





Formatting Spreadsheets



In this activity, you will use the skills you have learned to add borders and shading to a spreadsheet.

1. Start the spreadsheet program of your choice.
2. Open your **Mailing-[your first initial and last name]** file.
3. Select cells **A2** through **E2**.
4. Change the fill color of cells **A2** through **E2** to **cyan**.
5. Select cells **A3** through **E7**.
6. Change the fill color of cells **A3** through **E7** to a color of your choice.
7. Select cells **A1** through **E7**.
8. Click the **Borders**  tool located on the toolbar.
9. Click **All borders** .

Your completed spreadsheet should look similar to Figure A1-6.

	A	B	C	D	E
1	Corporate Mailing				
2	Company Name	Street Address	City	Zip Code	Phone Number
3	Apple Inc.	1 Infinite Loop	Cupertino, CA	95014	(408) 996-1010
4	Company B	3500 Skyline Boulevard	Tampa, FL	82485	(352) 585-9185
5	Company C	4200 Metro Parkway	Tempe, AZ	33454	(913) 897-6665
6	Company D	8080 Treeline Avenue	Boston, MA	45953	(635) 333-3535
7	Company E	1012 Palm Beach Lane	Cleveland, OH	21895	(213) 555-9696

Figure A1-6: Completed spreadsheet with formatting