**SS1 SCHEME OF WORK 3RD TERM**

**COMPUTER STUDIES**

**TOPICS CONTENT**

1. **Communication System Meaning of ICT, Types and Functions.**
2. **Communication System Telecommunication, Telephone, Network.**
3. **BASIC Computer Operation Description of Booting process.**
4. **BASIC Computer Operation Running an Application Programme.**
5. **Word Processing Definition of word processing and Features.**
6. **Word Processing Word Processor and Practical’s.**
7. **PRESENTATION PACKAGES Definition of Presentation Packages, examples,**

**Factors affecting Presentation Packages**

1. **PRESENTATION PACKAGES Features of Presentation Packages, working with**

**Presentation Packages (MS PowerPoint).**

1. **SPREADSHEET PACKAGES Definition of Spreadsheet Packages, Examples .**
2. **SPREADSHEET PACKAGES Working with SPREADSHEET Packages (MS Excel).**
3. **Revisions**
4. **Examination**
5. **COMMUNICATION SYSTEMS**

The objectives of this chapter are to help students:

* 1. State the full meaning of ICT;
  2. State the types of ICT;
  3. List types of broadcasting,
  4. list types of telecommunications systems
  5. List and define the various types of data networks
  6. List and define the various types of information system.

**MEANING OF ICT**

ICT stands for Information and Communications Technology. It is used to describe all devices that can be used to create, communicate, disseminate, store, manage and provide access to information. These devices include radio, television, mobile phones, computers, the Internet, satellite systems etc.

TYPES OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

There are different types of ICT, which include:

1. Broadcasting

2. Telecommunications

3. Data Networks

4. Information Systems

5. Satellite Communications

1. **BROADCASTING**

Broadcasting is the spreading or distribution of audio and video content over a wide area to a large audience through any electronic mass communications medium like radio, television, etc.

In computer networking, broadcasting refers to the simultaneous distribution of the same information to many recipients, which is made possible when a transmitted data packet is received by all network devices.

A data packet means small unit of data. Breaking communication down into packets allows the same data path to be shared among many users in the network.

Types of Broadcasting

There are three basic types of broadcasting, which are:

1. Radio Broadcasting
2. Television Broadcasting
3. Satellite TV System Broadcasting
   1. Radio Broadcasting: This involves sending or transmitting information or entertainment signals to a large audience, who will receive or listen to it through a radio set. This can be via AM (Amplitude Modulation), FM (Frequency Modulation) or HD (High Definition) radio which transmits digital audio and Data along with AM and FM analog signals.
   2. Television Broadcasting: This is the transmission of information or entertainment signals in form of moving images, with or without sound, from a television station to television sets. These signals are transmitted by UHF (Ultra High Frequency) or by VHF (Very High Frequency) waves. Television Programme were first transmitted in analog format and now in digital format.
   3. Satellite TV System Broadcasting: This is the transmission of audio and video signals from the television station to an orbiting satellite in space, which magnifies the signals and rebroadcasts it back to earth. These signals are captured by dish receivers placed on top of buildings and then converted by decoders to digital TV signals.
4. **TELECOMMUNICATIONS**

Telecommunications is the transmission of audio and video signals over long distances using cables, telephones, radio, television, etc. All electronic devices used for transmitting this information are called telecommunications systems.

Types of Telecommunications

The different types of telecommunications include:

1. Public Switched Telephone Network System (PSTNS)

ii. Mobile Phone System (GSM)

iii. Circuit Switched Packet Telephone System (CSPTS)

1. Satellite Telephone System.
2. Fixed Wireless Telephone System (FWTS)

I. Public Switched Telephone Network (PSTN): This is also referred to as

Landline or Plain Old Telephone Service (POTS). It is a wired phone system

Over which landline calls are made. Lt provides phone service to the public by

Carrying analog voice signals or data via copper cables. In other words, it allowS

People to communicate over the telephone.

ii. Mobile Phone System or Global System for Mobile Communications (GSM): This is a second-generation (2G) digital telephone network that enables individuals use mobile handsets to communicate with voice and text messages.

iii. Circuit Switched Packet Telephone System (CSPTS): This is a system that guarantees that a telephone call from one person to another remains connected for the duration of the call, unless it is disconnected by the caller or receiver.

Note: that the communication circuit or path for the call is set up and restricted only to the participants making the call. Thus, for the duration of the connection, all resources on that circuits will be made unavailable for other users.

iv. Satellite Telephone System: This system allows users to communicate with phones that connect with low earth orbiting satellites. There are three major satellite Telephone systems; Iridium, Thuraya, Globalstar.

1. Fixed Wireless Telephone System (FWTS): This system allows users to communicate with each other within a building (home or office) or between two fixed locations that have been connected with a wireless link, using a handset. It does not have the roaming advantage of GSM.
2. **DATA NETWORKS**

Data Network is a telecommunications network dedicated or configured solely to transfer data such as letters, spreadsheets and other types of documents from one point to another in an organised way.

Types of Data Networks

There are different data networks that are available. These include:

1. Personal Area Network (PAN)
2. Local Area Network (LAN)
3. Metropolitan Area Network (MAN)

Iv. Wide Area Network (WAN)

1. The Internet
2. Personal Area Network (PAN): This is a computer network built within the range of 10 meters of an individual user. It interconnects several devices such as Laptop, mobile phone, Personal Digital Assistant (PDA), fax machine and printer Using a wireless link like Bluetooth or Wi-Fi direct. It can further be connected to other networks like the Internet.
3. Local Area Network (LAN): This is a small computer network within an office space or building which is set up for the purpose of sharing resources like files, printer, games, applications, etc. A Local Area Network (LAN) can contain two or more computers, printer(s), scanner and the Internet connection.
4. Metropolitan Area Network (MAN): This is a large computer network that covers a city or large college campus. It interconnects several Local Area Networks (LAN) to share and exchange data.
5. Wide Area Network (WAN): This is a long distance computer network that covers a wide area like a state or country. It consists of several interconnected Local Area Networks (LAN) or Metropolitan Area Networks (MAN). The Internet is the largest WAN in the world.
6. The Internet: This is a world wide interconnection of computer networks, Otherwise called a network of networks, on which individuals can use their computers from where they are, to share information with others around the world.
7. **INFORMATION SYSTEM**

An Information System (IS) is a collection of people, hardware, software,

Communication devices, network and data resources organised to collect,

Process, store and distribute data and information within an organisation 1or

Specific purpose.

Types of information System

There are two major types of information system, which are:

1. Data Processing System
2. Global Positioning System
3. Data Processing System: This refers to a set of programs used to process, organise and manipulate large amounts of data used daily in organizations for transacting business, e.g. Computerised billings system used by PHCN, accounting payroll systems like Peachtree and Tally, Word Processing Systems like

Microsoft Word, etc.

1. Global Positioning System (GPS): This consists of a group of orbiting satellites in space that transmit signals to GPS receivers on earth, which can provide information regarding the exact location of a person or item, c.g a car using a GPS enabled device.
2. **SATELLITE COMMUNICATIONS**

Satellite communication provides a communication link between two or more

With the help of satellites. Radio wave signals are beamed or transmitted from

An earth based station towards the satellite orbiting in space; the satellite points on the earth. It involves the transfer of signals between sender and receiver amplifies the signal and retransmits it back to the receiver ‘s antenna present on the earth’s surface. This sending can be done at the same time or after some delay.

**3 – 4. BASIC COMPUTER OPERATION**

The objectives of this chapter are to help students

1. Define computer operation,
2. Describe the booting process,
3. List the types of booting:
4. start up a computer
5. Identify the components of the Windows desktop;
6. Run an application program;

Vii. Learn the process of shutting down a computer.

**WHAT IS COMPUTER OPERATION**

Computer Operation simply describes the way a computer works that is from the

Moment the computer is powered on until the time it is made ready for the user to work

With. This process involves three simple stages.

The first stage is when the computer is powered on, the next stage is the booting process and the final stage is the display of the windows desktop environment when the computer is made ready for use.

**DESCRIPTION OF THE BOOTING PROCESS**

Booting or Booting up is the process by which the computer, when turned on, carries

Out a self check to ensure its basic components ( the installed or attached software and hardware) required to function are okay, and then loads the operating system into it’s memory to create an environment that makes the computer ready for use. This

Process is described as A boot sequence.

Note the booting operation is performed automatically immediately the computer

Is switched on or powered on,

**TYPES OF BOOTING**

There are basically two types of booting,

I. Cold Booting

2. Warm Booting

* 1. Cold Booting: This is the process of starting the computer after it has been switched off by pressing the power button.
  2. Warm Booting This is the process of restarting the computer without switching It off. This could be due to operating system crash, power fluctuation, system Freeze, memory conflicts, etc.

Note that when the system automatically restarts itself while still running, it

Could lead to damage or the loss of some files, data, documents, etc., that were

Not yet saved nor properly stored into the system.

Starting Up a Computer

* 1. Switch on the main power supply to the computer system.

2. Press the “ON” button on the system unit, then the monitor, followed by the printer if available.

3. Once this is done, an image appears on the screen and the booting process automatically starts.

4. On boot up, the computer will beep once or twice and starts its self-check and bootstrap procedures.

5. On complete loading, the space to enter the user name or password appears on

The screen. This only occurs if the system is passed word ( requires some

Secret codes to open it).

6 Entering the correct password enables the user to log in and access or open any

Program needed to work with.

**COMPONENTS OF THE WINDOWS DESKTOP**

The main components of windows that appear on the screen after the booting are:

1. Icons

2. Taskbar

3. Background

* 1. Icons: These are small pictures or symbols that represent programs, applications, files or devices available on the computer. When clicked or double-clicked, users can access the programs, files or devices the icons represent.

Some icons displayed on the computer screen are:

1. Start Button
2. My Computer
3. Recycle Bin
4. Dialogue Box
5. Start Button: This menu option is found specifically on the taskbar. It is basically Used to begin the operation of application packages and access other important features available to the user.
6. My Computer: When this icon is selected, it displays all the storage devices available on the computer from which users can gain access into the document they contain. For example, it can display drive C, drive D, Removable Disk (Flash Drive), CD drive, etc.
7. Recycle Bin: This icon is used to store deleted files. When files are deleted from the computer, they are kept in the recycle bin just in case the user may want to retrieve and use them.
8. Dialogue Box: This is a box that pops up when the mouse pointer is placed on Any item or icon on the desktop. It gives the user a brief description of the item or icon to be selected.

Note that the dialogue box is temporal and disappears once the user has entered

The requested information.

* 1. Taskbar This bar is usually found at the bottom of the bottom of the desktop screen and contains the Start menu, icons that serve as shortcuts to programs and icons representing applications that are currently active or in Use.

Note that the taskbar can also be placed at the top of thes screen or on either side of it as desired by the user.

* 1. Background: This is the environment or user-interface by which the User can access all the resources available on the computer, It can be plain or the have wallpapers pictures on which the icons and menus are displayed.

**RUNNING AN APPLICATION PROGRAM**

The procedures for running application programs in Windows are very similar.

For example, to run Microsoft Word:

I Click on the start menu on taskbar.

1. Select All Programs.
2. Select the Microsoft Office.

iv. Click on the Microsoft Word 2007.

1. Click on the Office button icon.
2. Click on the Close Button.

**THE PROCESS OF SHUTTING DOWN THE COMPUTER SYSTEM**

Shut down or turn off is used to describe the process by which Windows closes all open programs and documents, logs out all users and then turns off the power of the computer. Thus, to start the computer again, the power button has to be pressed.

The shut down or turn off icon has the following submenus:

1. Standby or Sleep Mode

2. Hibernate

3. Restart

* 1. Standby or Sleep Mode: This option places the computer in a low power-saving mode when all actions on the computer are stopped and any open documents applications are put in memory. In this state, the computer runs at a very low voltage. Normal full power operations resume quickly by pressing any key.
  2. Hibernate: When this option is clicked, all the information concerning all programs currently running on the computer memory is recorded in a file on the computer’s hard disk and then the computer is completely powered off. When the computer is put on, all the information in the hibernation file is copied back to the memory ready for use in a few minutes.

The difference between hibernate and standby is that in standby mode, the computer is still running on low power but in hibernate mode, the power is completely Switched off.

* 1. Restart: When this option is clicked, Windows briefly closes all open programs And documents, logs out all users and then reboots the computer to desktop.

5 -6. WORD PROCESSING

The objectives of this chapter are to help students:

I. Define word processing and word processor

ii. list examples of word processors;

1. List the features of a typical word processor;
2. Identify the features of a word processing environment.

**MEANING OF WORD PROCESSING AND WORD PROCESSOR**

As the name implies, word processing is the use of computer software or program to process or manipulate words by typing in, editing, formatting and storing text (typed

Words) in form of a document and providing a print out.

A word processor is the computer software or program used to carry out word processing

**EXAMPLES OF WORD PROCESSORS**

1. Microsoft Word
2. Open Office Write
3. WordPerfect

iv. Corel WordPerfect

1. WordPad
2. WordStar

**MICROSOFT WORD PROCESSING ENVIRONMENT**

To Open Microsoft Word:

I. Click on the Start button on the taskbar.

ii. Select All Programs.

iii. Select Microsoft Office.

1. Click on the Microsoft Word Office – This opens up Microsoft Word environment

Which appears on the screen with all is

Elements or features as shown below.

**Functions of the Features in Microsoft Word Environment**

* 1. Office Button: When clicked, it displays a list of menus used regularly, e.g. New, Open, Save, Save As, Print, etc. It is located in the upper-left corner of the Windows program.
  2. Menu Bar: This bar displays a list of menus or options that users can choose from in order to carry out word processing operations. Every menu has a submenu and shows the heading for each drop-down menu.
  3. Title Bar: This is a horizontal bar on top of windows which displays the title or name of a document that is currently in use.
  4. Sizing Bars: These are set of three buttons located in the upper-right corner of the Windows program which are used for sizing the document as their names imply. They are also called Windows controls.

1. Minimize Button: This is used to reduce or hide a document. It allows the user to open and work on another document without closing the previous one.
2. Maximize Button: This is the middle button which looks like a rectangle and is used to increase, enlarge or restore a document or the Windows at first click, and at the second click, it reduces or minimizes the document or Windows whose size had been maximized.

Note that this button changes from one to a pair of rectangles as it is being clicked.

1. Close Button: This is the first button from the right, which appears as x on the screen and is used to close or exit a current document but not the Microsoft Word program.
   1. Submenu Options: These are the options available under the main menus listed on the menu bar.
   2. Vertical Scroll Bar: This is used to move up and down a document, thus allowing users to view the document being worked on.
   3. Horizontal Scroll Bar: This is used to move or seroll a document to the left or right in order to view the document.
   4. Typing Area: This is where users type in text or words that form part of their documents. It is also called work area or text area.
   5. Status Bar: This bar displays information concerning the document such as the current page, number of words and pages in the document.
   6. Taskbar: This displays the document that is currently been worked on and any other documents that must have been previously opened.

7 -8. PRESENTATION PACKAGES

The objectives of this chapter are to help students:

1. Define a presentation package;
2. Give examples of presentation packages;
3. List the features of a presentation package;
4. Use Microsoft PowerPoint presentation package.

DEFINITION OF A PRESENTATION PACKAGE

Presentation package is a computer program or software package that enables users

To display information using slides.

A slide is a computer created single page of presentation using software packages such as Microsoft PowerPoint, Open Office impress, etc. It allows presentations to be displayed one slide show at a time before moving to the next slide until all slide are Shown.

Several slides put together which are enhanced by animation (movements) and sounds make up a slide show.

**EXAMPLES OF PRESENTATION PACKAGES**

1. Microsoft PowerPoint

2. OpenOffice Impress

3. Macromedia Flash

4. Corel Presentation

5. Softmaker Presentation

**FEATURES OF A PRESENTATION PACKAGE**

A typical presentation package has the following features:

* 1. Creation of Slides: With a presentation package like Microsoft PowerPoint, users can create as many slides as they want depending on the amount of information Required for display.
  2. Insertion of Pictures: With computer generated slides, users can add pictures, Both from those embedded on slide and from external sources.
  3. Insertion of Video or Audio Content: This is one of the features that make presentation packages unique and different from manual presentations. Users can add any kind of video or audio content to enhance their presentation.
  4. Animation: This is an important distinguishing feature of presentation packages. It allows users give life to their presentation by applying motion effects to the content of the presentation. Text and graphics move in and out in beautiful Transitions during presentation, thus making it more dynamic and memorable.
  5. Slide Shows: These consist of several slides of information that have been enhanced with animations, transitions, videos and audio effects presented to an audience in a prearranged sequence.
  6. Creating Graphics: With a presentation package, users can create or add graphics Like shapes, lines and drawings to their presentation.
  7. Creating Organisational Charts and Other Charts: Presentation packages make it easy for users to create or add charts such as diagrams, graphs, tables, etc. to their presentations.

**Features of Microsoft PowerPoint Environment**

All Microsoft Office Windows packages have similar environments, with similar tools

And icons that serve the same purposes, e.g. Save, Open, Print, Minimize, Maximize,

Close, etc.

In this sub-topic, we shall only deal with those features that are peculiar to Microsoft

PowerPoint

The following features are peculiar only to Microsoft PowerPoint:

* 1. Menu Options: These are the different tools or icons that are available under each of the main menus in PowerPoint.

2.Slide: This is the page or platform on which presentations are created.

3.Status Bar: This is a long horizontal bar that extends from one end of the bottom

Section of the Microsoft PowerPoint to the other end. It shows users the numbers of slides in the presentation and which slide is currently active. It also serves as a quick shortcut to activate slide show, sorter and zoom commands.

4.Placeholders: These are boxes with dotted boarders that reside within the slide layout. They are the actual place where the content of the presentation is inserted.

5.Notes: This allows us to type in personal notes or information as it concerns each slide.

1. Title Bar: This is a colored wide horizontal bar which is located at the top in the center of the PowerPoint window. It displays the title of a named active or current document; otherwise by default, the title name appears as presentation1, 2, 3, etc., depending on the number of presentations created. The title bar also displays a set of three buttons called system buttons on its right side which are Used to minimize, restore, maximise or close PowerPoint. On the left side of the title bar are displayed some buttons like Quick Access toolbar, the ribbon, which serve different functions as well as a small picture called the system icon which is used to identify the application and holds a list of actions that can also close, minimize, maximize, move or restore the application.

**To Animate/Content**

Animation involves applying motion effects to the content of presentations to make more interesting.

1. Entrance: This determines what Kind of effect a text or image should have when it first appears on the slide.
2. Emphasis: This is used to get the viewers attention on a particular text or object.
3. Exit: This determines the type or effect a text or image should have at the end of one or each slide presentation.
4. Motion Paths: This determines the path or pattern a text or an image should follow when in motion.

To Animate Content

* 1. Highlight or select title of presentation i.e., “How to Stay Healthy”.
  2. Click on the Animations menu.
  3. Click on the Custom Animation icon-This displays custom animation window.
  4. Click on the Add Effect drop down arrow.
  5. Select Entrance and Click on Blinds.
  6. Highlight or select text on left column of presentation.
  7. Click on the Add Effect drop down arrow.
  8. Select Entrance and click on the checkerboard.
  9. Click on the Add Effect Again.
  10. Select Emphasis and Click on the Change Font Size.
  11. Click on the Picture.
  12. Click on the Add Effect drop down arrow.
  13. Select Entrance and click on Diamond.

8 -9. SPREADSHEET PACKAGES

The objectives of this chapter are to help students:

1. Define a Spreadsheet Package
2. Give examples of Spreadsheet Package
3. List the features of a Spreadsheet
4. Use Microsoft Excel.

**Meaning and Definition of Spreadsheet Package**

A Package can be defined as software written to perform a particular task.

Therefore, a Spreadsheet Package is a program that enables the computer user to carry out calculation-related tasks. Spreadsheets are majorly used for organizing and analysing numeric data. They were designed to replace the pencil, calculator and the writing pad. It is widely used in diverse range of disciplines like Engineering, Mathematics, Science, Accounting, etc.

Examples of Spreadsheet Package

* Lotus 1-2-3
* Microsoft Excel
* STATVIEW
* Quattro pro
* GS-Calc
* Easy Calc
* Super-Calc
* Visi-cal
* Apple numbers
* Freeware spreadsheet program

NOTE: For the purpose of this lesson, our focus shall be on Microsoft Excel because it is user-friendly, flexible and contains more advanced features.

Uses of Spreadsheet Packages

1. For Statistical analysis
2. For Mathematical purposes
3. Regression analysis
4. Budget management and control
5. Preparation of daily sales report
6. Stock/Inventory control analysis
7. Preparation of examination results
8. Accounting purpose
9. Financial projection and analysis
10. Preparation of Payroll, etc.

To fully understand and use a spreadsheet package, one must be used to some terminologies. These terminologies include;

* Row
* Column
* Cell
* Active Cell
* Worksheets
* Workbook
* Chart
* Data Range
* Fill handle
* Moving border

Rows

A Row is a horizontal line of cells which runs from left to right in a worksheet. They can be identified by the numbers at the left-hand-side of the work sheet. They are numbered from 1, 2, 3 to 1,048,576 in Excel 2007, 2010, 2013 & 2016.

Columns

A Column is a vertical line of cells in a worksheet usually identified by letters across the top of the sheet. There are about 16,384 columns in Excel 2007, 2010, 2013 & 2016.

Cells

A Cell is the intersection of a row and a column. The highlighted rectangle on the cell is the cursor but is known as ‘cell pointer’ which enable users to move around the sheet. They can be identified by the combination of column header (e.g. ‘A’) and the row header (e.g. ‘1’) to give cell A1.

The Active Cell

The active cell is the cell that contains the cell pointer, while the active worksheet is the worksheet where the cell pointer is currently located.

Worksheet

The worksheet (also known as spreadsheet) is the working area of the package where entering of data and calculations are handled. It consists of rows, columns, cells and a cell pointer where data are actually entered and manipulated.

Workbook

This can be simply defined as a collection of worksheets. Each workbook contains many worksheets just like a normal single book with a number of pages.

Chart

A Chart is a graphical representation of data that enables you to understand the data at a glance. Examples of Charts include Column (histogram), Pie chart, Bar Chart, Line Chart, Surface, Doughnut, etc.

Data Range

A group of highlighted cells in a worksheet is referred to as a Range.

Fill Handle

This is a small black square at the corner of selected cells. The cursor changes to a black cross when moved to it.

Moving Border

This is an animated border that appears around a selected cell that has been cut or copied. Press the ESC key to cancel a moving border.

METHOD I

To load a spreadsheet package, take the following steps:

Click on the START button

Point to ALL PROGRAM

Point to Microsoft Office

Click on Microsoft Excel

METHOD II

Double-click the Microsoft Excel icon on the desktop. The spreadsheet package opens. The active cell is cell A1 and the active worksheet is sheet 1.

Exiting the Spreadsheet Package

Click on the File menu and select Exit.

Click on the Close button on the Title bar

Press ALT + F4.

WORKSHEETS

A worksheet can be defined as the working area of the program where entering of data and calculations are handled. It consists of rows, columns, cells and a cell pointer.

Starting Excel Worksheet

* + 1. Opening a worksheet
    2. Data entry
    3. Editing
    4. Saving
    5. Retrieving worksheet

Opening a Worksheet

Method I:

To create a new worksheet, follow the steps below:

Open Microsoft Excel from the Start button

Click on Office button to display a sub menu

Select New

Click on Create

A new workbook will be displayed.

Method II:

Open Microsoft Excel

Press Ctrl + N

Data Entry

There are three types of data that can be entered into an excel worksheet. These are Labels, Numbers and Formula.

Labels are made up of texts that are entered into the active worksheet. Examples are letters of alphabets (A-Z)

Numbers/values consists of numerals 0 – 9

Formulas are mathematical expressions which return calculated value.

A typical example of data entry is shown below:

Worksheets – Data entry

NOTE: Educators should please ensure that students practice the act of entering data into the worksheet by entering the data shown in Fig. 1 above.

Editing the Worksheet

Editing a worksheet means to either insert data, delete existing ones or to make corrections to the already existing data.

Saving a Worksheet

Click on the Microsoft office Button

Click on Save

When the dialog box appears, in the save in box click on the arrow, a drop-down menu

Select a location to save e.g. My Document

Type a file name in the File name

Click on Save.

Subsequently, just press ctrl + S to continue saving the worksheet.

Retrieving a Worksheet

To retrieve an existing or saved worksheet, follow the steps below;

Load the spreadsheet package (Microsoft Excel in this case)

Click on the File menu or the Microsoft Office button

Click on Open, the open dialog box will be displayed

Click on the arrow beside the Look in box

Select My Document from the drop-down menu

Click on the File Name

Click on Open

Formatting Worksheet

The general arrangement of data is known as ‘Formatting’. The contents of selected cells can be formatted using the formatting tool bar. Formatting changes the way numbers and text are displayed in a worksheet.

Changing Fonts

Formatting Values in a Range

The number entered in the worksheet can be formatted to have currency symbols like the dollar ($). To format numbers in a worksheet follow the under listed steps

Highlight the number(s) in the desired range

Click on the arrow beside the number on the ribbon bar

When the dialog box appears, click on the number tab

Select Currency

Click on the arrow beside the symbol to get a drop-down menu

Select the required symbol e.g. dollar sign with 2 decimal places

Click on OK.

Adjusting the Column Width

Click on the cell to be adjusted

Position the cell pointer on the column tab,

The cell pointer changes to a cross

Click and drag to the right to increase the column width.