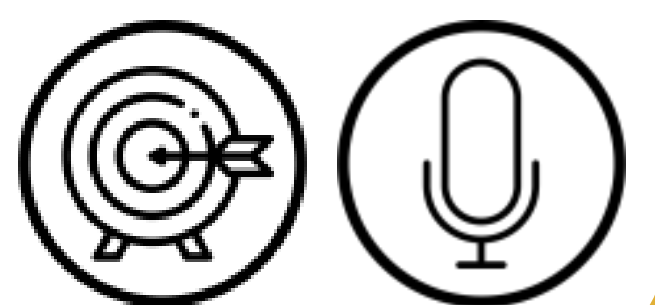




# Table Format

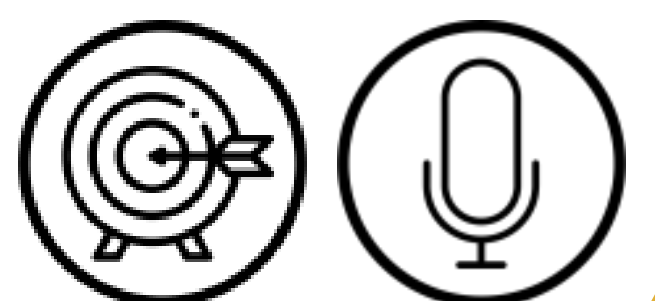




# Cell format

➤ Change the table format

First name	Last name	DOB
John	Doe	09/03/76
Peter	Smith	24/06/69
Jane	Miller	10/05/45

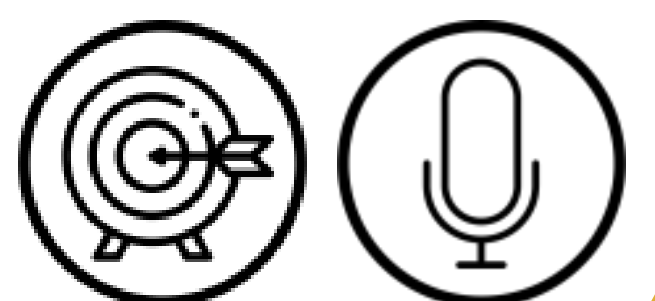




# Cell style

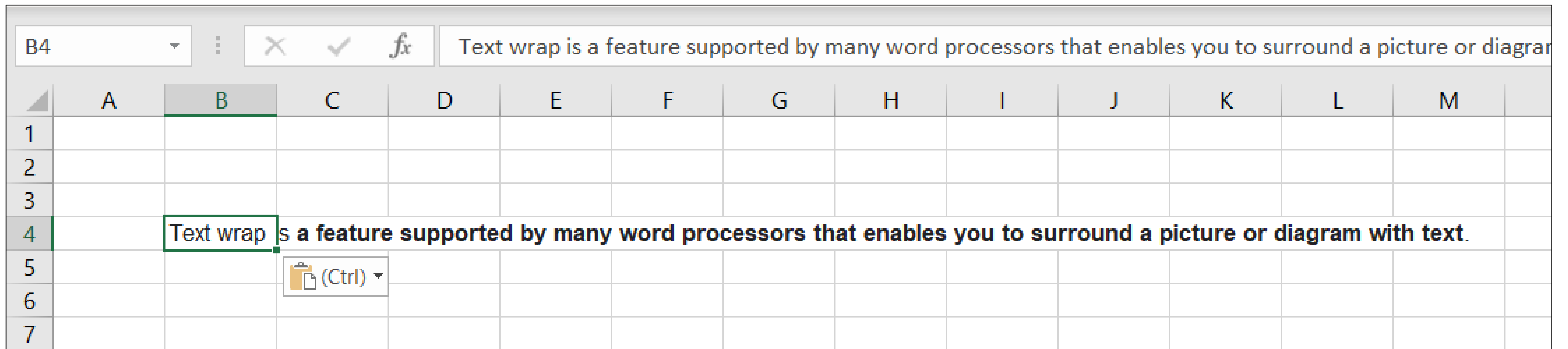
- Apply the Style for Salary & age columns based on the value

Name	Salary	Age
Smith	\$11,00.00	35
Peter	\$700,00	24
Doe	\$2,000.00	69

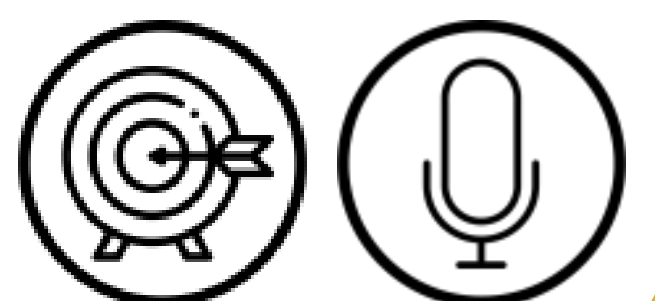


# Wrap text

- Apply the wrap text option to following example

 An Excel spreadsheet with a formula bar at the top containing the text "Text wrap is a feature supported by many word processors that enables you to surround a picture or diagram". The grid below has columns A-M and rows 1-7. Cell B4 is selected and contains the text "Text wrap is a feature supported by many word processors that enables you to surround a picture or diagram with text.", which is wrapped across two lines. A context menu is open over cell C5, showing a copy icon and "(Ctrl)".

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
3													
4		Text wrap is a feature supported by many word processors that enables you to surround a picture or diagram with text.											
5													
6													
7													

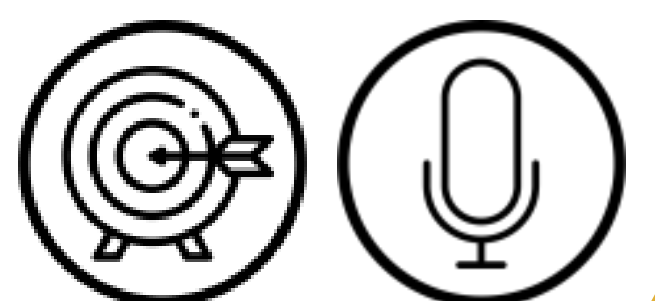




# Merge & centre

- Apply the wrap text option to **order year** column following example

Product	Order year	Quantity	Price
Chair	2000	20	2000
Lamps		7	5400
Laptop		6	60000

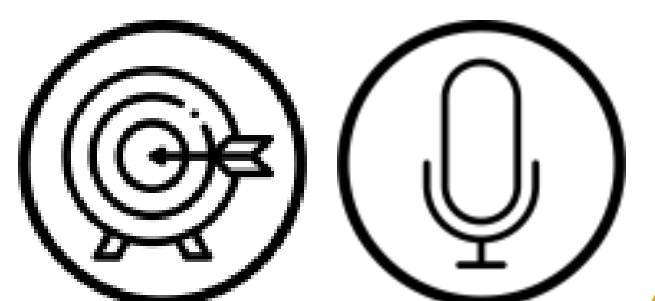




# Adding comment

- Add comment to the lowest price in the following table

Product	Order year	Quantity	Price
Chair	2000	20	2000
Lamps		7	5400
Laptop		6	60000



# Autofill

➤ fill the following series

		1	
		2	
		3	
		4	

		Monday	
		Tuesday	
		Wednesday	