


Align Data in Cells

1. Select the cell(s) you want to format.
2. Choose Format menu > Cells > Alignment tab, then choose the alignment options you want, then click OK.

 To make overflow text appear within a selected cell, choose Format menu > Cells > Alignment tab, then click Wrap Text or Shrink to Fit.

Change the Font

1. Select the cell(s) you want to format.
2. Choose Format menu > Cells > Font tab.
3. Select the font options you want, then click OK.

Specify Numeric Formats

1. Select the cell(s) you want to format.
2. Choose Format menu > Cells > Number tab.
3. In the Category list, click a category, and then select the options you want, then click OK.

Duplicate a Format


1. Select a cell that is formatted the way you want.
2. Click the Format Painter.
3. Drag over the cells you want to format.




Resize Rows or Columns

1. Position the pointer on the right edge of the column or bottom edge of the column heading that you want to change.
2. When the pointer changes to a double arrow, drag until the row or column is the size you want.

	A	B	↔C
1			
2			
3			

 If you select multiple rows or columns, they will be sized at the same height or width.


 To make the column width fit the contents, double-click the boundary to the right of the column heading.

Add Cell Borders

1. Select the cell(s) to which you wish to add borders.
2. Choose Format menu > Cells > Border,
3. Click one or more buttons to select the borders you want, then click OK.

Insert Cells

1. Select the cell(s) that you want to be immediately below or to the right of the new cells. Select the same number of cells as you want to insert.
2. On the Insert menu, click Cells.
3. Click Shift cells right or Shift cells down, then click OK.


 To insert rows (or columns), select the row (or column) headers and choose Insert menu > Rows (or Columns).

Delete Cells

1. Select the cells, rows, or columns you want to delete.
2. Choose Edit menu > Delete.


Sort Spreadsheet Data


1. Select the cells you want to sort.
2. Choose Data menu > Sort.
3. In the dialog box, specify the column(s) you want to sort by and click Ascending or Descending for each.
4. Click OK.

 To sort by the contents of rows rather than columns, click Options in the dialog box and specify a Left to Right orientation.

Protect Data from Changes


1. Choose Tools Menu > Protection > Protect Sheet.
2. Make sure the Contents box is checked, then click OK.


 To remove protection choose Tools Menu > Protection > Unprotect.

 To allow changes to some cells before protecting, select the cells, choose Format menu > Cells > Protection tab, uncheck Locked, then click OK.

Specify the Area to Print

1. Select the cells you want to print.
2. Choose File menu > Print Area > Set Print Area.
3. Choose Print from the File menu.


 To clear the print area, choose File menu > Print Area > Clear Print Area.

 To see what the printout will look like, choose File menu > Print Preview.

Page Breaks

The spreadsheet automatically breaks pages when they are full, but you can automatically add other breaks as needed.

1. Select a cell below or to the left of the place where you want the page to break.
2. Choose Insert menu > Page Break.

 To clear the page break, select a cell below or to the left of the break and choose Insert menu > Remove Page Break.