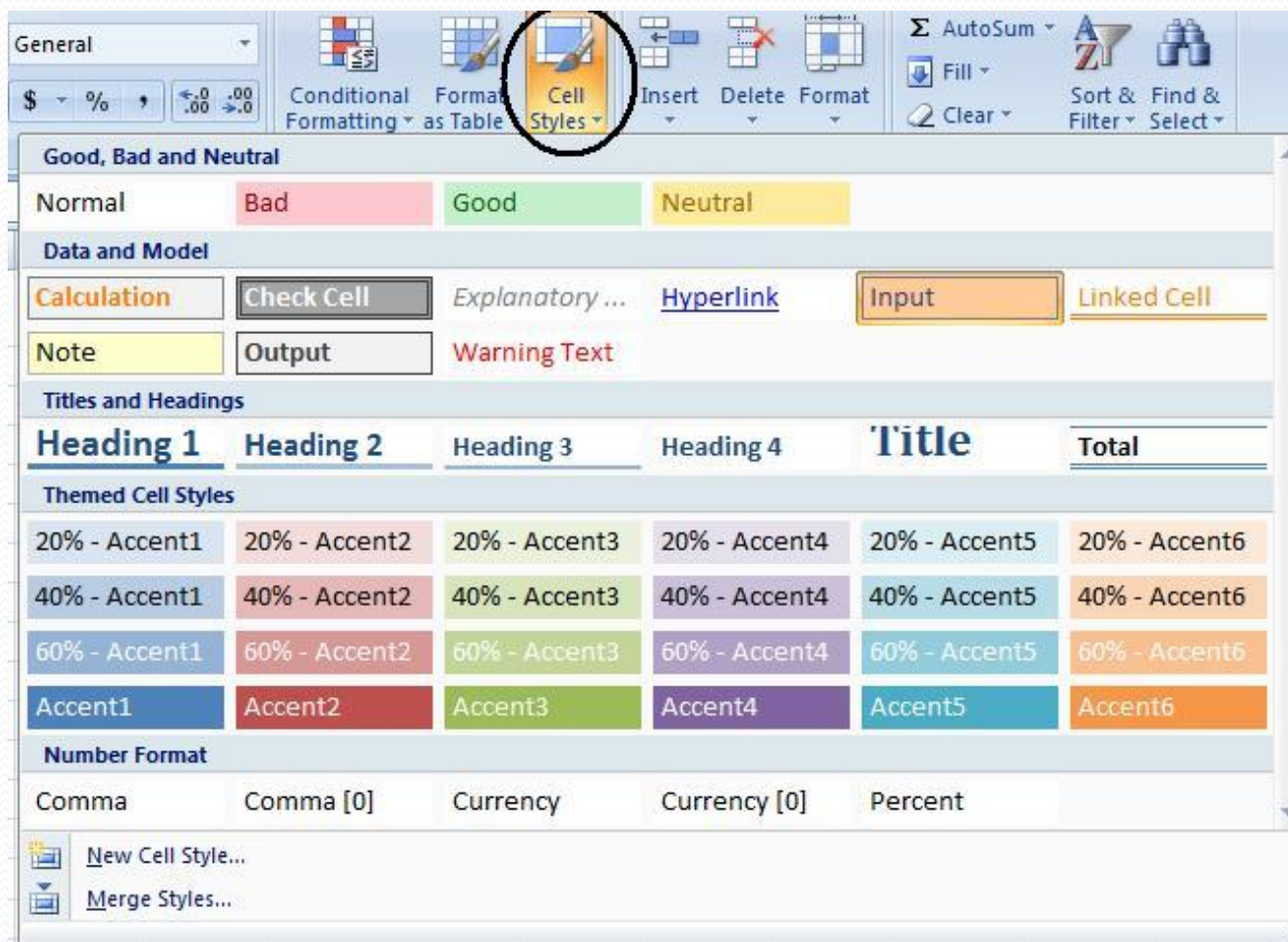


Formatting

Microsoft Excel 2007

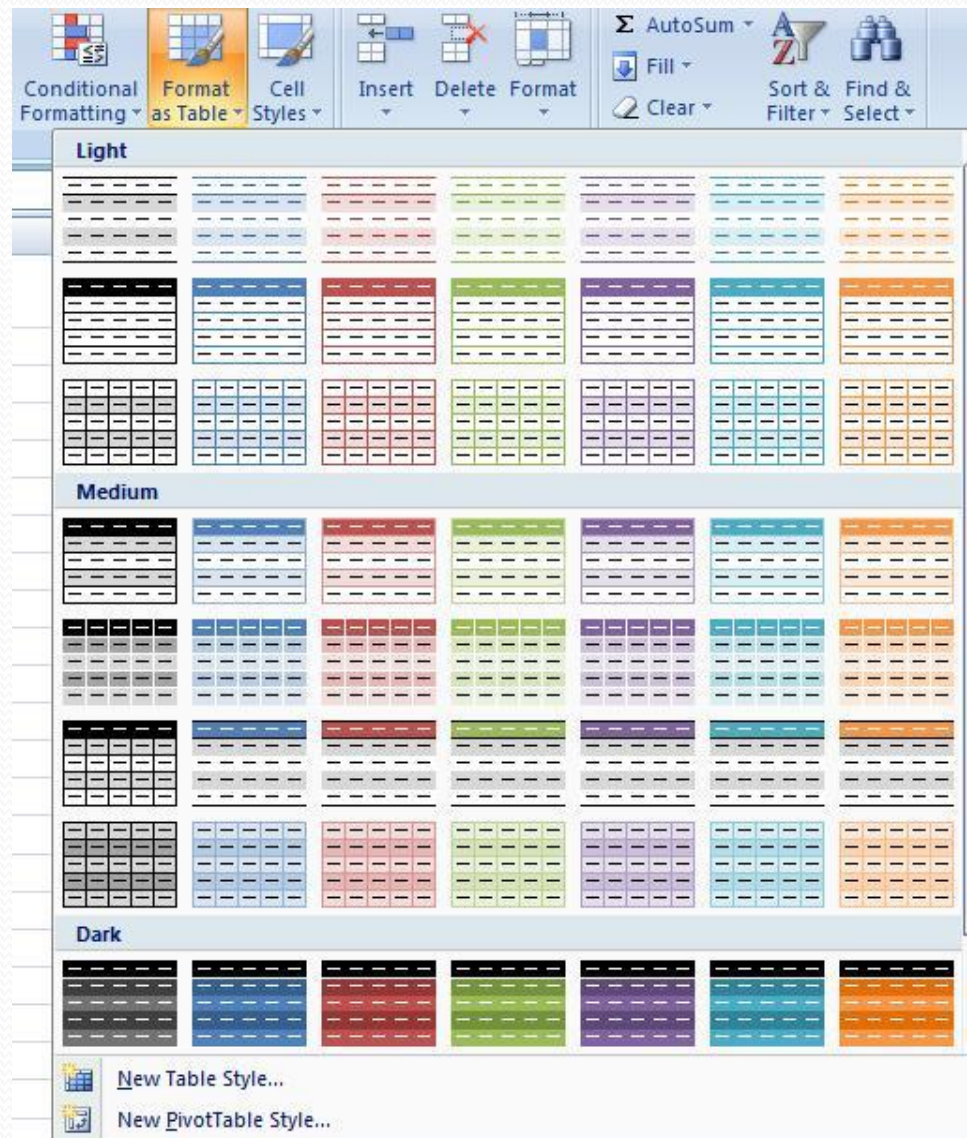
Formatting Cells:

This can be found on the Home Tab



Format as Table:

This can also be found on the Home Tab



Changing the Font

- This can be done on the Home Tab



Change the font size, color, and style

Align the data in the cells

Creating Borders

- To highlight data it often helps to create borders.

