Shakes Music Store: Formatting

You need to have your version of the **shakes_music** spreadsheet open.

1. Format the heading:

    a) click in cell **A1**
    b) make the heading **size 18**
    c) make the heading **Bold** and *Italic*

    This should make the heading stand out

2. Now add the date:
    • in cell **B3** type the function: **=TODAY()** - don't forget the brackets

    Using a TODAY() function means that the date will be updated if you open the spreadsheet on a different day
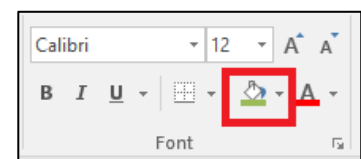
3. Adding borders:
    a) **highlight** all of the cells in the table (the music part)
    b) click the **dropdown arrow** next to the **borders button** at the top
    c) choose **All Borders**
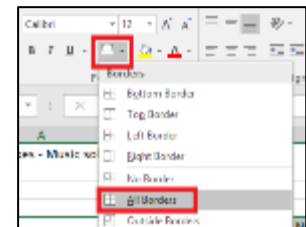
4. Make the **header row** of the table **bold** (this is **row 5**)

5. Make the **totals** at the bottom **bold** and in **red** (cells **D16** and **E16**)

6. Change the **cell background** for the **total income** (cell **E16**) to **light green**
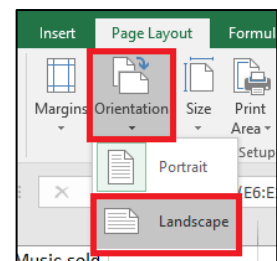
7. Change the spreadsheet to **landscape format**:

    • click **Page Layout** at the <u>top</u> > **Orientation** > **Landscape**

8. **Save** your work

9. Check what the spreadsheet would look like printed: **File** > **Print**

    • don't actually print it this time