Q2 Party Planner: Data Format, Insert & Merge
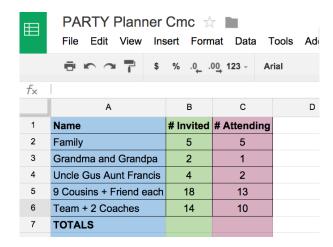
13. Dig the Data

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

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

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<u>Insert and Merge Example</u>

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**