and Ad. The toolbar contains icons for print, undo, redo, and a font color selector. The data table has columns A, B, and C, and rows 1 through 7. The cells are color-coded: blue for names, green for "# Invited", and pink for "# Attending".

	A	B	C	D
1	Name	# Invited	# Attending	
2	Family	5	5	
3	Grandma and Grandpa	2	1	
4	Uncle Gus Aunt Francis	4	2	
5	9 Cousins + Friend each	18	13	
6	Team + 2 Coaches	14	10	
7	TOTALS			

- Step 1 - Open the existing Party Planner spreadsheet.
- Step 2 - Align the text for column B and C so it is in the center.
- Step 3 - Select column A and color it light blue, select column B and color it light green, and select column C and make it light pink.
- Step 4 - Put a border around each cell.
- Step 5 - Have a row labeled TOTALS below the last name and make it bold.
- Step 6 - Make the header row bold.
- Step 7 - "Fit" the column to the content with a double-click on the line between the columns

Insert and Merge Example

The screenshot shows a spreadsheet titled 'PARTY Planner Cmc'. The menu bar includes File, Edit, View, Insert, Format, Data, and Tools. The toolbar shows various icons for undo, redo, print, and formatting. The spreadsheet has three columns: A, B, and C. Row 1 is highlighted in yellow and contains the text 'Carolyn Birthday Party'. Row 2 is the header row with columns 'Name', '# Invited', and '# Attending'. Rows 3-7 contain data for different party categories. Row 8 is labeled 'TOTALS' and is bolded.

	A	B	C
1	Carolyn Birthday Party		
2	Name	# Invited	# Attending
3	Family	5	5
4	Grandma and Grandpa	2	1
5	Uncle Gus Aunt Francis	4	2
6	9 Cousins + Friend each	18	13
7	Team + 2 Coaches	14	10
8	TOTALS		

- Step 1 - Select row 1, go to INSERT on the menu bar and select ROW ABOVE
- Step 2 - In Cell A1 put your name and the type of party you

are planning.

Step 3 - Select Cells A1, B1, and C1.

Step 4 - Click on the Merge Cells Button.

Step 5 - Make the font for this row size 14, change the font color to blue, and align center.

Step 6 - Check with your teacher to see how they want you to submit or share this document.

Resources

Google Spreadsheets

- ☞ **Tutorials for [Google Spreadsheets](#)**
- ☞ **[Spreadsheet Help From Google](#)**
- ☞ **[Using Google Spreadsheets from About.com](#)**

Microsoft Excel

- ☞ **Tutorials for [Microsoft Excel](#)**