Excel Art

Formatting Cells

Overview

Formatting your spreadsheet with colors allows you to add some creativity to your work. You may also wish to highlight data with cell backgrounds and font colors. Like all good visual communication, a bold contrast of text and background colors is necessary when choosing what colors to add to your work. Individual cells can be formatted with colors as well as ranges of cells.

In this lesson, you will change the fill and font color of cells to create two pictures.

New Skills

Applying Fill Color • Applying Font Color

Instructions

1. Create a new spreadsheet.
2. Use the default font and size of the spreadsheet software being used.
3. Save the spreadsheet as **ART**.
4. Format the width of columns A–AD to 4.
5. Format the height of rows 1–15 to 24.
6. Refer to the finished smiley face and heart as shown in **Figure 10** as you create your own.
   NOTE: Be sure to include your name in cell A17.
7. To create the smiley face outline, fill the following cells with black:

F1–J1	A7–A10	N11–N12
D2–E2	O7–O10	G12–I12
K2–L2	C7–M7	C13
C3	C8–G8	M13
M3	I8–M8	D14–E14
B4–B5	D9–F9	K14–L14
N4–N5	J9–L9	F15–J15
A6–O6	B11–B12	

8. To create the smiley face inside color, fill the following cells with yellow:

F2–J2	H8	C11–M11
D3–L3	B9–C9	C12–F12
C4–M5	G9–I9	J12–M12
B7–B8	M9–N9	D13–L13
N7–N8	B10–N10	F14–J14

9. Type the text "COOL DUDE" in cell A6 and change the font color to white.

10. Change the font size of cell A6 to 18 point.

11. Merge cell A6 across columns A–O and center the text.

12. To create the heart, fill the following cells with pink:

R1–U1	P4–AD8	U13–Y13
Y1–AB1	Q9–AC9	V14–X14
Q2–V2	R10–AB10	W15
X2–AC2	S11–AA11	
Q3–AC3	T12–Z12	

13. Type the text "I LOVE YOU" in cell P6 and change the font color to white.

14. Change the font size of cell P6 to 24 point.

15. Merge cell P6 across columns P–AD and center the text.

16. Change the page layout orientation to landscape and adjust the page scaling to fit to one page.

17. Format the spreadsheet to be centered both horizontally and vertically.

18. Carefully proofread your work for accuracy.

19. Be sure any changes have been saved.

20. Print preview and be sure that all cells containing data will be included in printing. Adjust the print area if necessary.

21. Print a copy of the spreadsheet if required by your instructor.

Figure 10