

Spreadsheet – Quest 2 Format, Insert, Merge

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 Available 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 - Highlight column A and color it light blue, highlight column B and color it light green, and highlight 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 – “Fit” the column width to the content with a double-click on the line between the column letters at the top

Insert and Merge

[Sample Image Available for Spreadsheet Insert and Merge](#)

Step 1 - Highlight 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 - Highlight 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 (or your choice), and align center.

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