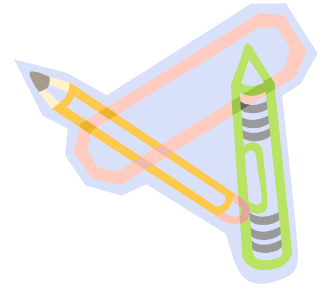


Spreadsheet Enhancement Features

Objective 6.02e



Enhancement Features

Borders

- On the **Main Menu** toolbar, click **Format\Cells**, and then click the _____ tab.
- To apply a different border line style, click the arrow next to _____ **Style**, and then click a line style on the palette.

Color

- On the **Main Menu** toolbar, click **Format\Cells**, and then choose a tab **Font**, **Border**, or **Patterns**.
- To apply a different color, click **Color**, and then click a color on the _____.

Shading

- Select the cells you want to apply shading to or remove shading from.
- To apply the most recently selected color, click **Fill Color** on the _____ toolbar.
- To apply a different color, click the arrow next to **Fill Color**, and then click a color on the _____.

Font

- On the **Main Menu** toolbar, click **Format\Cells**, and then click the _____ tab.

WordArt

- On the **Drawing** toolbar, click **Insert WordArt**.
- Click the **WordArt** _____ you want, and then click **OK**.

Images

- On the **Drawing** toolbar, click **Insert Picture From File**.
- In the **Insert Picture** dialog box, locate the folder that contains the picture that you want to insert, and then click the _____ file.
- Click **Insert** to _____ the picture into the worksheet.

Comments

- **Comments** are notes that can be attached to a cell.
- Click the _____ you want to add a comment to.
- On the **Insert** menu, click _____.
- In the comment box, type the comment.
- When you finish typing the text, click outside of the comment box.

Callouts

- On the **Drawing** toolbar, click _____, point to a category, and then click the shape you want.
- Click the place where you want to insert the **AutoShape**.

Textboxes

- A _____ is a _____, resizable container for text or graphics.
- Use text boxes to position several blocks of text on a page or to give text a different orientation from other text in the document.