



Lesson 3 Topics:

Formatting Spreadsheets – see GCF Tutorial Topic 5, 6, 7, 8

- Formatting the spreadsheet by using the Font, Alignment and Number groups on the ribbon.
- Adjusting column and row width.
- Cell borders
- Conditional formatting – see GCF Tutorial Topic 23

Charting – see GCF Tutorial Topic 22

Creating and manipulating charts

Views and printing – see GCF Tutorial Topic 12, 17

- View normal, page break preview, page layout
- Print preview and print setup

More information: <https://edu.gcfglobal.org/en/>

